



# **FORDINGBRIDGE TOWN COUNCIL**

Fordingbridge Town Council, Kings Yard, 23 Salisbury Street, Fordingbridge, SP6 1AB

<https://fordingbridge.gov.uk/> Tel: 01425 654560

## **RETENTION & DISPOSAL POLICY**

**VERSION No: 001**

**Date: July 2022**

**Review Date: October 2025**

**Next review: October 2028**

## FORDIGBRIDGE TOWN COUNCIL DOCUMENT RETENTION & DISPOSAL POLICY

- 1. Purpose:** Fordingbridge Town Council (FTC) requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:

Enables FTC to meet its statutory obligations in respect of documents subject to legislation;

- Ensures security of documents;
- Protects employees' privacy;
- Facilitates access to information;
- Optimises the use of storage space;
- Is cost effective; and
- Facilitates destruction of redundant documents.

- 2. Scope:** This Policy applies to users of FTC 's information records, both paper and electronic, it includes Councillors and employees.

- 3. Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation in Annex A. This meets our requirements under the General Data Protection Regulations (GDPR)

- 4. Security of Documents:** FTC's records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters or copies (as deemed appropriate) of paper-documents will be stored off-site.

- 5. Employees' Privacy:** The privacy of personnel records will be appropriately assured.

- 6. Availability & Access:** All records necessary for FTC's business will be retained for a period of time that reasonably assures the availability of records when needed.

- 7. Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy to avoid any inference that a document was destroyed in anticipation of a problem.

- 8. Electronic Storage:** Records maintained on electronic data processing storage media will be subject to the same rules of retention and security as paper records.

- 9. Implementation of Policy:** The Clerk will be responsible for the implementation of the Policy.

- 10. Monitoring & Review of Policy:** The appropriate Committee will review the Policy periodically to monitor its effectiveness, taking account of users' comments.

**Fordingbridge Town Council Appendix A: List of Documents for Retention or Disposal**

| <b>Document</b>              | <b>Minimum Retention Period</b> | <b>Reason</b>    | <b>Location Retained</b>   | <b>Disposal</b>                                                                                                                                                                                                                                                 |
|------------------------------|---------------------------------|------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minutes                      | Indefinite                      | Archive          | FTC Office/Archive/Website | Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority (Hampshire Archives and Local Studies(HALS)) |
| Agendas                      | 5 years                         | Management       | FTC Office/Archive/Website | Bin (shred confidential waste)                                                                                                                                                                                                                                  |
| Accident/incident reports    | 20 years                        | Potential claims | FTC Office                 | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.                                                                                                                                         |
| Scales of fees and charges   | 6 years                         | Management       | FTC Office                 | Bin                                                                                                                                                                                                                                                             |
| Receipt and payment accounts | Indefinite                      | Archive          | FTC Office /Archive        | N/A                                                                                                                                                                                                                                                             |

|                            |         |     |            |     |
|----------------------------|---------|-----|------------|-----|
| Receipt books of all kinds | 6 years | VAT | FTC Office | Bin |
|----------------------------|---------|-----|------------|-----|

| Document                                           | Minimum Retention Period                        | Reason                                     | Location Retained | Disposal                                                                                                                |
|----------------------------------------------------|-------------------------------------------------|--------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|
| Bank statements including deposit/savings accounts | Last completed audit year                       | Audit                                      | FTC Office        | Confidential waste                                                                                                      |
| Bank paying-in books                               | Last completed audit year                       | Audit                                      | FTC Office        | Confidential waste                                                                                                      |
| Cheque book stubs                                  | Last completed audit year                       | Audit                                      | FTC Office        | Confidential waste                                                                                                      |
| Quotations and tenders                             | 6 years                                         | Limitation Act 1980 (as amended)           | FTC Office        | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Paid invoices                                      | 6 years                                         | VAT                                        | FTC Office        | Confidential waste                                                                                                      |
| Paid cheques                                       | 6 years                                         | Limitation Act 1980 (as amended)           | FTC Office        | Confidential waste                                                                                                      |
| VAT records                                        | 6 years generally but 20 years for VAT on rents | VAT                                        | FTC Office        | Confidential waste                                                                                                      |
| Petty cash, postage and telephone books            | 6 years                                         | Tax, VAT, Limitation Act 1980 (as amended) | FTC Office        | Confidential waste                                                                                                      |

