

Marlborough Town Council



Appendix A – List of documents for retention/disposal

Description	Legal Basis	Retention Period	Action upon Expiry	Potentially contains SC data	Protectively Marked	Notes
Council						
Register of Member's addresses	Legitimate interests	Date of next election +2 years	Secure disposal	No	Not Protectively Marked	
Allowance Information	Income Tax (PAYE) Regulations 2003, reg 97	Not less than 3 years after the end of the tax year to which they relate	Secure disposal	No	Confidential	
Meetings						
Signed minutes	Local Government Act 1972 sch.12(19)	Date of meeting + 8 years	Permanent preservation	No	Not Protectively Marked	
Minute taker notes	Legitimate interests	Until transposed	Secure disposal	No	Not Protectively Marked	
Accounting						
Cashbook & account book reconciliations	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	No	Not Protectively Marked	Financial sensitive

Marlborough Town Council



Paid Invoices	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	Yes	Not Protectively Marked	Financial sensitive
Paying in books	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	Yes	Not Protectively Marked	Financial sensitive
Cash receipt book	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	No	Not Protectively Marked	Financial sensitive
Payroll records	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	Yes	Confidential	Financial sensitive
Bank statements	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	Yes	Not Protectively Marked	Financial sensitive
Cheque stubs	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	Yes	Not Protectively Marked	Financial sensitive

Marlborough Town Council



Investment Management						
Investment records	Legitimate Interests (Audit)	Indefinitely	Permanent preservation	No	Not Protectively Marked	Financial sensitive
Annual Accounts						
Annual accounts closure records	Legitimate Interests (Audit)	Indefinitely	Permanent preservation	No	Not Protectively Marked	Financial sensitive
VAT						
VAT records	HMRC- Compliance Handbook Manual CH15400	Financial year + 6 years	Secure storage	No	Not Protectively Marked	Financial sensitive
Employee Information						
Records relating to employment history to include contracts, training etc.	Limitation Act 1980 s.5	6 years after cessation of employment	Secure storage	Yes	Confidential	
Salary information (tax & NI)	Income Tax (Pay As You Earn) Regulations 2003, reg 97	3 years after the end of each tax year	Secure storage	Yes	Confidential	Financial sensitive
Staff pension contributions records	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15	End of scheme + 6 years	Secure storage	Yes	Confidential	Financial sensitive

Marlborough Town Council



Timesheets	The Working Time Regulations 1998, Part II	2 years after creation date	Secure disposal	Yes	Confidential	
Application & CV for successful candidates	Limitation Act 1980 s.5	6 years after cessation of employment	Secure disposal	Yes	Confidential	
Application & CV for unsuccessful candidates	ICO Employment Practices Code para 1.7	6 months after position filled or vacancy closed	Secure disposal	Yes	Confidential	
Correspondence						
Emails & general correspondence	Legitimate interests	1 Year	Secure disposal	Yes	Not Protectively Marked	
Audit (internal & external)						
Internal Audit Report	Local Audit and Accountability Act 2014	Permanent	Permanent preservation	No	Not Protectively Marked	Financial/business sensitive
External Audit Report + all supporting documents	Local Audit and Accountability Act 2014	Permanent	Permanent preservation	No	Not Protectively Marked	Financial/business sensitive
Records of Contracts and Tenders						
Quotes	Legitimate interests	1 year after the end of the tender process	Secure disposal	No	Not Protectively Marked	Financial/business sensitive

Marlborough Town Council



Unsuccessful tenders	Legitimate interests	1 year after the end of the tender process	Secure disposal	No	Not Protectively Marked	Financial/business sensitive
Successful tenders	Limitation Act 1980 s.5	6 years after end of contract	Secure disposal	No	Not Protectively Marked	Financial/business sensitive
Signed contracts	Limitation Act 1980 s.5	6 years after end of contract	Secure disposal	No	Not Protectively Marked	Financial/business sensitive
Insurance Policies						
Employer's Liability and Public Liability Insurance policies	The Employers' Liability (Compulsory Insurance) Regulations 1998	While valid	Disposal	No	Not Protectively Marked	Financial sensitive
General Properties						
Deeds of title	Legitimate interests	Permanent	Permanent preservation	No	Not Protectively Marked	Financial/business sensitive
Searches and surveys	Legitimate interests	Permanent	Permanent preservation	No	Not Protectively Marked	Financial/business sensitive
Leases	Legitimate interests	Permanent	Permanent preservation	No	Not Protectively Marked	Financial/business sensitive
Town Hall, MC&YC, Recreation Ground and Open Spaces						

Marlborough Town Council



All hirer booking forms, lettings diaries, copies of invoices etc	Legitimate interests	Current Council term + 4 years	Secure disposal	Yes	Not Protectively Marked	
Allotments						
All records relating to allotment holders	Legitimate interests	Tenure of plot	Secure disposal	Yes	Confidential	
Legal documentation/ register & plans	Legitimate interests	Permanent	Permanent preservation	No	Not Protectively Marked	
Burial Grounds						
Register of fees, burials, purchased graves & memorials. Applications for interment, rights to erect memorials, disposal certificates, copy certificates of grants of exclusive rights of burial & burial plan	Local Authorities' Cemeteries Order 1977	Permanent	Permanent Preservation	Yes	Confidential	