



FELIXSTOWE

TOWN COUNCIL

Data Retention Policy

Subject to any statutory or regulatory provision or advice from National or County associations (including that resulting from case law), the Town Council's policy for retaining data is as follows (in accordance with NALC guidelines at the time of coming into force):

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none">Minute books	Indefinite	Archive
<ul style="list-style-type: none">Scales of fees and charges	5 years	Management
<ul style="list-style-type: none">Receipt and payment account(s)	Indefinite	Archive
<ul style="list-style-type: none">Receipt books of all kinds	6 years	VAT
<ul style="list-style-type: none">Bank statements, including deposit/savings accounts	Last completed audit year	Audit
<ul style="list-style-type: none">Bank paying-in books	Last completed audit year	Audit
<ul style="list-style-type: none">Cheque book stubs	Last completed audit year	Audit
<ul style="list-style-type: none">Quotations and tenders	6 years	Limitation Act 1980 (as amended)
<ul style="list-style-type: none">Paid invoices	6 years	VAT
<ul style="list-style-type: none">Paid cheques	6 years	Limitation Act 1980 (as amended)
<ul style="list-style-type: none">VAT records	6 years	VAT
<ul style="list-style-type: none">Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
<ul style="list-style-type: none">Timesheets	Last completed audit year	Audit
<ul style="list-style-type: none">Wages books	12 years	Superannuation
<ul style="list-style-type: none">Insurance policies	While valid	Management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none"> • Certificates for Insurance against liability for employees 	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
<ul style="list-style-type: none"> • Title deeds, leases, agreements, contracts 	Indefinite	Audit, Management
<ul style="list-style-type: none"> • Members allowances register 	6 years	Tax, Limitation Act 1980 (as amended)
Halls, Centres, Recreation Grounds		
<ul style="list-style-type: none"> • application to hire • lettings diaries • copies of bills to hires • record of tickets issued 	6 years	VAT
Allotments		
<ul style="list-style-type: none"> • register and plans 	Indefinite	Audit, Management
For Burial Grounds		
<ul style="list-style-type: none"> • register of fees collected • register of burials • register of purchased graves • register/plan of grave spaces • register of memorials • applications for interment • applications for right to erect memorials • disposal certificates • copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)

Policy Approved: Council 24 September 2014

Review Body: Finance & General Purposes Committee recommendation to Council

Review Period: Every 3 years

Next Review: September 2017