

YWPC Retention of Documents and Records

(Based on NALC Legal Topic Note (LTN) 40 – November 2007)

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

<u>Document</u>	<u>Minimum Period</u>	<u>Reason</u>
MINUTES		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
RECORDINGS		
Social Media	Indefinite - As long as platform permits	Archive
FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Scales of fees and charges	5 years	Management
EMPLOYEES		
Personnel records	3 months until after ceasing employment	Management
HEALTH & SAFETY		
Equipment inspection records	25 years	Management
Risk assessments	3 years plus current	Management
INSURANCE		
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period
OTHER		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails	Retain as long as useful	Management
Public Consultations – survey and returns	1 year (post completion)	Management