KIRKBY STEPHEN TOWN COUNCIL
Document Retention Schedule

Adopted 5 July 2022 (22/061)

	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	
29	Consent forms	5 years	Management
30	ICO Registration	Duration of membership	Management