|            |                                          |                                                            |            |     |
|------------|------------------------------------------|------------------------------------------------------------|------------|-----|
| Timesheets | Last completed audit year<br><br>3 years | Audit (requirement)<br><br>Personal injury (best practice) | FTC Office | Bin |
|------------|------------------------------------------|------------------------------------------------------------|------------|-----|

| Document                                                   | Minimum Retention Period                                       | Reason                                                                                       | Location Retained  | Disposal           |
|------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------|--------------------|
| Wages books/payroll                                        | 12 years                                                       | Superannuation                                                                               | FTC Office         | Confidential waste |
| Insurance policies                                         | While valid (but see next two items below)                     | Management                                                                                   | FTC Office         | Bin                |
| Insurance company names and policy numbers                 | Indefinite                                                     | Management                                                                                   | FTC Office         | N/A                |
| 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)<br><br>Management | FTC Office         | Bin                |
| Play equipment inspection reports                          | 21 years                                                       |                                                                                              | FTC Office         | Bin                |
| Investments                                                | Indefinite                                                     | Audit, Management                                                                            | FTC Finance Office | N/A                |
| Title deeds, leases, agreements, contracts                 | Indefinite                                                     | Audit, Management                                                                            | FTC Office/Archive | N/A                |

|                              |         |                                       |            |                                                                                                                          |
|------------------------------|---------|---------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------|
| Members' allowances register | 6 years | Tax, Limitation Act 1980 (as amended) | FTC Office | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
|------------------------------|---------|---------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------|

| Document                                                                                              | Minimum Retention Period                                   | Reason                                                                                                                                                                                                                                                                | Location Retained          | Disposal |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|
| Information from other bodies<br>e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant          |                                                                                                                                                                                                                                                                       | FTC Office                 | Bin      |
| Local/historical information                                                                          | Indefinite – to be securely kept for benefit of the Parish | Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information). | FTC Office/Archive/Website | N/A      |

|                        |                                                                                                                            |                                                                                                                                                                                                                                                                      |            |                   |
|------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------|
| Magazines and journals | <p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p> | The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a | FTC Office | Bin if applicable |
|------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------|

| Document | Minimum Retention Period | Reason                                                                                                                                                                                                                                       | Location Retained | Disposal |
|----------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
|          |                          | (Contd)<br>copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds. |                   |          |
|          |                          |                                                                                                                                                                                                                                              |                   |          |

|                                                                                                                                                                                                                                                                      | Record-keeping                                                                                                                                                  |                   |                   |                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul> | <p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p> | <p>Management</p> |                   | <p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p> |
| <p>General correspondence</p>                                                                                                                                                                                                                                        | <p>Unless it relates to specific categories outlined in the policy, correspondence, both</p>                                                                    | <p>Management</p> | <p>FTC Office</p> | <p>Bin (shred confidential waste)</p>                                                                                                                                                                                                             |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|----------|--------------------------|--------|-------------------|----------|
|----------|--------------------------|--------|-------------------|----------|

|                                  |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                     |            |                                                                                                                                       |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <p>paper and electronic, should be kept.</p> <p>Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>                                                                         |                                                                                                                                                                                                                                                                                                     | FTC Office | A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.                                  |
| Correspondence relating to staff | <p>If related to Audit, see relevant sections above.</p> <p>Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months</p> <p>Recommend this period be for 3 years</p>      | <p>After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.</p> |            | <p>Confidential waste</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p> |
|                                  | <p><b>Documents from legal matters, negligence and other torts</b></p> <p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified</p> |                                                                                                                                                                                                                                                                                                     |            |                                                                                                                                       |

| Document                    | Minimum Retention Period                                                                                                                                                                                                   | Reason | Location Retained | Disposal                                                                                                                 |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|--------------------------------------------------------------------------------------------------------------------------|
|                             | <p>the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p> |        |                   |                                                                                                                          |
| Negligence                  | 6 years                                                                                                                                                                                                                    |        | FTC Office        | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Defamation                  | 1 year                                                                                                                                                                                                                     |        | FTC Office        | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Contract                    | 6 years                                                                                                                                                                                                                    |        | FTC Office        | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Leases                      | 12 years                                                                                                                                                                                                                   |        | FTC Office        | Confidential waste.                                                                                                      |
| Sums recoverable by statute | 6 years                                                                                                                                                                                                                    |        | FTC Office        | Confidential waste.                                                                                                      |

|                 |         |  |            |                     |
|-----------------|---------|--|------------|---------------------|
| Personal injury | 3 years |  | FTC Office | Confidential waste. |
|-----------------|---------|--|------------|---------------------|

