**MACCLESFIELD TOWN COUNCIL**

**RETENTION OF DOCUMENTS POLICY**

**DOCUMENT VERSION CONTROL**

Document Title: Retention of Documents Policy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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# **1 Introduction**

1.1 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.

1.2 Both the Freedom of Information Act 2000 (FOIA) and the Data Protection Act (DPA) 2018 require public bodies to manage information and its access in particular ways.

# **2 Strategic approach to record management**

2.1 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.

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

2.3 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.

# **3 Staff responsibility**

3.1 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.

# **4 Periods of retention**

4.1 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.

4.2 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.

# **5 Record disposal**

5.1 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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *A1 Council* | | | | | | | | | |
| *A1.1 Member Administration* | | | | | | | | | |
| 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 |  |
| *A1.2 Register of Interests* | | | | | | | | | |
| 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 |  |
| *A1.3 Corporate gifts* | | | | | | | | | |
| A1.3.1 | Records relating to receipt of gifts | | Management | Financial year of receipt + 8 years | | Secure disposal | Yes | Not protectively marked |  |
| *A1.4 Code of Conduct* | | | | | | | | | |
| 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 |  |
| *A1.5 Member Training* | | | | | | | | | |
| 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 |  |
| *A1.6 Constitution* | | | | | | | | | |
| 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 |  |
| *A1.7 Meetings* | | | | | | | | | |
| A1.7.1 | Meeting schedule | | Management | 4 years | | Disposal | No | Not protectively marked |  |
| 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 | Permanent | | Disposal  (secure if contains PII) | Yes | Personnel meetings are confidential | Personnel meetings are confidential |
| A1.7.8 | Video recordings of meetings | | Management | Permanent | | Disposal | Yes | Personnel meetings are confidential | Personnel meetings are confidential |
| A1.7.9 | Minute taking notes | | Management | Until minutes are approved | | Disposal (secure if contain PII) | No | Not protectively marked | Personnel minutes are confidential |
| *B1 Accounting* | | | | | | | | | |
| *B1.1 Budget* | | | | | | | | | |
| B1.1.1 | Budget setting calculations | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Disposal | No | Not protectively marked |  |
| B1.1.2 | Approved budgets | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Disposal | No | Not protectively marked |  |
| B1.1.3 | Budget monitoring | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Disposal | No | Not protectively marked |  |
| B1.1.4 | Cashbook & account book reconciliations | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Disposal | No | Not protectively marked |  |
| *B1.2 Expenditure* | | | | | | | | | |
| B1.2.1 | Paid invoices | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Disposal | Yes | Not protectively marked | Inc. remittance slips |
| *B1.3 Income* | | | | | | | | | |
| 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 |  |
| *B1.4 Payroll* | | | | | | | | | |
| B1.4.1 | Payroll records | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Secure disposal | Yes | Confidential |  |
| B1.4.2 | Payroll forms | | Management | Financial year + 6 months after employment ended | | Secure disposal | Yes | Confidential |  |
| *B1.5 Pensions* | | | | | | | | | |
| B1.5.1 | 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 |  |
| *B1.6 Banking* | | | | | | | | | |
| B1.6.1 | Bank statements | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Secure disposal | Yes | Not protectively marked |  |
| B1.6.2 | Cheque stubs | | HMRC - Compliance Handbook Manual CH15400 | Financial year + 6 years | | Secure disposal | Yes | Not protectively marked |  |
| *B1.7 Investment Management* | | | | | | | | | |
| B1.7.1 | Investment records | | Audit, Management | Permanent | | Secure disposal | No | Not protectively marked |  |
| *B1.8 Annual accounts* | | | | | | | | | |
| 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 |  |
| 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 |  |
| *C1.2 Disciplinary matters* | | | | | | | | | |
| 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 |  |
| *C1.3 Occupational Health* | | | | | | | | | |
| 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 |  |
| *C1.4 Personnel information* | | | | | | | | | |
| 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 |  |
| 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 |  |
| 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 |  |
| *C1.5 Training* | | | | | | | | | |
| 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 |  |
| *C1.6 Health and Safety* | | | | | | | | | |
