



MACCLESFIELD TOWN COUNCIL

DATA RETENTION POLICY

DOCUMENT VERSION CONTROL

Document Title: Retention of Documents Policy

Version No.	Date Change Made	New Version No.	Changes Made By (initial)	Comment
2			HW	Adopted by Full Council meeting 8.10.18
2.01	Dec 2018		HW	Reissued
2.02	Feb 2019			Adopted by Full Council meeting 4.2.19 Agenda item 9.3

Introduction

Macclesfield Town Council is obliged to maintain and retain documentation for a number of purposes, including audit, tax liabilities and in the event of legal disputes and proceedings. Subject to those reasons, papers and records may be destroyed if they are no longer of use or relevance.

Both the Freedom of Information Act 2000 (FOIA) and the General Data Protection Regulation (GDPR) require public bodies to manage information and its access in particular ways.

Strategic approach to record management

Macclesfield Town Council's policy on record management will enable the Council to:

- Comply with the relevant legislation and codes of practice,
- Create authentic, reliable and useable records,
- Support the Council's business functions, including asset management,
- Document the Council's decisions and activities,
- Reduce storage costs,
- Facilitate the paperless office,
- Enable the efficient and accurate retrieval of information,
- Dispose correctly of records no longer required.

The Town Clerk will be responsible for record management. All initial queries should be made to the Town Clerk.

The DPO may undertake regular reviews of this policy to verify that it is in effective operation and advise of any changes for ongoing improvement.

Staff responsibility

All staff are obliged to:

- Keep accurate records in an organised and accessible form,
- Keep records for only as long as necessary,
- Document actions and decisions in records,
- Document reasons for the disposal of records,
- Ensure all records created by the Town Council are relevant, complete and accurate, without any unsubstantiated or subjective commentary, and protected against unauthorised addition, deletion, alteration, use or concealment.

Periods of retention

The minimum periods for which various types of records must be kept are set out in the Retention Schedule at Annex A. These reflect statutory requirements, codes of practice and recommendations published by professional and other bodies. In the absence of any guidance, it will be the responsibility of the Town Clerk to determine a suitable retention period.

At the end of the retention period, the record must be assessed to determine whether it should be retained for a further period. This is particularly relevant where the record has been the subject of a request for access to information under the Data Protection Act (DPA) or the Freedom of Information Act (FOIA). This is the case even where access to information has been refused, as the record should be retained until the end of the period in which an appeal can be lodged or the appeals procedure exhausted.

Record disposal

Records designated for disposal must be securely disposed of to preserve confidentiality. No record is to be disposed of without the approval of the Town Clerk, reasons must be given for disposal, and a note made of which records are destroyed with their date of destruction.

Annex A

Ref	Description	Statutory Provision/Reason	Retention Period	Action at end of retention	Contains Personal Data	Indicative protective marking	Notes
<i>A1 Council</i>							
<i>A1.1 Member Administration</i>							
A1.1.1	Register of Members addresses	Management	Date of next election + 2 years	Secure Disposal	Yes	Not protectively marked	
A1.1.2	Allowance information (tax & NI)	Income Tax (Pay As You Earn) Regulations 2003, reg 97	Not less than 3 years after the end of the tax year to which they relate	Secure disposal	Yes	Confidential	
A1.1.3	DBS checks	Management	Current year + 3 years (life of a DBS check)	Secure disposal	Yes	Confidential	
A1.1.4	Record of meeting attendance	Local Government Act 1972, Sch 12 para 40	Date of next election + 2 years	Secure Disposal	Yes	Not protectively marked	
<i>A1.2 Register of Interests</i>							
A1.2.1	Register of Members interests, register of gifts and hospitality and register of third-party transactions	Localism Act 2011 Section 29	Date of next election + 6 years	Secure Disposal	Yes	Not protectively marked	
<i>A1.3 Corporate gifts</i>							

