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## Ulverston Town Council

### Document Retention and Disposal Policy

Ulverston Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council.

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

**Scope**

**Responsibilities**

**Retention Schedule**

**Disposal of records**

**Scope of the policy**

This policy applies to all records created, received or maintained by the Ulverston 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 Council's records will be selected for permanent preservation as part of the Council's archives and for historical research. It should be noted that many of the Council's papers pre 1974 are lodged with Cumbria County archives and can be accessed at Barrow Records Office by appointment.

**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 Town Council. The Clerk 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.

### **Disposal procedures:**

Documents that are no longer required for administrative reasons are shredded and disposed of.

## **Retention of Documents Schedule**

This retention schedule refers to record series regardless of the media in which they are stored. The policy recognises that 99.9% of payments are now made by BACS (electronic banking) and that the councils accounting system (Xero) records and retains all payments, bank reconciliation and income.

<b>Document</b>	<b>Minimum Retention</b>	<b>Reason</b>
Minutes	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cheque book stubs	Last completed	Audit Management
Paying in books	Last completed	Audit Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	Whilst valid	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of public liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit

Declarations of acceptance	Term of Office + 1-year	Management
Members register of interests' book	Term of office + 1	Management
Complaints	1-year	Management
General information	3 months	Management
Routine correspondence & e-mails	6 months	Management

### **Planning Applications**

All planning applications and relevant decision notices are available at Westmorland and Furness Council as the planning authority. There is no requirement to retain duplicates locally unless the Council consider that a particularly complex application with many papers would be useful to retain for reference.

All Town Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated in the above schedule.

Approved: 19 May 2025

Minute no. C017

Review: May 2026