



Helston Town Council

Konsel an Dre Hellys

DOCUMENT MANAGEMENT POLICY

Reviewed: January 2023

Next Review: January 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 Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.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.