| C1.6.1 | Accident reports | | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 | 3 years from date of accident | | Secure disposal | Yes | Confidential |  |
| *D1 Access to information* | | | | | | | | | |
| *D1.1 Freedom of Information* | | | | | | | | | |
| D1.1.1 | FOI requests | | Management (standard practice) | Date of requests + 5 years | | Secure disposal | Yes | Not protectively marked |  |
| D1.1.2 | FOI responses | | Management (standard practice) | Date of requests + 5 years | | Secure disposal | Yes | Not protectively marked |  |
| D1.1.3 | FOI records log | | Management | 8 years (2 council terms | | Secure disposal | No | Not protectively marked |  |
| *D1.2 Subject Access Requests (SAR)* | | | | | | | | | |
| 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 |  |
| *E1 Communication* | | | | | | | | | |
| *E1.1 Correspondence* | | | | | | | | | |
| E1.1.1 | Members’ email | | Management | End of service/resignation + 1 year | | Disposal | Yes | Not protectively marked |  |
| E1.1.2 | Officers’ email | | Management | Duration of role + 1 year (exceptions detailed in scheme) | | Disposal | Yes | Not protectively marked | Emails may be archived |
| E1.1.3 | Messenger | | Management | One month | | Disposal | Yes | Not protectively marked |  |
| E1.1.4 | Post | | Management | 8 years (2 council terms) | | Secure disposal | Yes | Not protectively marked |  |
| E1.1.5 | Voice messages | | Management | 1 day | | Secure disposal | Yes | Not protectively marked |  |
| *E1.2 Publications* | | | | | | | | | |
| 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 |  |
| *E1.3 Social media* | | | | | | | | | |
| E1.3.1 | Twitter feeds | | Management | Permanent | | n/a | No | Not protectively marked | Feature of social media |
| 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 |
| *E1.4 Annual reports* | | | | | | | | | |
| E1.4.1 | Annual report | | Management | Permanent | | Archive | No | Not protectively marked | Record of council service delivery |
| *E1.5 Transparency* | | | | | | | | | |
| E1.5.1 | Council Expenditure | | Local Government Transparency Code 2015 | 8 years (2 council terms) | | Disposal | No | Not protectively marked |  |
| E1.5.2 | Grants approved | | Local Government Transparency Code 2015 | 8 years (2 council terms) | | Disposal | No | Not protectively marked |  |
| E1.5.3 | Fraud reporting | | Local Government Transparency Code 2015 | 8 years (2 council terms) | | Disposal | No | Not protectively marked |  |
| E1.5.4 | Procurement | | Local Government Transparency Code 2015 | 8 years (2 council terms) | | Disposal | No | Not protectively marked |  |
| *E2 Public contact* | | | | | | | | | |
| *E2.1 Feedback* | | | | | | | | | |
| E2.1.1 | Online form via MTC website | | Management | n/a | | n/a | Yes | Not protectively marked | Converted to email and not retained online |
| *E2.2 Complaints* | | | | | | | | | |
| 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 |  |
| *E2.3 Enquiries* | | | | | | | | | |
| E2.3.1 | Online form via MTC website | | Management | n/a | | n/a | Yes | Not protectively marked | Converted to email and not retained online |
| *F1 Public Consultations* | | | | | | | | | |
| *F1.1 Consultation surveys* | | | | | | | | | |
| 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 |  |
| *F1.2 Consultation responses* | | | | | | | | | |
| F1.2.1 | Paper responses | | Management | 1 year from end of consultation | | Secure disposal | No | Not protectively marked |  |
| F1.2.2 | Online responses | | Management | 1 year from end of consultation | | Secure disposal | No | Not protectively marked |  |
| F1.2.3 | Collated response & associated reports | | Management | 8 years (2 council terms) | | Disposal | No | Not protectively marked |  |
| *G1 Asset Management* | | | | | | | | | |
| *G1.1 Licences* | | | | | | | | | |
| G1.1.1 | Licences associated with ICT hardware and software | | Management | Date licence ends + 4 years | | Secure disposal | No | Not protectively marked |  |
| *G1.2 Asset valuation* | | | | | | | | | |
| G1.2.1 | Asset register | | Management | Permanent | | Disposal | No | Not protectively marked |  |
| *H1 Information security* | | | | | | | | | |
| *H1.1 IT security* | | | | | | | | | |
| H1.1.1 | Breach log | | Management | 8 years (2 council terms) | | Secure disposal | No | Not protectively marked |  |
| H1.1.2 | Records pertaining to the breach | | Management | 8 years (2 council terms) | | Secure disposal | No | Not protectively marked |  |
| *H1.2 Personal data security* | | | | | | | | | |
| H1.2.1 | Breach log | | Management | 8 years (2 council terms) | Secure disposal | | No | Not protectively marked |  |
| H1.2.2 | Records pertaining to the breach | | Management | 8 years (2 council terms) | Secure disposal | | No | Not protectively marked |  |
| *I1 Business continuity* | | | | | | | | | |
| *I1.1 Incident recording* | | | | | | | | | |
| 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 |  |
| *J1 Records Management* | | | | | | | | | |
| *J1.1 Disposal records* | | | | | | | | | |
