

**Appendix 1: List of Documents for Disposal and Retention**

Document	Where is the data stored	Retention periods	Reason	Disposal method
Staff - Human Resource records - contracts, sickness absence, time sheets etc	Town Clerk Cloud	6 years from termination date.	Common Practice	Electronic file deletion
Staff - Human Resource records - financial	Town Clerk Cloud	7 years after action completed.	Common Practice	Electronic file deletion
Staff - Pension records	Town Clerk Cloud	6 years from date of last pension payment.	Common Practice	Electronic file deletion
Staff - Training records	Shared drive	Routine training - 2 years after action completed. Health and Safety training - 50 years after training completed.	Common Practice	Electronic file deletion
Staff - Disciplinary and Grievances	Town Clerk Cloud	Oral warning - 6 months. Written warning - 1 year. Final Warning - 18 months.	Common Practice	Electronic file deletion
Staff - Recruitment	Town Clerk Cloud	1 year after recruitment is finalised	Common Practice	Electronic file deletion
Staff - Leavers	Town Clerk Cloud	6 years after termination. If pension is paid 6 years after last payment of pension.	Common Practice	Electronic file deletion
Councillors Declarations of acceptance of office	Declaration of office book	Permanent	Statutory	n/a
Councillors Register of interest	Shared drive	Period of office	Common Practice	Electronic file deletion
Councillors Declarations of interest	Admin office filing cabinet	Period of office	Common Practice	Confidential waste
Gifts and hospitality	Town Clerk office	Permanent	Common Practice	n/a
Contracts	Shared drive, Town Clerk filing cabinet, e-mails	2 years after the terms on contract have expired.	Common Practice	Electronic file deletion and confidential waste
Booking request forms	Shared drive	1 year after the end of the financial year they relate to	Common Practice	Electronic file deletion
Land Leases	Shared drive, Town Clerk office filing cabinet	15 years after the expiry of the lease	Common Practice	Electronic file deletion and confidential waste
Annual budget	Shared drive	Permanent	Common Practice	n/a
Loan files	Shared drive, Town Clerk office filing cabinet	7 years after the loan has been repaid	Statutory	Electronic file deletion and confidential waste
Asset Register	Shared drive	Permanent	Common Practice	n/a
Audit investigations	Shared drive	7 years after the financial year in which the records were created	Statutory	Electronic file deletion
Bank Statements	Shared drive	6 years after the conclusion of the financial transaction	Statutory	Electronic file deletion
Cheque counterfoils	Safe	6 years after the conclusion of the financial transaction	Statutory	Confidential waste
Invoices	Shared drive	6 years after the conclusion of the financial transaction	Statutory	Electronic file deletion
Petty Cash	Shared drive	6 years after the conclusion of the financial transaction	Statutory	Electronic file deletion
Purchase orders	Shared drive	6 years after the conclusion of the financial transaction	Statutory	Electronic file deletion
Payment vouchers	Shared drive	6 years after the conclusion of the financial transaction	Statutory	Electronic file deletion
Receipt books	Safe	6 years after the conclusion of the financial transaction	Statutory	Confidential waste
Community Fund Applications	Shared drive	7 years after the conclusion of the financial transaction	Statutory	Electronic file deletion
Mayoral engagements	Shared drive, admin office filing cabinet, e-mails	1 year following term of office	Common Practice	Electronic file deletion and confidential waste

Enquiries outlook inbox e-mails	Shared outlook folders on cloud server	2 years after admin use is concluded	Common Practice	Electronic file deletion
Planning Applications/Decisions	shared drive, e-mails, admin filing cabinet, website - minutes	Permanent	Common Practice	n/a
Events	Shared drive, admin office filing cabinet, e-mails	3 years following event to assist in future planning of the event	Common Practice	Electronic file deletion and confidential waste
Bowling Green - Key Holder agreement	Shared drive, admin office filing cabinet,	1 year after admin use is concluded	Common Practice	Electronic file deletion and confidential waste
Mayors Christmas Cards List	Shared drive, admin office filing cabinet,	1 year following term of office	Common Practice	Electronic file deletion and confidential waste
Mayors Civic and Charity Events	Shared drive, admin office filing cabinet, e-mails	7 years after admin use is concluded	Common Practice	Electronic file deletion and confidential waste
Temporary Event Notice Applications	Shared drive, admin office filing cabinet,	2 years after the date of the event	Common Practice	Electronic file deletion and confidential waste
Community Recognition Awards	Shared drive	3 years after admin use - to meet the requirements of the awards criteria	Common Practice	Electronic file deletion
External funding	Shared drive, Town Clerk office filing cabinet,	7 years for successful applications	Common Practice	Electronic file deletion and confidential waste
Tendering Works - Expressions of interest	Shared drive, Town Clerk office filing cabinet,	2 years after contract let or not proceeded with	Common Practice	Electronic file deletion and confidential waste
Tendering Works - ordinary contracts	Shared drive, Town Clerk office filing cabinet,	6 years after the terms of the contract have expired	Statutory	Electronic file deletion and confidential waste
Tendering Works - contracts under seal	Shared drive, Town Clerk office filing cabinet,	12 years after the terms of contract have expired	Statutory	Electronic file deletion and confidential waste
VAT Claims	Shared drive, Town Clerk office filing cabinet,	5 years after the end of the financial year in which they were created.	Statutory	Electronic file deletion and confidential waste
Town Council meeting agendas and minutes	Shared drive, Admin office filing cabinet, website	Permanent	Archive	n/a
Annual Reports	Shared drive, website	Permanent	Archive	n/a
Litigation	Shared drive, Town Clerk office filing cabinet	7 years after last action or if major litigation offer to archivist for review	Common Practice	Electronic file deletion and confidential waste
Electoral register	Shared drive	Permanent	Archive	n/a
CCTV	Shared drive and caretakers office	System keeps data for 7 days. Destroy any saved footage after resolution of the matter.	Common Practice	Electronic file deletion
Customer Testimonials	Website and shared drive	Permanent	Archive	n/a
Certificates for Employers Liability (Complutory Insurance)	Shared drive, Town Clerk filing cabinet	40 years from date of insurance commencement	Common Practice	Electronic file deletion and confidential waste
Insurance Policies and claims	Shared drive, Town Clerk filing cabinet, e-mails	7 years after the terms of the policy have expired	Common Practice	Electronic file deletion and confidential waste
Accident books - injuries to children	Caretakers office	25 years from closure	Statutory	Confidential waste
Accident books - injuries to adults	Caretakers office	3 years from closure	Statutory	Confidential waste