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A1.3.1	Records relating to receipt of gifts	Management	Financial year of receipt + 8 years	Secure disposal	Yes	Not protectively marked	
<i>A1.4 Code of Conduct</i>							
A1.4.1	Records relating to Members Code of Conduct	Localism Act 2011 Section 28	Date of code of conduct + 6 years	Secure Disposal	No	Not protectively marked	
A1.4.2	Records relating to the investigation of complaints about breaches of the Members Code of Conduct	Localism Act 2011 Section 28	Date investigation completed + 1 year	Secure Disposal	Yes	Confidential	
<i>A1.5 Member Training</i>							
A1.5.1	Records relating to the creation and management of Member induction and Member training	Management	Current year + 6 years	Secure Disposal	Yes	Not protectively marked	
<i>A1.6 Constitution</i>							
A1.6.1	Macclesfield Town Council Constitution (policies & procedures)	Management	Until superseded	Disposal	No	Not protectively marked	
A1.6.2	Previous versions of Macclesfield Town Council Constitution policies	Management	Until superseded	Disposal	No	Not protectively marked	
<i>A1.7 Meetings</i>							
A1.7.1	Meeting schedule	Management	4 years	Disposal	No	Not protectively marked	

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A1.7.2	Agendas and reports for Full Council	Management	Date of meeting + 8 years	Disposal	No	Not protectively marked	
A1.7.3	Agendas and reports for committee meetings	Management	Date of meeting + 8 years	Disposal	No	Not protectively marked	
A1.7.4	Agendas and reports for Working Groups	Management	Date of meeting + 8 years	Disposal	No	Not protectively marked	
A1.7.5	Draft minutes	Management	Until formal minutes signed	Disposal	No	Not protectively marked	
A1.7.6	Signed minutes	Local Government Local Act 1972 Sch 12 para 41	Permanent	Not applicable	No	Not protectively marked	Personnel minutes are confidential
A1.7.7	Audio recordings of meetings	Management	Until minutes are approved	Disposal (secure if contains PII)	No	Not protectively marked	Personnel minutes are confidential
A1.7.8	Minute taking notes	Management	Until minutes are approved	Disposal (secure if contain PII)	No	Not protectively marked	Personnel minutes are confidential
<i>B1 Accounting</i>							
<i>B1.1 Budget</i>							
B1.1.1	Budget setting calculations	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Disposal	No	Not protectively marked	

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B1.1.2	Approved budgets	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Disposal	No	Not protectively marked	
B.1.1.3	Budget monitoring	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Disposal	No	Not protectively marked	
B.1.1.4	Cashbook & account book reconciliations	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Disposal	No	Not protectively marked	
<i>B1.2 Expenditure</i>							
B.12.1	Paid invoices	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Disposal	Yes	Not protectively marked	Inc. remittance slips
<i>B1.3 Income</i>							
B1.3.1	Paying in books/slips	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked	
B1.3.2	Cash receipt book	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked	

<i>B1.4 Payroll</i>							
<i>B1.4.1</i>	Payroll records	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Confidential	
<i>B.14.2</i>	Payroll forms	Management	Duration of employment	Secure disposal	Yes	Confidential	
<i>B1.5 Pensions</i>							
<i>B1.5.1</i>	Records relating to staff pension contributions	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15	End of scheme + 6 years	Secure disposal	Yes	Confidential	
<i>B1.6 Banking</i>							
<i>B1.6.1</i>	Bank statements	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked	
<i>B1.6.2</i>	Cheque stubs	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked	
<i>B1.7 Investment Management</i>							
<i>B1.7.1</i>	Investment records	Audit, Management	Permanent	Secure disposal	No	Not protectively marked	
<i>B1.8 Annual accounts</i>							

