



Leigh-on-Sea Town Council

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Vice Chairman: Cllr Valerie Morgan
 Town Clerk: Helen Symmons

Retention of Documents and Records

This policy details the minimum retention time required for council documents before disposal

Records	Minimum Retention Period	Reason
COUNCIL		
Approved Minutes and Agendas	Indefinite	Archive
Draft/rough notes of minutes taken at meetings	Until minutes are approved	Management
Councillors' declarations of office	Term of office + 1 year	Management
Register of Interests	Term of office + 1 year	Management
Nominations forms parish council elections	Term of office + 1 year	Management
Byelaws and orders		
Policy documents	Indefinite (archive after superseded)	Management
FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid Invoices	6 years	VAT
Paid Cheques	6 years	VAT
VAT records	6 years	VAT
Grant Applications	Last completed audit year	Audit
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque Stubs	Last completed audit year	Audit
Scales of fees and charges	6 years	Management
Members allowances register	6 years	Tax, Statue of Limitations
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitations Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
INSURANCE		
Insurance Policies	2 years	Management
Insurance company names and policy numbers	Indefinite	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period
HUMAN RESOURCES		
Personal data of employees	6 years after employment terminates	Recommended Practice
Recruitment paperwork	1 years for all except successful candidate	Recommended Practice
Accident books / reports	3 years or if a child/young adult,	RIDDOR (SI.1995/3163)

	until that person reaches the age of 21	
Statutory maternity, paternity and adoption pay records and evidence	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc Regulations 1999
Formal complaints made under the Council's Complaints procedure	6 years	Management
SERVICES		
Hirer information and records of letting	6 years	VAT
Allotment Agreements	Term of tenancy + 3 years	Audit, Management
OTHER		
Quotations and tenders	6 years	Limitations Act 1980 (as amended)
Title deeds, leases, agreements and contracts	Indefinite	Audit, Management
Press releases/publications	Indefinite	Management
Skate park inspection reports	Indefinite	Management

ADOPTED: MAY 2018

REVIEW DATE: SEPTEMBER 2021