



RIPON CITY COUNCIL

Records Management & Document Retention Policy

Adopted by the Council on the meeting of Full Council 4 th March 2025	
Last updated	4 th March 2025
Date of Review	2028

1 Introduction

1.1 The guidelines set out in this document supports the Ripon City Council Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

1.2. It is important that Ripon City Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3. Ripon City Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and Objectives

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that Ripon City Council does and the services that we provide to our residents. This document will help us to:

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3. Scope

3.1. For the purpose of this policy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2. Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4. Standards of good practice

4.1. The Ripon City Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A.
- Personal information will be retained in locked filing cabinets within the council offices or in a restricted folder within One Drive, access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the council office, with access only available to the Chief Officer.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.

- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes eg. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the locked filing cabinet in the council office.

5. Breach of Policy and Standards

5.1. Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

5.2. Where there is a breach of the policy, the Council may need to consider whether there is also a breach of the GDPR.

6. Roles and Responsibilities

6.1. The Ripon City Council Chief Officer has responsibility for implementation of the policy under delegation of the Council.

6.2. The Ripon City Council Chief Officer is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

7. Retention

7.1. Timeframes for retention of documents have been set using legislative requirements, guidance from the National Association of Local Councils and the Chartered Institute of Personnel and Professional Development (CIPD).

7.2. Throughout retention the conditions regarding safe storage and controlled access will remain in place.

7.3. The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by the Ripon City Council for the management of specific documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

8. Disposal

8.1. Documents/data no longer required by Ripon City Council for administrative purposes must be finely shredded/disposed of through specialist waste removal contractors and deleted entirely and securely from Ripon City Council computer system(s).

Appendix A Retention Schedule

Document	Retention Period	Method	Retention Location / Notes
Finance			
Financial Published Final Accounts	Indefinitely		\\RCC - Council 2017\FINANCE\Accounts (saved per FY for 2007 onwards)
Annual Governance and Accountability Return	Indefinitely		\\RCC - Council 2017\FINANCE\Accounts (saved per FY for 2007 onwards)
Precept Forms	Indefinitely		\\RCC - Council 2017\FINANCE\Accounts (saved per FY for 2007 onwards)
Employers Liability Insurance Certificate	40 years		\\RCC - Council 2017\Insurance (2015 onwards) (pre 2019)
Cash Books (records of monies paid out and received)	12 years		
Final accounts of contracts executed under hand or seal	12 years (from completion of contract)		
Payment Vouchers Capital and Revenue (copy invoices)	12 years		
Asset Register for statutory accounting purposes	10 years	Electronic	\\RCC - Assets 2017\Asset Admin\Asset Register
Loans and Investment Records; temporary loan receipts	10 years (after redemption of loan)		
VAT records	10 years	Electronic / Paper	\\RCC - Council 2017\FINANCE\VAT (2019 onwards) (pre 2019)
Adopted annual budget	6 years		
Bank Statements (electronic) and Instructions to banks	6 years	Electronic	\\RCC - Council 2017\FINANCE\Accounts (saved per FY)
Bank Statements (Hardcopy)	6 years		
Debtors and rechargeable works records	6 years		
Expenses and travel allowance claims	6 years	Electronic	\\RCC - Council 2017\Personnel, not confidential\Expenses
Fees and Charges Schedules	6 years		
Final Account working papers	6 years		
Financial Plan	6 years		
Payment Listings (Invoices received)	6 years		
Petty cash vouchers and reimbursement claims	6 years	Electronic	\\RCC - Council 2017\FINANCE\Petty Cash <i>Note: records to 2021, petty cash not in use after this FY</i>
Prime evidence that money has been banked	6 years		
Records of all accounting transactions held in the financial management system	6 years		
Bank Reconciliation	3 years	Electronic	\\RCC - Council 2017\FINANCE\Accounts (saved per FY)
Budget Estimates – Detailed Working Papers and summaries	3 years		
Cheques - Cancelled Expenditure	3 years		
Cheques - presented/drawn on the Council bank accounts	3 years		
Cheques - Refer to Drawer (RD)	3 years		
Claims correspondence	3 years (after settlement)	Electronic	\\RCC - Council 2017\Insurance
Current and expired insurance contracts and policies and Insurance records	3 years (or as long as it is possible for a claim to be made)	Electronic	\\RCC - Council 2017\Insurance
Goods received notes, advice notes and delivery notes	3 years		
Grant/Funding Applications & Claims	3 years	Electronic	\\RCC - Council 2017\FINANCE\Grant & Partnership Funding
Internal Audit Plans/Reports	3 years	Electronic	\\RCC - Council 2017\FINANCE\Internal Audit

Personnel/employment			
Statutory end of year returns to Inland Revenue and Pensions records	Indefinitely		
Annual leave records	For duration of employment + 6 years		
Employee Personnel files (inc. training records, discipline and grievance records and working time records)	For duration of employment + 6 years		
Redundancy records	For duration of employment + 6 years		
Statutory sick records, pay calculations, certificates etc.	For duration of employment + 6 years		
Successful application forms and CVs	For duration of employment + 6 years		
Supporting documentation for tax returns	For duration of employment + 6 years		
Time sheets and overtime claims	For duration of employment + 6 years	Electronic	\\RCC - Council 2017\Personnel, not confidential\Timesheets
Unpaid leave/special leave	For duration of employment + 6 years		
Wages/salary records, overtime, bonuses, expenses etc	For duration of employment + 6 years		
Annual appraisal/assessment records	3 years		
Income Tax and National Insurance Records	3 years (after the end of the financial year to which they relate)		
Statutory Maternity/Paternity records, calculations, certificates etc	3 years (after the tax year in which the maternity period ended)		
References received	1 year		
References requested	1 year		
Unsuccessful application forms	1 year		
Unsuccessful reference requests	1 year		

