

**RAYLEIGH TOWN COUNCIL**  
**DATA PROTECTION – DOCUMENT RETENTION POLICY**  
 (Red indicates personal information)

<b>DOCUMENT</b>	<b>RETENTION PERIOD</b>	<b>REASON FOR RETENTION</b>
<b>COMPUTERS</b>		
<b>Planning Applications</b>	History up to 3 years old	For research when applications are re-submitted. 3 years is the normal period of time that approvals are limited to. Contacted RBS 8.2.18 to enquire whether they can do a mass deletion of old applications.
<b>Allotment Records</b>		
Tenants details including month and year of birth, name and address	Tenant Records up to 6 months from termination date	In case of enquiries from terminated tenant or new tenant who takes over the plot.
Current Tenant Details	From date sign Tenancy Agreement until date plot terminated	Need details to be able to contact tenant. Need date of birth to know what to charge tenant. Need record of performance on plot in case of non cultivation warning letters
<b>Accounts</b>	All records 7 years	Requirement by HMRC
<b>Network</b>		
Personal details eg letters to members of public	3 years	In case of follow up enquiry
<b>Emails</b>	2 years	Emails more than 2 years old deleted on all computers January 2018
<b>PAPER DOCUMENTS</b>		
<b>Planning Applications and response to RDC</b>	6 months	In case RDC loose the response
<b>Allotment Records</b>		
Current Tenancy Agreements	From sign up date to date of plot termination	Need details of current tenants
Correspondence with tenants	From sign up date to date of plot termination and for next 6 months	Need to know history of current tenants in case of complaints and non cultivation of plots
<b>Accounts</b>		
Invoices/VAT Returns/Internal Audits/Annual Return/Receipt Books/Bank Records/KGV Trust	All records 7 years	Requirement by HMRC
<b>Insurance</b>		
Employers Liability certificate	40 years	Legal Requirement
Public Liability certificate	40 years	Legal Requirement
Policies and correspondence	5 years	Necessary in case of any follow up issues
<b>Accident Book</b>		
Form completed when accident occurs	10 years	In case of any follow up issues
<b>Minutes</b>	2 years kept in office Over 2 years bond and taken to Essex Records office	For reference purposes. Legal document should not be destroyed.

<b>DOCUMENT</b>	<b>RETENTION PERIOD</b>	<b>REASON FOR RETENTION</b>
<b>Policies</b>	Current	
<b>Agendas with attachments</b>	3 years	Provide further information to support decisions recorded in minutes
<b>Risk Assessments</b>	3 years	In case of enquiries/complaints
<b>Asset Register</b>	7 years	Forms part of accounts
<b>Records of Volunteers</b>		
<b>Names and addresses/emails of Friends of Lower Wyburns, marshals for Christmas lights/community speed watch/litter picks</b>	Current only required back to one year	Some volunteering duties are annual
<b>Press</b>		
Releases by Town Council	3 years	In case of enquiries
Clippings from newspapers	Indefinite	Historical record in public domain
<b>Grant Applications</b>	1 year and current	In case of enquiries – Decisions on previous grants recorded in minutes.
<b>Town Council Awards</b>		
<b>Personal information on award winners on nomination forms</b>	Current year only	For information
<b>King George V Playing Field</b>		
Hire applications	Current year only	For information
<b>Complaints</b>	3 years	In case of follow up issues
<b>Market</b>		
Stall holders details	Current and 3 years	In case of return stall holders
<b>CCTV</b>		
<b>Downloads Disc</b>	1 year	Requirement to keep copy of disc given to police
Police application form	1 year	For information to back up disc
<b>Footage on recorders</b>	21 – 28 days	Recorded over by machine
<b>PERSONNEL RECORDS</b>		
<b>Members allowance pay slips</b>	3 years	In case of enquiries
<b>Staff Pay slips</b>	Indefinite all current staff 1 year for staff who have left RTC	In case of queries
<b>Staff Appraisals and application forms etc</b>	Indefinite all current staff	Shred former staff records when leave RTC
<b>COMPETITIONS</b>		
<b>RIB/Xmas/Trinity Fair/Easter Egg etc Details of names, addresses and ages of children</b>	Current year	For information
<b>ANNUAL REPORTS</b>	Indefinite	For information and historical purposes
<b>RIB PORTFOLIOS</b>	Indefinite	For historical purposes
<b>EVENT PROGRAMMES</b>	Previous year	Donate older programmes to Museum
<b>REGISTER OF INTERESTS Members forms</b>	Current year	RDC keeps records of previous years
<b>ACCEPTANCE OF OFFICE BOOK</b>	Indefinite	Historical and legal record

