

Manningtree Town Council Records Retention Policy					
The Minimum Retention Period is based on guidance from the National and Essex Association of Local Councils, GDPR Guidelines and input from Manningtree Town Councillors.					
Type of Record	Format		Minimum Retention Period (Years)	Reason from EALC	Recommendation by Councillors
	Hard Copy	Digital			
Agenda – Council Meetings		✓	1 year	No guidance	Approved at Full Council 15/11/18
Agenda – Non Council Meetings		✓	1 year	No guidance	Approved at Full Council 15/11/18
Asset Register	✓	✓	Indefinite	Audit	Approved at Full Council 15/11/18
Audit documents - Monthly I.e bank reconciliation	✓	✓	6 years	Hard copies kept to facilitate requests to view	Approved at Full Council 15/11/18
Annual (Internal)	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Annual (External)	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Bank Statements & Savings	✓		Last completed Audit Year	Audit	Approved at Full Council 15/11/18
Bank Paying in Books	✓		Last completed Audit Year	Audit	Approved at Full Council 15/11/18
Budget		✓	6 years	No guidance	Approved at Full Council 15/11/18
Certificates for Insurance against liability for employees	✓		40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsary Insurance) Regulations 1998 (Sl. 2753), Management	Approved at Full Council 15/11/18
Cheque Book Stubs	✓		Last completed Audit Year	Audit	Approved at Full Council 15/11/18
Customer (Residents) Surveys	✓	✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Emails			Whilst relevant	GDPR	Approved at Full Council 15/11/18
Gifts Received Register	✓	✓	Indefinite	No guidance	Approved at Full Council 15/11/18
Grant Application by MTC	✓	✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Halls / Centre application to hire, lettings diaries, copies of bills to hires, records of tickets issued	✓		6 years	VAT	Approved at Full Council 15/11/18
Investments	✓		Indefinite	Audit	Approved at Full Council 15/11/18
Invoices Paid	✓		6 years	VAT	Approved at Full Council 15/11/18
Insurance Policies	✓	✓	While valid	Management / Audit	Approved at Full Council 15/11/18
Letters – general correspondence		✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Letters – general correspondence	✓		Whilst relevant	GDPR	Approved at Full Council 15/11/18
Members Allowance Register			6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Members Attendance Register		✓	Minuted	Minuted	Approved at Full Council 15/11/18
Members Acceptance of Office	✓		Term of office plus 4 years	Management	Approved at Full Council 15/11/18
Members Declaration of Interest Register	✓		Term of office plus 4 years	Management	Approved at Full Council 15/11/18
Minutes - Full Council Meeting Minutes	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Committee Minutes	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Cont'd page 2 of 2	Format		Minimum Retention Period (Years)	Reason from EALC / SLCC / NALC	Recommendation by Councillors
Type of Record	Hard Copy	Digital			
Notes/recordings of meetings, draft minutes. This includes any notes taken by Members	✓	✓	Until the minutes have been agreed	GDPR	Approved at Full Council 15/11/18
Paid cheques	✓		6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Planning Applications	✓		Current year	No guidance - retained by TDC	Approved at Full Council 15/11/18
Petty Cash			6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Postage Book	✓		6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Projects/Project Information	✓	✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Quotations and Tenders	✓		6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Receipt and Payments Accounts	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Receipt Books of ALL Kinds and electronic records	✓	✓	6 years	VAT	Approved at Full Council 15/11/18
Standing Orders	✓	✓	Keep until updated by NALC	NALC	Approved at Full Council 15/11/18
Time sheets	✓	✓	Last completed Audit Year	Audit (3 years best practice for personal injury)	Approved at Full Council 15/11/18
Title Deeds, Leases, Agreements, Contracts	✓		Indefinite	Audit	Approved at Full Council 15/11/18
VAT Records	✓	✓	6 years generally but 20 years for VAT on rents	VAT	Approved at Full Council 15/11/18
Wages Books	✓	✓	12 years	Superannuation	Approved at Full Council 15/11/18

Sensitive Information (GDPR Guidelines)

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

REVIEWED 20/03/2025
NEXT REVIEW 20/03/2026