



FELIXSTOWE

TOWN COUNCIL

Data Retention Policy

Subject to any statutory or regulatory provision, the Town Council's policy for retaining data is as follows:

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	5 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
DOCUMENT	MINIMUM RETENTION PERIOD	REASON
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.
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

Health and Safety documents Any building reports i.e. including Asbestos reports	Indefinite	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Halls, Centres, Recreation Grounds		
Application to hire Lettings diaries Copies of bills to hires Record of tickets issued	6 years	VAT
Allotments		
Register and plans	Indefinite	Audit, Management
For Burial Grounds		
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 (Sl. 204)
Digital & ICT Assets		
Website Backups	1 Year (Rolling)	Business Continuity
Email Archives (@gov.uk)	Term of Office + 1 Year	GDPR / Public Task
Digital Photographs	5 years (or indefinite if historic)	Management / Archive
DPIA Screening Forms	Life of project + 6 years	GDPR Accountability

Policy Approved: Finance & Governance Committee 18 March 2026
Review Body: Finance & General Purposes Committee
Review Period: Every 4 years
Next Review: March 2030