



# CRICKHOWELL TOWN COUNCIL DOCUMENT MANAGEMENT POLICY

This document provides the policy framework through which this effective document management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

## Scope of the policy

This policy applies to all records created, received or maintained by the Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Town Council and which are 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 or electronically.

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

## Responsibilities

The 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 she is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

## Retention Schedule

Under the Freedom of Information Act 2000, the Town Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk 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. This retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention period	Reason
General information	3 Months	Management
Routine correspondence & e-mails	6 Months	Management
Complaints	1 Year	Management
Planning Applications		All planning applications and relevant decision notices are available at BBNP. There is no requirement to retain duplicates locally. All Town Council recommendations in connection with these applications are



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		recorded in the Council minutes and are retained indefinitely
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Bank statements	Last completed audit	Management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations	6 Years	Audit
Paid invoices	6 Years	Audit/VAT
VAT records	6 Years	Audit/VAT
Salary records	7 Years	Audit
Tax and NI records	7 Years	Audit
Insurance policies	Whilst valid	Audit
Scales of fees and charges	5 Years	Management
Receipt books of all kinds	6 Years	VAT
Paid cheques	6 Years	Limitation Act 1980
Petty cash, postage	6 Years	Tax/VAT/Limitation Act
Timesheets	Last completed audit	Audit
Member's allowances register	6 Years	Tax, Limitation act 1980
Cert of Employers Liability	40 Years	Audit/legal
Cert of public liability	40 Years	Audit/legal
Assets register	Indefinite	Audit
Title Deeds, leases, agreements and contracts	Indefinite	Audit
Employment information	6 Years from end of employment	Tax

### For Burial Ground

Register of fees collected	Indefinite	Archives, Local Authorities Cemeteries Order 1977
Register of burials		
Register of purchased graves		
Register/plan of grave spaces		
Register of memorials		
Applications for interment		
Applications for right to erect memorials		
Disposal certificates		
Copy certificates of grant exclusive right of burial		
Register/plan of grave spaces		
Register of memorials		



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Applications for interment		
Applications for right to erect memorial		
Disposal certificates		
Copy certificates of grant exclusive right of burial		

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

### Review and Amendment Record

Version	Date of policy approval	Approved by	Summary of changes
1	Unknown	Crickhowell Town Council	Unknown
2	15 March 2022	Crickhowell Town Council	None made
3	14 February 2023	Crickhowell Town Council	None made