| 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 |  |
| *K1 Civic Functions* | | | | | | | | | |
| *K1.1 Mayoral Administration* | | | | | | | | | |
| 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 |  |
| 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 |  |
| *K1.2 Civic Engagements* | | | | | | | | | |
| 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 |  |
| 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 |  |
| *K1.3 Charity Fundraising Events* | | | | | | | | | |
| 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/3rd 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 |  |
| *K1.4 Civic Events* | | | | | | | | | |
| 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 |  |
| 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/3rd 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 |  |
| *K1.5 Christmas Cards* | | | | | | | | | |
| 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 |  |
| *K1.6 Civic Awards* | | | | | | | | | |
| 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 |  |
| K1.6.4 | PR following ceremony | | Management | 8 years (2 council terms) | | Secure disposal | Yes | Not protectively marked |  |
| *L1 Events & projects* | | | | | | | | | |
| *L1.1 Event planning & delivery* | | | | | | | | | |
| 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 |  |
| 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 |  |
| *L1.2 Tree of Light* | | | | | | | | | |
| L1.2.1 | Tree of light stars | | Management | Festive period | | Secure disposal | No | Not protectively marked | Stars hung on town centre Christmas tree |
| *L2 Events & projects* | | | | | | | | | |
| *L2.1 Projects* | | | | | | | | | |
| 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 | Tunnicliffe Trail | | Management | Until superseded | | Archive | No | Not protectively marked |  |
| *M1 Partnerships* | | | | | | | | | |
| *M1.1 Service Level Agreements* | | | | | | | | | |
| M1.1.1 | Signed Service Level Agreements | | Management | 8 years (2 council terms) | | Secure disposal | Yes | Not protectively marked |  |
| *N1 Audit* | | | | | | | | | |
| *N1.1 Internal audit* | | | | | | | | | |
| N1.1.1 | Audit report | | Management | 8 years (2 council terms | | n/a | No | Not protectively marked |  |
| *N1.2 External audit* | | | | | | | | | |
| N1.2.1 | Audit submission | | Management | Permanent | | n/a | No | Not protectively marked |  |
| N1.2.2 | Audit supporting documents | | Management | Permanent | | n/a | No | Not protectively marked |  |
| N1.2.3 | Audit conclusion | | Management | Permanent | | n/a | No | Not protectively marked |  |
| N1.2.4 | Audit certificate | | Management | Permanent | | n/a | No | Not protectively marked |  |
| *O1 Media liaison* | | | | | | | | | |
| *O1.1 Press releases & statements* | | | | | | | | | |
| O1.1.1 | Press releases | | Management | 8 years (2 council terms) | | Disposal | No | Not protectively marked |  |
| O1.1.2 | Press statements | | Management | 8 years (2 council terms) | | Disposal | No | Not protectively marked |  |
| *P1 Contracts/tenders* | | | | | | | | | |
| *P1.1 Records of contracts & tenders* | | | | | | | | | |
| P1.1.1 | Quotes | | Management | 3 years after tender awarded | | Secure disposal | Yes | Not protectively marked |  |
| P1.1.2 | Invitation to tender | | Limitation Act 1980 s.5 | 6 years after end of contract | | Disposal | No | Not protectively marked |  |
| P1.1.3 | Unsuccessful tenders | | Management | 3 years after tender awarded | | Secure disposal | Yes | Not protectively marked |  |
| P1.1.4 | Successful tenders | | Limitation Act 1980 s.5 | 6 years after tender awarded | | Secure disposal | Yes | Not protectively marked |  |
| P1.1.5 | Signed contracts | | Limitation Act 1980 s.5 | 6 years after tender awarded | | Secure disposal | Yes | Not protectively marked |  |
| P1.1.6 | Contract/tender register | | Management | Permanent | | Archive | No | Not protectively marked |  |
| *Q1 Insurance* | | | | | | | | | |
| *Q1.1 Insurance policies* | | | | | | | | | |
| Q1.1.1 | 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 |  |
| Q1.1.2 | Claims made against MTC insurance policies – personal injury | | Management | Case concluded + 4 years | | Secure disposal | No | Not protectively marked |  |
| 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 |  |
| *R1 Photographs* | | | | | | | | | |
| *R1.1 Members/Officers photographs* | | | | | | | | | |
| 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 |
| *R1.2 Event photographs* | | | | | | | | | |
| 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 |  |
| 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 |
| *S1 Consent forms* | | | | | | | | | |
| *S1.1 Individuals consent to process their personal data* | | | | | | | | | |
| 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 |
| *T1 Whistleblowing* | | | | | | | | | |
| *T1.1 Whistleblowing records* | | | | | | | | | |
| 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 |  |
| *U1 Grants* | | | | | | | | | |
| *U1.1 Grant records* | | | | | | | | | |
| 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 |  |
