



ST JUST IN PENWITH TOWN COUNCIL

DOCUMENT MANAGEMENT POLICY

Approved by the Town Council on 20 March 2017

1. Introduction

- 1.1 This policy has been produced to aid sensible and timely management and disposal of correspondence files and other Town Council documents. In addition, the policy will guide any members of the public as to what documents are readily available for requests under the Freedom of Information Act 2000.

2. Scope

- 2.1 The policy applies to all documents produced by the Town Council and all documents received in the Town Council offices. Reviewing and disposal of all such documents will be undertaken annually during January / February.

3. Policy

3.1 Retained Documents

- 3.1.1 The following documents will be retained for the period stated and the reasons given:

<u>Document</u>	<u>Minimum Period</u>	<u>Reason</u>
Minute Books	Indefinite	Historical
Annual Audited Accounts	Indefinite	Historical
Receipt Books	6 years	VAT
All Bank Statements	Last completed audit year	Audit
Bank Paying in Books	Last completed audit year	Audit
Cheque Book Stubs	Last completed audit year	Audit
Quotations / tenders	Indefinite	Statute of Limitations
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Statute of Limitations
Sundry Debtor Invoices	6 years	VAT
VAT Records	6 years	VAT
Petty Cash	6 years	Tax, VAT, Statute of Limitations
Salaries	12 years	Superannuation
Employers' Liability Insurance	40 years	Management & Statute of Limitations
Public Liability Insurance	21 years	Management & Statute of Limitations
Health & safety Inspection Records	21 years	Management & Statute of Limitations
Investment Records	Indefinite	Audit, Management
Title Deeds, Leases, Agreement	Indefinite	Audit, Management

At the end of the stated period the files will be destroyed automatically.

3.1.2 General Documentation

Other than as stated in paragraph 3.1.1, general documentation will be destroyed after 5 years. Any documents of an historical nature will be retained by the Town Council. Any documents relating to Council owned land and property will be retained indefinitely by the Council to give a complete picture of refurbishments, disposals or acquisitions.

3.1.3 Development Control (Planning) Files

Development Control applications supplied by Cornwall Council will be destroyed automatically after one year. If a particular application forms part of a planning history for a specific site or a Council owned property, then the application will be kept indefinitely or until such time as the site is developed.

3.1.4 Personnel Documents

Within six months of a member of staff leaving the employment of the Council, the individuals personnel file will be reviewed, any superannuation or salary documentation will be extracted and the remaining documentation will be destroyed. If there is likely to be a claim made against the Council under employment or other legislation, the personnel file will be archived until such times as any claim has been dealt with or legal advice states that it may be destroyed.

3.1.5 Storage of Retained Documents

Retained documents will be stored on the Council premises and archived to ensure easy retrieval. As more and more information is produced by the Council in electronic format. The information will be stored on electronic media. This should reduce the need to retain hard copy documents. Other than those that have to be kept as at paragraph 3.1.1.

3.1.6 Historical Information

Documents and files kept for historical reasons will be periodically reviewed. This is to ensure that very old documents are kept in optimum conditions to ensure longevity.

3.1.7 Destruction of Documents

All documents earmarked for disposal will be disposed of in a secure way, particularly information containing personal information covered by the Data Protection Act.