

# St Austell Town Council



## Document Management Disposal Policy

### Paper Files

A list of the categories of files held by the Town Council is detailed at the end of this policy. It is reviewed annually. At the annual review documents are either:

- a. Destroyed.
- b. Retained for a further year or other identified appropriate period.

The general principles that will be adopted in terms of management/retention/disposal are:-

1. Minutes and Committee Agendas to be kept indefinitely.
2. Strategies which form part of the policy framework and are generated by the Town Council will be retained twelve months past their review date if superseded by subsequent edition.
3. The same will apply to associated protocols, service level agreements, etc.
4. Documents and policies generated by partners or other agencies will be held for a minimum of three months and a maximum of 12 months.
5. Correspondence will be held for a minimum of 1 year and a maximum of two years with the opportunity to determine exceptions for further retention.
6. Finance records will be kept for 6 years.
7. Audit reports will be kept for 6 years.
8. Working Group notes will be kept for 2 years.
9. Councillor Declarations of Interest and Hospitality Registers will be kept for a minimum of 4 years and reviewed annually.
10. Staff Declarations of Interest and Hospitality Registers will be kept for a minimum of 4 years and reviewed annually.

11. Staff records and Staff Development Reviews will be held for the duration of the employment plus 6 years.
12. Management information including staff overtime and sickness records will be maintained for no more than two years.
13. Pension calculations and correspondence will be held for 12 months after the retirement of each officer.
14. A list will be maintained of the files destroyed.

This retention policy will be reviewed as appropriate from time to time.

### **Electronic Files**

The following electronic files are the responsibility of the Town Clerk.

*St Austell Town Council - Microsoft 365 Sharepoint Account*  
*St Austell Town Council – Office Laptop storage accounts*  
*St Austell Town Council – Xero Account*

It will be the responsibility of the Deputy Town Clerk to carry out a review of the electronic files and to delete those not relevant.

### **Categories of files held by the Town Council**

1. Achievements
2. Administration
3. Anti-social Behaviour
4. Assets
5. Bus Shelters
6. Committees agendas/minutes
7. Complaints
8. Consultations
9. Correspondence
10. Devolution of services
11. Environment
12. Equality Impact Assessments
13. Events
14. File Notes
15. Financial Management
16. Financial Regulations
17. Governance
18. Human Resources
19. Information Management
20. Initiatives
21. Library
22. Licensing

23. Mayor
24. Members
25. Neighbourhood Plan
26. Open Government
27. Partners
28. Planning documents
29. Pondhu House
30. Press Releases
31. Projects
32. Reference Library
33. Risk Management
34. Safer St Austell
35. Services
36. Signage
37. South West in Bloom
38. Stable Block
39. Standing Orders
40. The House
41. Town plan
42. Website
43. Working Groups