| 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 |  |
| *V1 Volunteers* | | | | | | | | | |
| *V1.1 General records* | | | | | | | | | |
| V1.1.1 | Interview form | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.2 | Registration form | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.3 | Role description and agreement | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.4 | Induction checklist | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.5 | Learning record | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.6 | ICT agreement form | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.7 | Equipment loan form | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.8 | Feedback form | | Management | End of service + 6 years | | Secure disposal | Yes | Confidential |  |
| V1.1.9 | Expense form | | Management | Financial year + 6 years | | Secure disposal | Yes | Confidential |  |
| *V1.2 Mayor’s Cadet* | | | | | | | | | |
| V1.2.1 | Nomination | | Management | 8 years (2 council terms) | | Secure disposal | Yes | Confidential |  |
| V1.2.2 | Post acceptance (consent) | | Management | 8 years (2 council terms) | | Secure disposal | Yes | Confidential |  |
| V1.2.3 | Contact details | | Management | 4 years (1 council term) | | Secure disposal | Yes | Confidential |  |
| *V1.3 Mayor’s Chaplain* | | | | | | | | | |
| V1.3.1 | Contact details | | Management | 4 years (1 council term) | | Secure disposal | Yes | Confidential |  |
| *V1.4 Mayoress/Consort* | | | | | | | | | |
| V1.4.1 | Contact details | | Management | 4 years (1 council term) | | Secure disposal | Yes | Confidential |  |
| V1.4.2 | Disabilities/allergies | | Management | End of post | | Secure disposal | Yes | Confidential | Civic Officer may be required to share this information with 3rd parties |
| *V1.5 Town Crier* | | | | | | | | | |
| V1.5.1 | 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 year to which they relate | | Secure disposal | Yes | Confidential |  |
| V1.5.2 | DBS checks | | Management | Current year + 3 years (life of a DBS check) | | Secure disposal | Yes | Confidential |  |
| V1.5.3 | Application & CV for successful candidates | | Limitation Act 1980 s.5 | 6 years after employment ceases | | Secure disposal | Yes | Confidential |  |
| V1.5.4 | Application & CV for unsuccessful candidates | | ICO Employment Practices Code para 1.7 | 6 months from date role filled | | Secure disposal | Yes | Confidential |  |
| V1.5.5 | Interview notes | | Limitation Act 1980 s.5 | 6 years after employment ceases | | Secure disposal | Yes | Confidential |  |
| V1.5.6 | Contact details | | Management | 4 years (1 council term) | | Secure disposal | Yes | Confidential |  |
| *V1.6 Traffic Marshals* | | | | | | | | | |
| V1.6.1 | Contact details | | Management | 4 years (1 council term) | | Secure disposal | Yes | Confidential |  |
| V1.6.2 | Traffic Management certificates | | Management | 8 years (2 council terms) | | Secure disposal | Yes | Not protectively marked |  |
| *V1.7 Working Group participants* | | | | | | | | | |
| V1.7.1 | Contact details | | Management | 4 years (1 council term) | | Secure disposal | Yes | Confidential |  |
| *W1 Contacts* | | | | | | | | | |
| *W1.1 Contact details* | | | | | | | | | |
| 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 |
| *X1 Competition* | | | | | | | | | |
| *X1.1 Competition details & entries* | | | | | | | | | |
| 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 |  |
| *Y1 Buildings* | | | | | | | | | |
| *Y1.1 Weston Community Centre* | | | | | | | | | |
| 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 |  |
| *Y1.2 Town Centre Public Conveniences* | | | | | | | | | |
| Y1.2.1 | | Legal documentation | Management | Permanent | n/a | | No | Not protectively marked |  |
| *Z1 Allotments* | | | | | | | | | |
| *Z1.1 Allotment records* | | | | | | | | | |
| Z1.1.1 | Records relating to allotment holder | | Management | Tenure of plot | | Secure disposal | Yes | Confidential |  |
| Z1.1.2 | Legal documentation | | Management | Permanent | | n/a | No | Not protectively marked |  |
| Z1.1.3 | Allotment policies | | Management | Until superseded | | Disposal | No | Not protectively marked |  |
| AA1 Services | | | | | | | | | |
| AA1.1 Summer school | | | | | | | | | |
| *AA1.1.1* | Summer school referrals | | Management | Immediately following approval | | Secure Disposal | Yes | Not protectively marked | Email to be deleted from Deleted Items and Trash folders |
| *AB1 Generic* | | | | | | | | | |
| *AB1.1 Manuals* | | | | | | | | | |
| AB1.1.1 | Procedure manuals | | Management | Until superseded | | Disposal | No | Not protectively marked |  |
| *AB1.2 IT support* | | | | | | | | | |
| AB1.2.1 | Documentation on IT infrastructure | | Management | Until superseded | | Disposal | No | Not protectively marked |  |
| AB1.2.2 | Documentation on IT support | | Management | Until superseded | | Disposal | No | Not protectively marked |  |
| *AB1.3 Business Continuity* | | | | | | | | | |
| 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 |  |

\*\*END OF POLICY\*\*