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B1.8.1	All records relating to the closedown of annual accounts	Audit, Management	Permanent	n/a	No	Not protectively marked	
B1.9 VAT							
B1.9.1	VAT records	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked	
C1 Staff administration							
C1.1 Absence							
C1.1.1	Annual leave records	Limitation Act 1980 s.5	Financial year + 6 years	Secure disposal	Yes	Confidential	
C1.1.2	Unpaid leave	Limitation Act 1980 s.5	Financial year + 6 years	Secure disposal	Yes	Confidential	
C1.1.3	Parental leave	Limitation Act 1980 s.5	5 years from birth/adoption or 18 years if the child receives disability allowance	Secure disposal	Yes	Confidential	
C1.1.4	Maternity/paternity leave	The Statutory Maternity Pay (General) Regulations 1986 s.26	Financial year + 3 years	Secure disposal	Yes	Confidential	
C1.1.5	Sickness records	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	

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C1.1.6	Statutory sick pay (SSP) records	The Statutory Sick Pay (General) Regulations 1982, reg 13	3 years after the end of each tax year	Secure disposal	Yes	Confidential	
C1.1.7	Medical certificates	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
<i>C1.2 Disciplinary matters</i>							
C1.2.1	Written warning	Management	Date of warning + 6 months	Secure disposal	Yes	Confidential	
C1.2.2	Disciplinary records	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
<i>C1.3 Occupational Health</i>							
C1.3.1	Work place assessment records	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.3.2	Health & safety training records	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
<i>C1.4 Personnel information</i>							
C1.4.1	Records relating to employment history	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.2	References received	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.3	Application & CV for successful candidates	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	

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C1.4.4	Application & CV for unsuccessful candidates	ICO Employment Practices Code para 1.7	6 months from date role filled or vacancy closed	Secure disposal	Yes	Confidential	
C1.4.5	Interview notes	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.6	Appraisal documentation (inc. probationary interviews, promotions & demotions)	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.7	Next of kin information	Management	Termination of employment	Secure disposal	Yes	Confidential	
C1.4.8	Timesheets	The Working Time Regulations 1998, Part II	2 years from the date on which they were made	Secure disposal	Yes	Confidential	
C1.4.9	Induction records	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.10	Employment contracts	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.11	Copies of identification documents	Immigration (Restrictions on Employment) Order 200, s.6	2 years after employment ceases	Secure disposal	Yes	Confidential	

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C1.4.12	Job descriptions	Management	Until superseded	Secure disposal	No	Confidential	
C1.4.13	DBS checks	Management	Current year + 3 years (life of a DBS check)	Secure disposal	Yes	Confidential	
C1.4.14	Right to work checks	Right to work checks (Home Office)	2 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.15	Salary information (tax & NI)	Income Tax (Pay As You Earn) Regulations 2003, reg 97	Not less than 3 years after the end of the tax year to which they relate	Secure disposal	Yes	Confidential	
C1.4.16	Records concerning a temporary worker	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.4.17	Redundancy records	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
<i>C1.5 Training</i>							
C1.5.1	Training records	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
C1.5.2	Training certificates	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Not protectively marked	
C1.5.3	Training evaluation	Management	Termination of employment	Secure disposal	Yes	Not protectively marked	
<i>C1.6 Health and Safety</i>							

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C1.6	Accident reports	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	3 years from date of accident	Secure disposal	Yes	Confidential	
<i>D1 Access to information</i>							
<i>D1.1 Freedom of Information</i>							
D1.1.2	FOI requests	Management (standard practice)	Date of requests + 5 years	Secure disposal	Yes	Not protectively marked	
D1.1.3	FOI responses	Management (standard practice)	Date of requests + 5 years	Secure disposal	Yes	Not protectively marked	
D1.1.4	FOI records log	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	
<i>D1.2 Subject Access Requests (SAR)</i>							
D1.2.1	Subject access requests	Management	Date of request + 4 years	Secure disposal	Yes	Not protectively marked	
D1.2.2	SAR responses	Management	Date of response + 4 years	Secure disposal	Yes	Not protectively marked	
D1.2.3	SAR database	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
<i>E1 Communication</i>							
<i>E1.1 Correspondence</i>							
E1.1.1	Emails	Management	8 years (2 council terms)	Disposal	Yes	Not protectively marked	May be less for Councillors