| Document                                                                                                                  | Minimum Retention Period                     | Reason                                      | Location Retained  | Disposal                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------|
| To recover land                                                                                                           | 12 years                                     |                                             | FTC Office         | Confidential waste.                                                                                                            |
| Rent                                                                                                                      | 6 years                                      |                                             | FTC Office         | Confidential waste.                                                                                                            |
| Breach of trust                                                                                                           | None                                         |                                             | FTC Office         | Confidential waste.                                                                                                            |
| Trust deeds                                                                                                               | Indefinite                                   |                                             | FTC Office/Archive | N/A                                                                                                                            |
| <b>For Halls, Clubs, Recreation Grounds</b>                                                                               |                                              |                                             |                    |                                                                                                                                |
| <ul style="list-style-type: none"> <li>Application to hire</li> <li>Invoices</li> <li>Record of tickets issued</li> </ul> | 6 years                                      | VAT                                         | FTC Office/IT      | Confidential waste<br><br>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| <ul style="list-style-type: none"> <li>Customer contact information and details</li> </ul>                                | 5 years after customers last use of facility | Business (Providing a service to our users) | FTC Office/IT      | Paper records destroyed in cross shredder                                                                                      |

|                  |                            |     |        |     |
|------------------|----------------------------|-----|--------|-----|
| Lettings diaries | Electronic files linked to | VAT | FTC/IT | N/A |
|------------------|----------------------------|-----|--------|-----|

| Document                | Minimum Retention Period                                        | Reason            | Location Retained      | Disposal                                                                                                  |
|-------------------------|-----------------------------------------------------------------|-------------------|------------------------|-----------------------------------------------------------------------------------------------------------|
|                         | accounts                                                        |                   |                        |                                                                                                           |
| Terms and Conditions    | 6 years                                                         | Management        | FTC                    | Bin                                                                                                       |
| Event Monitoring Forms  | 6 years unless required for claims, insurance or legal purposes | Management        | FTC                    | Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
|                         | <b>For Allotments</b>                                           |                   |                        |                                                                                                           |
| Register and plans      | Indefinite                                                      | Audit, Management | FTC Office/IT /Archive | N/A                                                                                                       |
| Minutes                 | Indefinite                                                      | Audit, Management | FTC Office/IT/Archive  | N/A                                                                                                       |
| Legal papers            | Indefinite                                                      | Audit, Management | FTC Office             | N/A                                                                                                       |
|                         | <b>Planning Papers</b>                                          |                   |                        |                                                                                                           |
| Local Development Plans | Retained as long as in force                                    | Reference         |                        | Bin                                                                                                       |
| Local Plans             | Retained as long as in force                                    | Reference         |                        | Bin                                                                                                       |

|                                      |                                       |                     |                          |                              |
|--------------------------------------|---------------------------------------|---------------------|--------------------------|------------------------------|
| Town/Neighbourhood Plans             | Indefinite – final adopted plans      | Historical purposes |                          | N/A                          |
|                                      | <b>CCTV</b>                           |                     |                          |                              |
|                                      | 28 Days                               | Data protection     |                          | Confidential waste           |
| <b>Document</b>                      | <b>Minimum Retention Period</b>       | <b>Reason</b>       | <b>Location Retained</b> | <b>Disposal</b>              |
| Work rotas                           | 1 year                                | Management          | FTC Office               | Delete Record from IT system |
| Observation sheets                   | 3 years                               | Data protection     | FTC Office               | Confidential waste           |
| Stats                                | 3 years                               | Data protection     | FTC Office               | Confidential waste           |
| Signing in sheets                    | 3 years                               | Management          | FTC Office               | Delete Record from IT system |
| Review requests                      | 3 years                               | Data protection     | FTC Office               | Confidential waste           |
| Discs – master and working           | For as long as required               | Data protection     | FTC Office               | Confidential waste           |
| Internal Operations Procedure Manual | Destroy on renewal<br>Review annually | Management          | FTC Office               | Confidential waste           |

|                            |                                       |                 |               |                    |
|----------------------------|---------------------------------------|-----------------|---------------|--------------------|
| Code of Practice           | Destroy on renewal<br>Review annually | Management      | FTC Office    | Confidential waste |
| Photographs/digital prints | 31 days                               | Data protection | FTC Office/IT | Confidential waste |

### Parish and Town Council Records

#### **Purpose of the guidance**

Parish and town clerks in the course of their work are responsible for a wide range of records. Many of these are of limited importance and will be disposed of after a number of years; others, however, are of potential historical significance and will eventually be preserved permanently. These guidelines have been drawn up in response to requests from individual clerks for advice on how to look after their records, and on how to decide which ones should be preserved permanently and which ones can be disposed of safely in the parish. Hampshire Archives and Local Studies (HALS) is pleased to answer queries raised by the guidelines and to advise on any other problems relating to the storage and disposal of records not covered in them.

