

KIRKBY STEPHEN TOWN COUNCIL
Document Retention Schedule

For adoption 5 July 2022.

Document	Minimum Retention Period	Reason
Minutes		
1 Minutes of Council meetings	Indefinite	Archive
2 Minutes of committee meetings	Indefinite	Archive
Employment		
3 Staff employment contracts	6 years after ceasing employment	Management
4 Staff payroll information	3 years	Management
5 Staff references	6 years after ceasing employment	Management
6 Application forms (interviewed – unsuccessful)	6 months	Management
7 Application forms (interviewed – successful)	6 years after ceasing employment	Management
8 Disciplinary files	6 years after ceasing employment	Management
9 Staff appraisals	6 years after ceasing employment	Management
Finance		
10 Scales of fees and charges	6 years	Management
11 Receipt and payment accounts	6 years	VAT
12 Bank statements	Last completed audit year	Audit
13 Cheque book stubs	Last completed audit year	Audit
14 Paid invoices	Last completed audit year	VAT
15 Paid cheques	Last completed audit year	Limitation Act 1980
16 Payroll records	3 years	HMRC
17 Petty cash accounts	Last completed audit year	Audit
Insurance		
18 Insurance policies	6 years after policy end	Management
19 Certificates for Insurance against liability for employees	6 years after policy end	Management
20 Certificates for Public Liability	6 years after policy end	Management
21 Insurance claim records	6 years after policy end	Management
Health and Safety		
22 Accident books	3 years from date of last entry	Statutory
23 Risk assessment	3 years	Management
General Management		
24 Councillors contact details	Duration of membership	Management
25 Lease agreements	12 years	Limitation Act 1980
26 Contracts	6 years	Limitation Act 1980
27 Email messages	At end of useful life	Management
28 Correspondence	At end of useful life	Management
29 Consent forms	5 years	Management
30 ICO Registration	Duration of membership	Management