

Horley Town Council Proper Document Control Archiving

It is accepted that this is a very basic outline of the documents held by the Town Council and that it is meant to focus attention when disposing of records held by the Town Council rather than be restrictive, and that discretion should be given to practitioners over every day items.

The aim of this document is to ensure proper document control within Horley Town Council, to ensure that valuable information is not destroyed and to ensure that all information held is relevant and appropriate. Storing paper efficiently ensures that storage costs, fire risks and unnecessary wastage are not incurred.

There are some items which must be **retained indefinitely**

Minutes (keep in a Locked cabinet with electronic copies kept off site.) Confidential minutes- these are filed according to the same legislation as minutes and stored in a locked cabinet. Minutes may be declassified and made available to the public by agreement of the full Council only.	Archive
End of year Statement of Accounts	
Insurance certificates.	
Land deeds	
Legal information/contracts	
Maps, title deeds and legal plans	
Members acceptance of office.	

Retained for 10 years

Electronic records should be kept for 10 years.	
Capital invoices - Revenue invoices need only be kept for 6 years, however to avoid extra paper handling all invoices should be kept for 10 years and unless of historical value, destroyed	
Declarations of Interest. (Copy sent to WBC)	

Retained for 6 years

VAT records	
-------------	--

Sales ledger invoices	
General correspondence using discretions if the subject is an ongoing or contentious issue.	
Paper planning applications as they are 'live' for 5 years. When plans are downloadable copies should be kept for 6 years if copies are taken.	
Receipt books	For audit/VAT reasons
Scales of fees and charges	For management reasons
Members allowance registers	
Insurance Policies	For management reasons
Village Hall/ recreation hiring records	For audit/VAT reasons.

Retained for 2 years

Newsletters, general correspondence, should be kept for two years.	
Petty Cash vouchers	
Bank Statements	For audit reasons
Bank paying in books and cheque book stubs	For audit reasons

Retain until updated

Risk Assessments	
Policies	
Health and Safety information	
Planning policies and papers	

All electronic records are backed up at least once a week and kept off site.

All items containing confidential or personal information should be shredded when discarded, including anything of a sensitive nature.

***Approved by Full Council: April 2016
Next review date: April 2019***