



## **PENMAENMAWR TOWN COUNCIL DOCUMENT RETENTION POLICY**

### **Retaining Important Documents**

The retention of Council documents and information is governed by a number of different legislative guidelines dependent on the type of document being referred to. Below is a list of the most common document types and the Town Council's policy pertaining to the retention for each:

### **Legal Documents**

Minute books are legal documents and need to be kept forever and must not be destroyed. These records, for recent years, will be kept at the Town Council offices or, for older documents, i.e. those over ten years, at Conwy County Borough Council Archives, Old Board School, Lloyd St, Llandudno. Deeds, leases and correspondence relating to any land or buildings that the Council owns will be kept for as long as the land or property remains in the council's ownership. For reasons of safety, deeds and leases will be maintained at a bank storage box, while copies of such deeds and related correspondence can be maintained at the Council offices.

### **Inland Revenue and VAT**

PTC will maintain their Inland Revenue and VAT papers for the statutory period of 6 years, as a minimum. Annual returns and statements of accounts will be kept indefinitely, although background papers will not be maintained. In keeping with national recommendations Audit papers will be kept for a period of five years.

Public Liability Insurance policies and receipts for premiums will be retained for 21 years. While the previous requirement to maintain Certificates of Employers Liability for 40 years has been removed, the Town Council have resolved to bring details of Employers Liability in line with their Public Liability records. If a pension is payable, salaries details should be kept until two years after the former employee dies.

### **Planning Applications**

Penmaenmawr Town Council will keep planning documents referred to the council as consultee, for a period of two years. Such records are maintained by Conwy County Borough Council who, as the planning authority, maintain planning applications indefinitely.

### **Contract Documents and Related Receipts etc**

Such documents will be retained for a period of seven years after the end of the contract term.

### **Handwritten Notes from Meetings etc**

Any jottings or handwritten notes which are simply intended as a personal aide memoire should be destroyed immediately after they have served their purpose.

### **Audio and Video Recordings**

Audio and video recordings may be made of council meetings, from time to time, for the sole purpose of assisting with the preparation of meeting minutes. Any such recordings will be destroyed as soon as minutes have been prepared and, in any case, within three working days of the meeting.

### **Computer Hard Drives etc**

Data on PC and laptop computers will be maintained until the computer reaches the end of its useful life, although external backup will be retained for a period of five years. When an old computer is disposed of the hard drive will be destroyed to prevent the council's data being compromised.

### **Other Material**

Some material may be of historical interest and papers relating to things such as the Millennium Celebrations or a visit from a VIP will, prior to disposal, be offered to the Penmaenmawr Museum & Historical Society and/or Penmaenmawr Library in the first instance.

### **Storing Documents**

Archived material will be boxed, labelled and stored in the Council archive on the first floor of the Council office. A detailed record of what is in each box will be maintained.

### **Further information**

Further information on retaining council documents can be obtained through Local Government Act 1972, sections 225 – 229, section 234. This policy should be read in conjunction with the Council's Publication Policy, as approved by the Information Commissioners Office.