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							at end of their term
E1.1.2	Messenger	Management	One month	Disposal	Yes	Not protectively marked	
E1.2.1	Post	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
E1.3.1	Voice messages	Management	1 day	Secure disposal	Yes	Not protectively marked	
<i>E1.2 Publications</i>							
E1.2.1	Newsletters	Management	Permanent	Archive	No	Not protectively marked	Record of council service delivery
E1.2.2	Local People PR	Management	Permanent	Archive	No	Not protectively marked	Record of council service delivery
E1.2.3	Leaflets, flyers & posters	Management	Permanent	Archive	No	Not protectively marked	Record of council service delivery
E1.2.4	Website blogs	Management	4 years (1 council term)	Disposal	No	Not protectively marked	
<i>E1.3 Social media</i>							
E1.3.1	Twitter feeds	Management	Permanent	n/a	No	Not protectively marked	Feature of social media

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E1.3.2	Facebook posts	Management	Permanent	n/a	No	Not protectively marked	Feature of social media
E1.3.3	Instagram	Management	Permanent	n/a	No	Not protectively marked	Feature of social media
<i>E1.4 Annual reports</i>							
E1.4.1	Annual report	Management	Permanent	Archive	No	Not protectively marked	Record of council service delivery
<i>E1.5 Transparency</i>							
E1.5.1	Council Expenditure	Local Government Transparency Code 2015	8 years (2 council terms)	Disposal	No	Not protectively marked	
E1.5.1	Grants approved	Local Government Transparency Code 2015	8 years (2 council terms)	Disposal	No	Not protectively marked	
E1.5.1	Fraud reporting	Local Government Transparency Code 2015	8 years (2 council terms)	Disposal	No	Not protectively marked	
E1.5.1	Procurement	Local Government Transparency Code 2015	8 years (2 council terms)	Disposal	No	Not protectively marked	
<i>E2 Public contact</i>							
<i>E2.1 Feedback</i>							

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E2.1.1	Emails	Management	8 years (2 council terms)	Disposal	Yes	Not protectively marked	
E2.1.2	Online form via MTC website	Management	n/a	n/a	Yes	Not protectively marked	Converted to email and not retained online
<i>E2.2 Complaints</i>							
E2.2.1	Complaint	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
E2.2.2	Response	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
<i>E2.3 Enquiries</i>							
E2.3.1	Emails	Management	8 years (2 council terms)	Disposal	Yes	Not protectively marked	
E2.3.2	Online form via MTC website	Management	n/a	n/a	Yes	Not protectively marked	Converted to email and not retained online
<i>F1 Public Consultations</i>							
<i>F1.1 Consultation surveys</i>							
F1.1.1	Paper surveys	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
F.1.1.2	Electronic surveys	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	

<i>F1.2 Consultation responses</i>							
<i>F1.2.1</i>	Paper responses	Management	1 year from end of consultation	Secure disposal	No	Not protectively marked	
<i>F1.2.2</i>	Online responses	Management	1 year from end of consultation	Secure disposal	No	Not protectively marked	
<i>F1.2.3</i>	Collated response & associated reports	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
<i>G1 Asset Management</i>							
<i>G1.1 Licences</i>							
<i>G1.1.1</i>	Licences associated with ICT hardware and software	Management	Date licence ends + 4 years	Secure disposal	No	Not protectively marked	
<i>G1.2 Asset valuation</i>							
<i>E1.2.1</i>	Asset register	Management	Permanent	Disposal	No	Not protectively marked	
<i>H1 Information security</i>							
<i>H1.1 IT security</i>							
<i>H1.1.1</i>	Breach log	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	
<i>H1.1.2</i>	Records pertaining to the breach	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	
<i>H1.2 Personal data security</i>							
<i>H1.2.1</i>	Breach log	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	

