



# **Helston Town Council**

## **Konsel an Dre Hellys**

# **DOCUMENT MANAGEMENT POLICY**

Reviewed: November 2023

Next Review: November 2024

## 1. Introduction

1.1 This policy has been produced to aid the sensible and timely management and disposal of correspondence files and other Town Council documents. In addition, the policy will guide any members of the public as to what documents are readily available for requests under the Freedom of Information Act 2000.

## 2. Scope

2.1 The policy applies to all documents produced by Helston Town Council and all documents received in the Town Council's offices. Reviewing and disposal of all such documents will take place on an annual basis during October and November. Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.

## 3. Policy

### 3.1 Retained documents

3.1.1 The following documents will be retained for the periods stated and the reasons given:

<u>Document</u>	<u>Minimum Period</u>	<u>Reason</u>
Minute Books	Indefinite	Historical
Scale of Fees & Charges	5 years	Management
Annual Audited Accounts	Indefinite	Historical
Receipt Books	6 years	VAT
All Bank Statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations/tenders	Indefinite	Statute of limitations
Paid Invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
Sundry Debtor Invoices	6 years	VAT
VAT Records	6 years	VAT
Petty Cash, postage books	6 years	Tax, VAT, Statute of Limitations

Timesheets	Last completed Audit year	Audit & Working Time Regulations
<u>Document</u>	<u>Minimum Period</u>	<u>Reason</u>
Salaries/Wages records	12 years	Superannuation
Employers Liability Insurance	40 years	Management & Statute of Limitations
Public Liability Insurance	21 years	Management & Statute of Limitations
Health & Safety Inspection Records	21 years	Management & Statute of Limitations
Investment records	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members Allowances Register	6 years	Tax, Statute of Limitations
For the Town Hall: Applications to Hire ) Lettings Diaries ) Copy invoices to hirers )	6 years	VAT
Allotments Register & Plans	Indefinite	Audit, Management

At the end of the stated periods, the files will be destroyed automatically.

### **3.1.2 General Documentation**

Other than as stated at paragraph 3.1.1, general documentation will be destroyed automatically after 5 years. Any documents of an historical nature will be retained by the Town Council. Any documents relating to Town Council owned land and property will be retained indefinitely by the Town Council to give a complete picture of refurbishments, disposals or acquisitions.

### **3.1.4 Development Control (Planning) Files**

Development Control applications supplied by Cornwall Council will be destroyed automatically after 1 year. If a particular application forms part of a planning history for a specific site or a Town Council owned property, then the application will be kept indefinitely or until such times as the site is developed.

### **3.1.5 Personnel Documents**

Within 6 months of a member of staff leaving the employment of the Town Council, the individuals Personnel file will be reviewed, any superannuation or salary documentation will be extracted and the remaining documentation will be destroyed. If there is likely to be a claim made against the Town Council under employment or other relevant legislation, the Personnel file will be archived until such times as any claim has been dealt with or legal advice states that it may be destroyed.

### **3.2 Storage of Retained Documents**

Retained documents will be stored on the Town Council's premises and archived to ensure easy retrieval. As more and more information is produced by the Town Council in electronic format, the information will be stored on electronic media i.e. discs or tapes. As time goes on, this should reduce the need to retain some documents, other than those that have to be kept as a paragraph 3.1.1.

### **3.3 Historical Information**

Documents and files kept for historical reasons, will periodically be reviewed. This is to ensure that very old documents are kept in optimum conditions to ensure longevity.

### **3.4 Destruction of Documents**

All documents earmarked for disposal will be sent for destruction by a recognised contractor specialising in this type of work. All documents will be carefully scrutinised to ensure that anything containing personal information covered by the Data Protection Act is sent for secure destruction by a recognised contractor.