

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of the policy framework and are generated by the Town Council will be retained twelve months past their review date if superseded by subsequent edition.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 Development Reviews will form as appropriate part of the staffing record to be held during the duration of the employment.
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 and lists will be maintained of those documents held to archive.

Electronic Files

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

St Austell Town Council on cc\root

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. Personnel
2. Legal
3. Finance
4. Audit
5. Committee agendas/minutes
6. Grant applications
7. Footpaths
8. CCTV
9. Land at South Street
10. Fore Street - Furniture
11. Current planning applications
12. Civic and community events
13. Miscellaneous Council activity