



# SUDBURY TOWN COUNCIL

## Data Retention Policy – Adopted 18 July 2024

Subject to any statutory or regulatory provision or advice from National or County associations (including that resulting from case law), the Town Council's policy for retaining data is as follows (in accordance with NALC guidelines at the time of coming into force):

DOCUMENT	MINIMUM RETENTION PERIOD	REASON (with reference)
Minute books	Indefinite	Archive
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	7 years	VAT requires this as a minimum.
Bank statements, including deposit/saving accounts	7 years	Audit
Bank paying-in books	7 years	Audit
Cheque Book stubs	7 years	Audit
Quotations and tenders	7 years	Limitation Act 1980 (as amended)
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980 (as amended)
VAT records	7 years	VAT
Petty cash, postage, and telephone books	7 years	Tax, VAT, limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Payroll records	15 years	For Pension & National Insurance queries.
Insurance policies	40 years from date on which insurance commenced or was renewed	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753). Management.
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended).

<b>Staff</b>		
Personal files	6 years after end of employment	
Records relating to disciplinary proceedings	6 years after end of employment	
Records of recruitment for unsuccessful candidates	6 months after completion of the recruitment exercise.	To defend against discrimination claims. This is because the time limit for discrimination claims is three months but taking into account a potential extension under the rules on early conciliation, it could be around five months before the employer hears of the claim against it.
<b>General Enquiries</b>		
Any query taken in the office that may require personal details to respond	2 years	Because we might get a question up to 2 years after they contact us.
<b>Market</b>		
Stall holder details	2 years	Management. Because we might get a question up to 2 years after they leave the market.
<b>Town Hall</b>		
Applications to hire	7 years	VAT
Lettings diary		
Copies of invoices to hirers		
<b>Allotments</b>		
Waiting list Allocation list Ex-plot holders' details	Shorter Indefinite because it is current 2 years after giving up the plot	Audit, Management Because we might get a question up to 2 years after.
<b>Cemetery</b>		
Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Notices of Interment Applications for the right to erect memorials. Disposal Certificates Copy certificates of grant of Exclusive Right of Burial	7 years Indefinite Indefinite (as long as they have the plot/memorial/etc, plus 6 years) Indefinite  Indefinite Indefinite 5 years after the memorial has been erected. Indefinite Indefinite	Audit      Archives, Local Authorities Cemeteries Order 1977 (SI 204)