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H1.2.2	Records pertaining to the breach	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	
<i>I1 Business continuity</i>							
<i>I1.1 Incident recording</i>							
I1.1.1	Incident log	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	
I1.1.2	Records relating to the incident	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	
<i>J1 Records Management</i>							
<i>J1.1 Disposal records</i>							
J1.1.1	Records relating to the disposal of ICT equipment	Management	Date of disposal + 8 years	Disposal	No	Not protectively marked	
J1.1.2	Certificates for paper shredding	Management	Date of certificate + 8 years	Disposal	No	Not protectively marked	
J1.1.3	Records relating to the disposal of emails	Management	Date of record + 4 years	Disposal	No	Not protectively marked	
J1.1.4	Records relating to the disposal of documents	Management	Date of record + 4 years	Disposal	No	Not protectively marked	
<i>K1 Civic Functions</i>							
<i>K1.1 Mayoral Administration</i>							
K1.1.1	Disabilities/allergies	Management	End of post	Secure disposal	Yes	Confidential	
K1.1.2	Mayoral protocol	Management	Permanent	n/a	Yes	Not protectively marked	

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K1.1.3	Web page	Management	Permanent	n/a	Yes	Not protectively marked	
K1.1.4	Weekly reports	Management	Two years	Disposal	No	Not protectively marked	
K1.1.5	Correspondence (e.g. thank you letters)	Management	Two years	Secure disposal	Yes	Not protectively marked	
K1.1.6	Event risk assessments	Management	Date of the event + 4 years	Secure disposal	No	Not protectively marked	
<i>K1.2 Civic Engagements</i>							
K1.2.1	Invitations	Management	8 years (2 council terms)	Disposal	Yes	Not protectively marked	
K1.2.2	Online request form via MTC website	Management	n/a	n/a	Yes	Not protectively marked	Converted to email and not retained online
K1.2.3	Booking forms	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
K1.2.4	Postal correspondence	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
K1.2.5	Electronic correspondence	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	

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K1.2.6	Checklist forms	Management	Duration of Mayor's term	Disposal	No	Not protectively marked	
K1.2.7	Civic Diary	Management	8 years (2 council terms)	n/a	Yes	Not protectively marked	
<i>K1.3 Charity Fundraising Events</i>							
K1.3.1	Invitations	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
K1.3.2	Booking forms	Management	Delivery of event	Secure disposal	Yes	Not protectively marked	
K1.3.3	Promotion	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
K1.3.4	Correspondence with venue/3 rd parties	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
K1.3.5	Copies of third party PLI	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
K1.3.6	Guest lists & guest information	Management	Delivery of event	Secure disposal	Yes	Not protectively marked	
<i>K1.4 Civic Events</i>							
K1.4.1	Invitations	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
K1.4.2	RSVPs	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	

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K1.4.3	Promotion	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
K1.4.4	Programme/Oder of Service	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
K1.4.5	Correspondence with venue/3 rd parties	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
K1.4.6	Copies of third party PLI	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
K1.4.7	Guest lists & guest information	Management	Delivery of event	Secure disposal	Yes	Not protectively marked	
<i>K1.5 Christmas Cards</i>							
K1.5.1	Distribution list	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
K1.5.2	Address labels	Management	1 year	Secure disposal	Yes	Not protectively marked	
<i>K1.6 Civic Awards</i>							
K1.6.1	Promotion	Management	8 years (2 council terms)	Secure disposal	No	Not protectively marked	
K1.6.2	Completed nominations	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
K1.6.3	Nomination summary	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	

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K1.6.4	PR following ceremony	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
<i>L1 Events & projects</i>							
<i>L1.1 Event planning & delivery</i>							
L1.1.1	Planning documentation (e.g. CEC event application, ESAG form, CEC road closure application, site plan)	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
L1.1.2	Risk assessments	Management	Date of the event + 4 years	Secure disposal	No	Not protectively marked	
L1.1.3	Programme/Order of Service	Management	Permanent	Disposal	No	Not protectively marked	Record of council service delivery
L1.1.4	Third party risk assessments	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
L1.1.5	Service Level Agreements	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
L1.1.6	Business/resident info letters	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
L1.1.7	Copies of third party PLI	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	

