



# **MACCLESFIELD TOWN COUNCIL**

## **RETENTION OF DOCUMENTS POLICY**



## DOCUMENT VERSION CONTROL

Document Title: Retention of Documents Policy

Version No.	Date Change Made	Changes Made By (initial)	Comment
2		HW	Adopted by Full Council meeting 8.10.18
2.01	Dec 2018	HW	Reissued
2.02	Feb 2019		Adopted by Full Council meeting 4.2.19 Agenda item 9.3
2.03	Apr 2020	HW	Updated with volunteer records
3.00	Jun 2020	HW	Adopted by Full Council meeting 15.6.20 Agenda item 10.4
3.01	Nov 2021	HW	Reviewed and updated to reflect DPA, retention of audio/video recordings and unsuccessful tenders/quotes
4.00	Dec 2021	HW	Replaced references from EU GDPR to Data Protection Act 2018/UK GDPR as approved at Full Council 06/12/21  Amendments at 3.01 approved at Full Council 06/12/21
5.00	February 2025	LS/ NM	Amendments to disposal of documents to be more streamlined.



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## 1 Introduction

1.1 Macclesfield Town Council keeps data and information for as long as there is an administrative need, to enable the council to carry out its business or support functions or for as long as is required by a council for audit purposes, legal requirements and local transparency. Many of the documents are stored on the Macclesfield Town Council website and for the sake of clarity, many will be kept electronically.

1.2 Both the Freedom of Information Act 2000 (FOIA), the UK GDPR Data Protection Act 2018 require public bodies to manage information and its access in particular ways.

## 2 Strategic approach to record management

2.1 Macclesfield Town Council's policy on record management will enable the Council to:

- Comply with the relevant legislation and codes of practice,
- Create authentic, reliable and useable records,
- Support the Council's business functions, including asset management,
- Document the Council's decisions and activities,
- Reduce storage costs,
- Facilitate the paperless office,
- Enable the efficient and accurate retrieval of information,
- Dispose correctly of records no longer required.

2.2 The Town Clerk and the Admin and Governance Manager will be responsible for record management. All initial queries should be made to the Admin and Governance Manager.

2.3 The DPO may undertake regular reviews of this policy to verify that it is in effective operation and advise of any changes for ongoing improvement.

## 3 Staff responsibility

3.1 All staff are obliged to:

- Keep accurate records in an organised and accessible form,
- Keep records for only as long as necessary,

## 4 Periods of retention

4.1 The minimum periods for which various types of records must be kept are set out in the Retention Schedule at Annex A. These reflect statutory requirements, codes of practice and recommendations published by



professional and other bodies. In the absence of any guidance, it will be the responsibility of the Council to determine a suitable retention period.

4.2 At the end of the retention period, the record must be assessed to determine whether it should be retained for a further period. This is particularly relevant where the record has been the subject of a request for access to information under the Data Protection Act (DPA) or the Freedom of Information Act (FOIA). This is the case even where access to information has been refused, as the record should be retained until the end of the period in which an appeal can be lodged or the appeals procedure exhausted.

## **5 Record disposal**

5.1 Records designated for disposal must be securely disposed of to preserve confidentiality. No record is to be disposed of without the approval of the Town Clerk or Admin and Governance Manager, and a note made of which records are destroyed with their date of destruction.



## Annex A

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Signed Minutes	Indefinite	Local Transparency, Public Inspection
Agendas	5 years	Local Transparency
Title Documents / Deeds	Indefinite	Audit, Management
Contracts / Leases	Indefinite	Management
Register of Members' Interests	1 year after end of service	Local Transparency
Members' allowances register	6 years	Tax, Limitation Act



Strategic Plans, Annual Reports etc	Permanent Archive once superseded	Local Transparency
Legal / Litigation Files	Active + 7 years	Good Practice
Complaints Records	6 years	Good Practice
Audited Accounts	Indefinite	
Accounting Records (invoices, VAT records etc)	6 years + current year	VAT
Bank Statements, Paying in / Cheque Book stubs	6 years + current year	Audit
Insurance company names and policy numbers	Indefinite	Management
Insurance policies	Whilst valid	



Employer's Liability Certificates	40 years from commencement/renewal	Statute
Budgets	Indefinite	For Transparency
Quotations and Tenders	6 years	Limitations Act
Payroll Records	6 years plus one	Good Practice
Recruitment Documents	5 years	Local Choice
Documents on Persons Not Hired	6 months from date vacancy closed	Equal Opportunities Claims
Accident or Injury at Work	7 years	Local Choice
Personnel Administration (inc. CVs, appraisal	6 years after person leaves council except staff working with children (25 years)	Local Choice and Statutory





disciplinary records, contracts, pay awards etc)		
Personnel Service Record (Name, position, dates of employment, pay levels etc)	Indefinite	Local Choice