Appendix A Retention Schedule

Document	Retention Period	Method	Retention Location / Notes
Disclosure and Barring checks	6 months		
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal		

Appendix A Retention Schedule

Document	Retention Period	Method	Retention Location / Notes
Corporate			
Councillors Registers of Interests	When councillor is no longer a public office holder	Electronic	\RCC - Council 2017\Councillors\Clrs Register of Interest
Councillors Declaration of Acceptance of Office forms	When councillor is no longer a public office holder	Electronic	\RCC - Council 2017\Councillors\Clrs Declaration of Acceptance
Chairman's Declaration of Acceptance of Office	When the term of office comes to an end		N/A? Don't have a chairman / is there an alternate to add in here
All Ripon City Council Minutes (inc. minutes of committees, sub-committee meetings and any working groups)	Indefinitely (in perpetuity and archived after two years)	Electronic / Paper	\RCC - Meetings 2017\ Minutes file for signed minutes in Clerks Office
Asset management records	Indefinitely	Electronic	\RCC - Assets 2017\Asset Admin\
Deeds of land and property	Indefinitely		
Policies and procedures	Indefinitely (latest version once signed off)	Electronic	\RCC - Council 2017\Policies & Documents
Premises License applications	Indefinitely		
Property evaluation lists	Indefinitely		
Risk register	Indefinitely		
Lease agreements, variation and valuation queries	15 years (after the expiry of the agreement)		
Internal audit fraud investigation	7 years (from date of final outcome of investigation)		
Documentation referring to externally funded projects	6 years		
Land and property rental agreements	6 years (after expiry of the agreement)		
Risk assessments (any)	6 years		
Booking diaries	3 years		
Allotment application forms	Length of Tenancy + 2 years	Electronic	\RCC - Assets 2017\Allotments
Allotment agreements	Length of Tenancy + 6 years	Electronic	\RCC - Assets 2017\Allotments
Tenders			
Pre-tender qualification document, summary list of expression of interest received, a summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year	Electronic	RCC One Drive (under relevant subject area file)
Successful tender documentation Life of contract	6 years from date of final payment	Electronic	RCC One Drive (under relevant subject area file)
Unsuccessful tender documentation	Until final payment of contract let is made	Electronic	RCC One Drive (under relevant subject area file)
Health & Safety			
Asbestos records for premises/property including survey and removal records	40 years	Electronic	Town Hall - N/A Hugh Ripley Hall - \RCC - Assets 2017\Hugh Ripley Hall\Maintenance\asbestos
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years (from the date of the last entry)	Electronic	Town Hall - N/A Hugh Ripley Hall - \RCC - Assets 2017\Hugh Ripley Hall\Maintenance\asbestos
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years		
All inspection certificates	6 years		
Parks and play area inspection reports	6 years	Electronic	\RCC - Assets 2017\Ald TFS - QM\Playground
Medical examination certificates	4 years (from date of issue)		
Health & Safety Accident books and records	4 years (after the date of the last entry) Unless an accident involving chemicals or asbestos is contained within then 40 years. If the accident concerns a child or young adult retain until the person reaches the age of 21.	Paper (on location)	Town Hall - Hugh Ripley Hall -
Documents relating to the process of collecting, transporting and disposal of general waste	3 years		
Manual Handling Assessment Forms	3 years		
Unusual Incident Forms	3 years	Electronic	\RCC - Council 2017\Health & Safety
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years		Town Hall - \RCC - Assets 2017\Town Hall\Reports Hugh Ripley Hall - \RCC - Assets 2017\Hugh Ripley Hall\Maintenance
Repairs job sheets	2 years		Town Hall - \RCC - Assets 2017\Town Hall Hugh Ripley Hall - \RCC - Assets 2017\Hugh Ripley Hall\Maintenance

Appendix A Retention Schedule

Document	Retention Period	Method	Retention Location / Notes
Other			
Hard copy routine correspondence	6 months (after matter has met resolution)	Paper	Working Files
Electronic routine correspondence	Where Ripon city Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.	Electronic	RCC One Drive (under relevant subject area file)
Requests under the Freedom of Information Act 2000			
Planning Applications	Resolutions in connection with relevant planning applications are recorded in the minutes which are retained indefinitely. Correspondence (both hard copy and electronic) received in connection with planning applications will be retained in accordance with the routine documents/correspondence policy noted above.	Electronic	\\RCC - Council 2017\PLANNING
Agreements and related correspondence			
Contracts with customers and suppliers Licensing agreements Rental/Hire agreements Purchase agreements Indemnities and guarantees Other agreements and contracts	6 years (after expiry or termination of contract) Note: 6 years is generally the time limit within which proceedings founded on a contract may be brought. If the contract is executed as a deed the limitation period is twelve years. Actions for latent damage may be brought up to fifteen years after the damage occurs.		
Donations and Subscription Records			
Donations granted and related correspondence	6 years		
Deed of covenant	6 years (after last payment made but up to 12 years if any payments are still outstanding or there is any dispute regarding the Deed.)		
Subscription records	3 years (after cessation of membership)		

Last updated and reviewed: