



## **Blackwater & Hawley Town Council**

# **DATA RETENTION POLICY**

Adopted by the Town Council on ????

## 1. INTRODUCTION

Blackwater & Hawley Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council.

This policy applies to all records created, received, or maintained by Blackwater & Hawley Town Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained in hard copy and/or electronically.

A small percentage of Blackwater & Hawley Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

## 2. RESPONSIBILITIES

Blackwater & Hawley Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Council, and the Clerk is required to manage the Council's records in such a way as to promote compliance.

## 3. RETENTION SCHEDULE

Under the [Freedom of Information Act 2000](#), the Council is required to maintain a retention schedule outlining how long they hold different types of records and what actions are taken when they are no longer needed. The retention schedule lays down the length of time which the record or document needs to be retained and the action which should be taken when it is of further administrative use ensuring full compliance with the [Data Protection Act 2018](#), which came into force on 25 May 2018 which gives effect to UK law to the [UK General Data Protection Regulations \(UK GDPR\)](#).

The Clerk to the Council is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

### **Retention Schedule – Appendix 1**

**RETENTION SCHEDULE - APPENDIX 1**

AREA	TRIGGER FOR RETENTION	MINIMUM RETENTION PERIOD	ACTION	REASON
<b>BOOKINGS - HALLS, CENTRE AND RECREATION GROUNDS</b>				
CCTV	Last Action Taken	1 month	Destroy	CCTV Policy, ICO
Lettings Information - Soft/Hard copies	Financial Year End	6 years	Destroy	VAT, Data Management
Ticket Sales - BHTC or other	Last Action Taken	1 month	Destroy	VAT, Data Management
Lettings Diaries	End of Financial Year	6 years	Destroy	Data Management
Stall Holder Applications ie. Hawley Fayre	Last Action Taken	2 years	Destroy	Data Management
Terms & Conditions of Hire	End Date	6 years	Destroy	Data Management
Squash Booking Diary	End of month	Immediately	Destroy	Data Management/Legal
Scale of Fees & Charges	Last Action Taken	6 years	Destroy	Audit/Data Management
<b>FINANCIAL</b>				
Grant Applications	Last Action Taken	5 years	Destroy	Data Management
Audit Reports	Case Closed	6 years	Destroy	Audit/Data Management
Annual Return/Accounts	Return End	Indefinite	Archive	Audit/Data Management
Bank Statements/Paying in Books/Cheque Books	Financial Year End	Last completed audit year	Destroy	Audit/Data Management
Invoices	Financial Year End	6 years	Destroy	Audit/Data Management
Payment Receipts	Financial Year End	6 years	Destroy	Financial Regulations
VAT Claims/Records	VAT Return submission	6 years	Destroy	VAT, Audit, Legal
Petty Cash Records	Financial Year End	6 years	Destroy	Audit/Data Management
Quotations & Tenders	Financial Year End	6 years	Destroy	Limitation Act 1980 (as amended)
Investments	Last Action Taken	Indefinite	Archive	Audit/Data Management
Asset Register	Financial Year End	Indefinite	Archive	Audit/Data Management
Insurance Policies	End of Policy	Whilst Valid	Destroy	Audit/Data Management
Certificate of Employers Liability	End of Policy	Indefinite	Archive	Future claims
Certificate of Public Liability	End of Policy	Indefinite	Archive	Future claims
Insurance Claims	Last Action Taken	6 years	Destroy	Audit/Data Management
Members Allowance Register (if applicable)	Last Action Taken	6 years	Destroy	Tax, Limitations Act 1980

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AREA	TRIGGER FOR RETENTION	MINIMUM RETENTION PERIOD	ACTION	REASON
<b>HUMAN RESOURCES</b>				
Application Form/Interview Records (unsuccessful)	Date of Application	6 months	Destroy	Equality Act 2010
Employee Records including Job Description/Person Spec.	End of Employment	6 years	Destroy	GDPR/Data Protection
Payslips	Financial Year End	6 years	Destroy	Data Management
Pension Information/Contributions	Financial Year End	12 years	Destroy	LGPS /Superannuation
Timesheets	Financial Year End	3 years	Destroy	Audit/Data Management
Annual Leave Forms	Date of Records	2 years	Destroy	Working Time Regulations 1998
PAYE/NI Records	Financial Year End	6 years	Destroy	Audit/Legal
Training Records	End of Employment	6 years	Destroy	Data Management/Legal
Staff Emergency Contact Details	End of Employment	Immediately	Destroy	Data Management
Whistleblowing Records	Date of Outcome	6 months	Destroy	Public Interest Disclosure Act 1998
<b>LEGAL / GOVERNANCE</b>				
All Cemetery/Burial Paperwork	Last Action Taken	Indefinite	Archive	Archives/Local Authorities Cemeteries Order 1977
Accident Books	Completed Book	21 years	Archive	RIDDOR
Health & Safety Insections	Last Action Taken	6 years	Destroy	Health & Safety at Work Act 1974
Play Area Inspections	Last Action Taken	21 years	Destroy	Data Management
Risk Assessments - general	Last Action Taken	3 years after superceded	Destroy	Health & Safety at Work Act 1974
Fire Risk Assessments	Last Action Taken	Indefinite	Archive	Health & Safety at Work Act 1974
Asbestos Survey	Last Action Taken	Indefinite	Archive	Health & Safety at Work Act 1974
Agenda	Last Action Taken	6 years	Archive	Transparency Code for Smaller Authorities
Minutes of Meetings	Last Action Taken	Indefinite	Archive	Local Government Act 1972
Deeds, Leases, Agreements, Licences, Contracts, Wayleave	Last Action Taken	Until no administrative require	Archive	Data Management
Councillor Declarations of Interest	End of term	1 year	Destroy	Data Management
Councillor Acceptance of Office	End of term	1 year	Destroy	Data Management
Councillor Code of Conduct	End of term	2 year	Destroy	Data Management
Councillor Disclosure of Personal Interests	End of term	3 year	Destroy	Data Management
Deeds, Leases, Agreements, Licences, Contracts, Wayleave	When inactive	Indefinite	Archive	Data Management
Correspondence - general	Last Action Taken	Until no administrative require	Destroy	Data Management
Complaints, FOI's/SAR's	Last Action Taken	6 years after resolution	Destroy	Data Management
Tree Survey - carried out 3 yearly	Valid for 3 years	5 years	Destroy	Data Management
Internal Email Inboxes	REVIEW	REVIEW		GDPR, Data Protection, FOI, Finance