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L1.1.8	Invitations	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
L1.1.9	Booking forms	Management	Delivery of event	Secure disposal	Yes	Not protectively marked	
L1.1.10	Guest lists & guest information	Management	Delivery of event	Secure disposal	Yes	Not protectively marked	
<i>L1.3 Tree of Light</i>							
L1.3.1	Tree of light stars	Management	Festive period	Secure disposal	No	Not protectively marked	Stars hung on town centre Christmas tree
<i>L2 Events & projects</i>							
<i>L2.1 Projects</i>							
L2.1.1	Heritage trail	Management	Until superseded	Archive	No	Not protectively marked	
L2.1.2	Cycle routes	Management	Until superseded	Archive	No	Not protectively marked	
L2.1.3	Town Maps	Management	Until superseded	Archive	No	Not protectively marked	
L2.1.4	Memorial Trail	Management	Until superseded	Archive	No	Not protectively marked	
L2.1.5	Tunncliffe Trail	Management	Until superseded	Archive	No	Not protectively marked	

<i>M1 Partnerships</i>							
<i>M1.1 Service Level Agreements</i>							
<i>M1.1.1</i>	Signed Service Level Agreements	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
<i>N1 Audit</i>							
<i>N1.1 Internal audit</i>							
<i>N1.1.1</i>	Audit report	Management	8 years (2 council terms)	n/a	No	Not protectively marked	
<i>N1.2 External audit</i>							
<i>N1.2.1</i>	Audit submission	Management	Permanent	n/a	No	Not protectively marked	
<i>N1.2.2</i>	Audit supporting documents	Management	Permanent	n/a	No	Not protectively marked	
<i>N1.2.3</i>	Audit conclusion	Management	Permanent	n/a	No	Not protectively marked	
<i>N1.2.4</i>	Audit certificate	Management	Permanent	n/a	No	Not protectively marked	
<i>O1 Media liaison</i>							
<i>O1.1 Press releases & statements</i>							
<i>O1.1.1</i>	Press releases	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
<i>O1.1.2</i>	Press statements	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
<i>P1 Contracts/tenders</i>							

<i>P1.1 Records of contracts & tenders</i>							
<i>P1.1.1</i>	Quotes	Management	1 year after tender awarded	Secure disposal	Yes	Not protectively marked	
<i>P1.1.2</i>	Invitation to tender	Limitation Act 1980 s.5	6 years after end of contract	Disposal	No	Not protectively marked	
<i>P1.1.3</i>	Unsuccessful tenders	Management	1 year after tender awarded	Secure disposal	Yes	Not protectively marked	
<i>P1.1.4</i>	Successful tenders	Limitation Act 1980 s.5	6 years after tender awarded	Secure disposal	Yes	Not protectively marked	
<i>P1.1.5</i>	Signed contracts	Limitation Act 1980 s.5	6 years after tender awarded	Secure disposal	Yes	Not protectively marked	
<i>P1.1.6</i>	Contract/tender register	Management	Permanent	Archive	No	Not protectively marked	
<i>Q1 Insurance</i>							
<i>Q1.1 Insurance policies</i>							
<i>Q1.1.1</i>	MTC Employer's Liability and Public Liability Insurance policies	The Employers' Liability (Compulsory Insurance) Regulations 1998	Date of expiry of policy + 40 years	Secure disposal	No	Not protectively marked	
<i>Q1.1.2</i>	Claims made against MTC insurance policies – personal injury	Management	Case concluded + 4 years	Secure disposal	No	Not protectively marked	