#### **Storage and care of records**

Since some of the records kept by parish and town clerks will eventually be transferred to a record office for permanent preservation, it is desirable that good quality archival materials are used in their creation and storage and that they are kept, while still in the town or parish, in the right sort of conditions. A few basic guidelines on how to look after records are therefore given below. Further advice can be obtained from the Record Office.

Many modern papers are made from wood pulp; they are of an acidic nature and become brittle and darken to a yellow-brown colour when exposed to air pollution. Archival quality acid-free paper is now widely available and, if possible, this should be used for records which will be preserved permanently, such as minutes.

As a general rule, avoid the use of sticky tape or glue, as in time these will deteriorate, discolour and damage the document. Ring binders are ideal for everyday use, but papers that are to be kept permanently should be removed from them, as the metal rings have a tendency to rust and discolour or damage the paper. The use of box files, card files and folders is ideal for storing papers, but remember that any metal components, springs or paper clips should be removed if the records are to be kept long term. If papers are stored in box files, they should preferably be kept flat. Documents should never be kept in plastic sleeves or bags; rubber bands should also be avoided.

Council minutes should not be stuck into volumes using adhesive tape or glue as the adhesive can deteriorate and discolour; also the volumes tend to become too fat and their bindings can break.

Records can be harmed by being stored in the wrong conditions. Provide a cool, clean and dry environment, out of direct sunlight. Avoid the use of damp storage areas. Good ventilation is also desirable.

#### **Records held on computer**

These guidelines primarily relate to paper records. It is preferable, if possible, to make paper copies of any electronic records that are to be kept permanently. As yet there is no firm agreement as to how long a computer disc, CD-ROM or DVD will last, or whether future generations will even have the means to access

the information contained on them. If you are thinking of preserving digital media in the long term, please contact Hampshire Record Office for advice.

### **Retention and disposal of records**

The schedule accompanying these guidelines lists the main types of parish and town council records and gives recommendations for their retention and disposal. The following notes provide an explanation of the terms used in the schedule and give additional guidance to clerks on how to assess the records in their care.

#### **P – Records to be preserved permanently**

Records in this category when no longer regularly consulted in the parish or town should be deposited in the appropriate record office. They are generally easy to identify; the obvious examples are the main series of signed council and committee minutes and the receipts and payments books. Other records, however, may be less easy to select; in particular, correspondence files on important local issues and planning applications and papers for major or controversial developments. Here individual clerks should be best placed to judge which documents relate to significant or contentious local issues about which more detailed information needs to be preserved. The following points, however, may assist clerks. First, where full and detailed minutes are kept there should be less need to preserve large amounts of correspondence. Secondly, a filing system arranged by subject can ease considerably the process of selecting material on important issues. Lastly, important files can often become overloaded with material of an ephemeral nature; it is a good idea, therefore, to remove such papers from files at regular intervals.

#### **R – Records to be reviewed by HALS for possible permanent preservation**

Records in this category should be passed to Hampshire Record Office for review, either when the prescribed minimum retention period is over, or when they are no longer required in the parish or town for administrative purposes.

#### **– Records which may be destroyed by the parish or town clerk**

A large number of parish and town council records, mainly financial, may be safely disposed of by the parish or town clerk, usually after a minimum retention period prescribed for audit or other statutory purposes, often 6 years from the end of the current financial year. Where no minimum retention period is given records in this category may be destroyed when they are no longer required in the parish or town for administrative purposes.

#### **If you would like further advice or wish to deposit records, please contact:**

Hampshire Archives and Local Studies

Hampshire Record Office

Sussex Street

Winchester SO23 8TH

Tel (01962) 846154 Fax (01962) 878681 email:

[archives.enquiries@hants.gov.uk](mailto:archives.enquiries@hants.gov.uk)

| Description of documents | Action | Minimum retention period | Comments |
|--------------------------|--------|--------------------------|----------|
|                          |        |                          |          |