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Q1.1.3	Register of insurance claims against MTC	Management	Permanent	Archive	No	Not protectively marked	
Q1.1.4	Register of claims made by MTC (e.g. theft/fire)	Management	Permanent	Archive	No	Not protectively marked	
<i>R1 Photographs</i>							
<i>R1.1 Members/Officers photographs</i>							
R1.1.1	Members (ward photos)	Management	Cessation of appointment	Secure disposal	Yes	Not protectively marked	
R1.1.2	Members (PR & event photos)	Management	Permanent	Secure disposal	Yes	Not protectively marked	Record of council service delivery
R1.1.3	Officers (staff photo)	Management	Cessation of employment	Secure disposal	Yes	Not protectively marked	
R1.1.4	Officers (PR & event photos)	Management	Permanent	Secure disposal	Yes	Not protectively marked	Record of council service delivery
<i>R1.2 Event photographs</i>							
R1.2.1	Volunteers (official & engagement/events)	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	e.g. Mayor's Cadet, Chaplain
R1.2.2	Volunteers (Proof of ID/certification)	Management	Cessation of appointment	Secure disposal	Yes	Not protectively marked	

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R1.2.3	Civic events	Management	Permanent	Secure disposal	Yes	Not protectively marked	Record of civic year
R1.2.3	Community events	Management	Permanent	Secure disposal	Yes	Not protectively marked	Record of council service delivery
R1.2.4	Grant PR	Management	Permanent	Secure disposal	Yes	Not protectively marked	Record of council service delivery
<i>S1 Consent forms</i>							
<i>S1.1 Individuals consent to process their personal data</i>							
S1.1.1	Electronic	GDPR/DPA 2018	Permanent	n/a	Yes	Not protectively marked	Secure disposal if individual exercises their right to be forgotten
S1.1.2	Paper	GDPR/DPA 2018	Permanent	n/a	Yes	Not protectively marked	Secure disposal if individual exercises their right to be forgotten
<i>T1 Whistleblowing</i>							
<i>T1.1 Whistleblowing records</i>							

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T1.1.1	Allegation	Management (standard practice)	Date of requests + 5 years	Secure disposal	Yes	Not protectively marked	
T1.1.2	Correspondence with whistle blower	Management (standard practice)	Date of requests + 5 years	Secure disposal	Yes	Not protectively marked	
T1.1.3	Investigative documentation	Management (standard practice)	Date of requests + 5 years	Secure disposal	Yes	Not protectively marked	
<i>U1 Grants</i>							
<i>U1.1 Grant records</i>							
U1.1.1	Policy	Management	Until superseded	Disposal	No	Not protectively marked	
U1.1.2	Small grant applications	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
U1.1.3	Large grant applications	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
U1.1.4	Application summary	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
U1.1.5	Grant offer letter	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
U1.1.6	Grant rejection letter	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
U1.1.7	Grant scheme feedback request	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	

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U1.1.8	Grant scheme feedback response	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
U1.1.9	Grants committed log	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
<i>V1 Volunteers</i>							
<i>V1.1 Mayor's Cadet</i>							
V1.1.1	Nomination	Management	8 years (2 council terms)	Secure disposal	Yes	Confidential	
V1.1.2	Post acceptance (consent)	Management	8 years (2 council terms)	Secure disposal	Yes	Confidential	
V1.1.3	Contact details	Management	4 years (1 council term)	Secure disposal	Yes	Confidential	
<i>V1.2 Mayor's Chaplain</i>							
V1.1.2	Contact details	Management	4 years (1 council term)	Secure disposal	Yes	Confidential	
<i>V1.3 Mayoress/Consort</i>							
V1.3.1	Contact details	Management	4 years (1 council term)	Secure disposal	Yes	Confidential	
V1.3.2	Disabilities/allergies	Management	End of post	Secure disposal	Yes	Confidential	Civic Officer may be required to share this information with 3 rd parties
<i>V1.4 Town Crier</i>							
V1.4.1	Allowance information (tax & NI)	Income Tax (Pay As You Earn) Regulations 2003, reg 97	Not less than 3 years after the end of the tax	Secure disposal	Yes	Confidential	

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			year to which they relate				
V1.4.2	DBS checks	Management	Current year + 3 years (life of a DBS check)	Secure disposal	Yes	Confidential	
V1.4.3	Application & CV for successful candidates	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
V1.4.4	Application & CV for unsuccessful candidates	ICO Employment Practices Code para 1.7	6 months from date role filled	Secure disposal	Yes	Confidential	
V1.4.5	Interview notes	Limitation Act 1980 s.5	6 years after employment ceases	Secure disposal	Yes	Confidential	
V1.4.6	Contact details	Management	4 years (1 council term)	Secure disposal	Yes	Confidential	
<i>V1.5 Traffic Marshals</i>							
V1.5.1	Contact details	Management	4 years (1 council term)	Secure disposal	Yes	Confidential	
V1.5.2	Traffic Management certificates	Management	8 years (2 council terms)	Secure disposal	Yes	Not protectively marked	
<i>V1.6 Working Group participants</i>							
V1.6.1	Contact details	Management	4 years (1 council term)	Secure disposal	Yes	Confidential	
<i>W1 Contacts</i>							
<i>W1.1 Contact details</i>							

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W1.1.1	Contacts spreadsheet	Management	Permanent	Secure disposal	Yes	Confidential	Reviewed annually for accuracy
W1.2.1	Key CEC Contacts spreadsheet	Management	Permanent	Secure disposal	Yes	Confidential	Reviewed annually for accuracy
<i>X1 Competition</i>							
<i>X1.1 Competition details & entries</i>							
X1.1.1	Competition details (purpose, guidelines, rules)	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	
X1.1.2	Entries	Management	End of competition	Secure disposal	Yes	Confidential	
X1.1.3	Parental consent for publication (where applicable)	GDPR/DPA 2018	Permanent	n/a	Yes	Confidential	
<i>Y1 Buildings</i>							
<i>Y1.1 Weston Community Centre</i>							
Y1.1.1	Deeds of Title	Management	Permanent	Disposal	No	Not protectively marked	
Y1.1.2	Searches & Surveys	Management	Permanent	Disposal	No	Not protectively marked	
Y1.1.3	Lease	Management	Permanent	Disposal	No	Not protectively marked	
<i>Y1.2 Town Centre Public Conveniences</i>							
Y1.2.1	Legal documentation	Management	Permanent	n/a	No	Not protectively marked	
<i>Z1 Allotments</i>							

<i>Z1.1 Allotment records</i>							
<i>Z1.1.1</i>	Records relating to allotment holder	Management	Tenure of plot	Secure disposal	Yes	Confidential	
<i>Z1.1.2</i>	Legal documentation	Management	Permanent	n/a	No	Not protectively marked	
<i>Z1.1.3</i>	Allotment policies	Management	Until superseded	Disposal	No	Not protectively marked	
<i>AA1 Services</i>							
<i>AA1.1 Summer school</i>							
<i>AA1.1.1</i>	Summer school referrals	Management	Immediately following approval	Secure Disposal	Yes	Not protectively marked	Email to be deleted from Deleted Items and Trash folders
<i>AB1 Generic</i>							
<i>AB1.1 Manuals</i>							
<i>AB1.1.1</i>	Procedure manuals	Management	Until superseded	Disposal	No	Not protectively marked	
<i>AB1.2 IT support</i>							
<i>AB1.2.1</i>	Documentation on IT infrastructure	Management	Until superseded	Disposal	No	Not protectively marked	
<i>AB1.2.2</i>	Documentation on IT support	Management	Until superseded	Disposal	No	Not protectively marked	
<i>AB1.3 Business Continuity</i>							

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AB1.3.1	Business Continuity plan	Management	Until superseded	Disposal	No	Not protectively marked	
AB1.3.2	Business Continuity incident log	Management	8 years (2 council terms)	Disposal	No	Not protectively marked	

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