



PRESTATYN TOWN COUNCIL

Retention Policy

2026

DRAFT

VERSION & UPDATES

Version	Date	Changes	Meeting	Approval
V2	01 April 2026	Created	-	-
V2(a)	22 April 2026	Annual leave records updated due to regulation (16B) insert into Working Time Regulations 1998 by the Employment Rights Act 2025		

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INTRODUCTION

There is a valid reason to retain documentation for a variety of reasons such as audit purposes, potential legal disputes, staff management, tax and VAT.

The Retention Schedule lists the main types of records that Prestatyn Town Council (PTC) retains, the reason for their retention and the period of time for which they will be retained.

Information held for longer than is necessary carries additional risk and cost. UK General Data Protection Regulations and the Data Protection Act 2018, confer a duty to only retain data when there is a business need to do so and they should not be retained for longer than is necessary for a lawful purpose.

The default standard retention period is 6 years (plus the current year) after the last entry in a record. Whilst this default retention period applies to most records, it does not apply to all records. Some records are required by law to be retained for longer or shorter periods.

RECORDS FOR PERMANENT PRESERVATION

Records that need to be kept indefinitely should be identified and deposited with the Denbighshire Archive Service once there is no longer an administrative need to keep these locally.

RECORDS TO BE DESTROYED

A large amount of town council documents can be destroyed once they become inactive or the minimum retention period expires. Financial records account for the majority in this category, which must be retained for 6 years after the last entry but may be kept longer if there is a need.

Where there is no minimum retention period, documents can be destroyed once there is no longer an administrative need. To protect confidential information, all documents should be securely disposed of.

Digital records require a two-step procedure for confidential destruction:

1. Deletion of the files
2. The use of commercially available software to remove all residual data from storage devices or outsourcing to credible companies who specialise in the confidential destruction of records.

THE LIMITATIONS ACT 1980 (as amended)

Legal claims may not be commenced after a specified period. The table below sets out the different limitation periods for different categories of claims.

CATEGORY	LIMITATION PERIOD
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

RETENTION SCHEDULE

RECORDS	MINIMUM RETENTION PERIOD	ACTION	REASON
Minute Books	Permanent	Preserve	Archive
Signed council and committee minutes	Indefinite – can be transferred to the local archive after 6 years or once they become inactive.	Preserve	Common practice
Draft minutes	Until the minutes are confirmed.	Destroy	Operational
Agendas	Until there is no longer an administrative requirement. Can be transferred to the local archive if required after 6 years or once they became inactive.	Destroy	Operational
Reports and other attachments circulated with agendas	Until there is no longer an administrative requirement. Destroy if copies are already included with signed minutes.	Review	Common practice
Councillor's declarations of office	4 years or until they vacate office	Destroy	Operational
Policy documents	Until there is no longer an administrative requirement. Destroy old versions.	Review	Operational
Title deeds more than 100 years old	Indefinite – can be transferred to the local archive once they become inactive.	Preserve	Audit / management

Title deeds less than 100 years old	Indefinite – can be transferred to the local archive for review once they become inactive.	Preserve	Audit / management
Property registers and terriers	Indefinite – can be transferred to the local archive once they become inactive.	Preserve	Common practice
Maps, plans and surveys of property owned by the council or meetings	Indefinite – can be transferred to the local archive once they become inactive.	Preserve	Common practice
General correspondence	6 years after correspondence ends	Destroy	Operational
Complaints	6 years after resolution of complaint	Destroy	Operational
Information requests	6 years after resolution of request	Destroy	Operational
Appraisals, plans, projects and supporting papers	Until there is no longer an administrative requirement.	Review	Operational
Planning applications and related papers	Until there is no longer an administrative requirement.	Review	Operational
Leases, agreements, contracts and wayleaves	Permanent	Preserve	Audit / management
Newsletters	Indefinite – one copy can be transferred to the local archive.	Preserve	Common practice
Mailing and contact lists	Retain until consent is withdrawn	Destroy	Operational
Internal correspondence and documents	Until there is no longer an operational requirement	Destroy	Operational
Scale of fees and charges	Until superseded	Destroy	Operational
Employer's liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once inactive or superseded	Destroy	Operational
Personnel files	6 years after termination of service	Destroy	Risk of investigation regarding any future litigation

Annual leave records	6 years from the date created	Destroy	Working Time Regulations 1998 (<i>Employment Rights Act 2025 regulation (16B) insert</i>); Operational
Recruitment – successful applicant	Add to personnel file	Retain	Operational
Recruitment – unsuccessful candidates	6 months	Destroy	Equalities Act; Operational
Scales of fees and charges	6 years	Destroy	Management
Receipt and payment books	Indefinite – can be transferred to the local archive once they become inactive.	Preserve	Council financial regulations
Rate books	Indefinite – can be transferred to the local archive once they become inactive.	Preserve	Common practice
Annual audited accounts	6 years	Destroy unless receipt and payment books have not survived	Council financial regulations
Receipt books	6 years	Destroy	VAT
Accounts and statements	6 years	Destroy	Council financial regulations
Cash and petty cash books, receipt books, postage and telephone log books	6 years	Destroy	Tax, VAT, Limitations Act 1980 (as amended); Council financial regulations
Bank statements	6 years	Destroy	Council financial regulations
Bank paying-in books	Last completed audit year	Destroy	Council financial regulations
Cheque book stubs	Last completed audit year	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	VAT, Council financial regulations
Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended), Council financial regulations
VAT records and claims	6 years	Destroy	VAT Act 1994
Timesheets	Last completed audit year	Destroy	Council financial regulations

Members' allowances register	6 years	Destroy	Tax, Limitation Act 1980 (as amended)
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Insurance policies	While valid	Destroy	Operational
Certificate for insurance against liability for employees	40 years from date insurance commenced or was renewed.	Preserve	The employers' Liability (Compulsory Insurance) Regulations 1998, Management
Records relating to hire & rent	6 years	Destroy	VAT, Council financial regulations
Register & Plans	Indefinite	Preserve	Audit, Management
Records relating to burial grounds	Indefinite	Preserve	Local Authorities Cememtry Order 1977
Marketing consent forms	3 years	Destroy	Best practice
Maps created under Rights of Ways Act 1932	Transfer once inactive	Preserve	Common practice
Papers relating to Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Charity papers, community magazines, press cuttings, photographs	Until there is no longer an administrative requirement	Review	Operational
Records predating the establishment of Parish Council (1894)	Transfer to the local archive	Preserve	Common practice
Records of other bodies (fire brigades, charities, local societies, etc)	Transfer to the local archive once they become inactive	Preserve	Common practice
Reports, guidebooks, handbooks, etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational

APPENDIX 1: DENBIGHSHIRE ARCHIVES SERVICE COLLECTING POLICY



DENBIGHSHIRE ARCHIVES SERVICE

COLLECTING POLICY

1. Background

- 1.1 Denbighshire County Council is a local government authority which administers an area consisting of parts of the former counties of Denbighshire, Flintshire and Merioneth and which came into being on 1 April 1996. As a consequence of their former collecting policies, some records relating to the present county are lodged with neighbouring archive services.
- 1.2 According to the scheme for the provision of Denbighshire Archives Service under the requirements of Section 60 of the above act, Denbighshire County Council agrees to administer the Ruthin Record Office and be responsible for the custody of its existing collections.
- 1.3 Denbighshire Archives Service is appointed by the Lord Chancellor as a repository for locally deposited public records under section 4(1) of the Public Records Act 1958. It is recognised by the Representative Body of the Church in Wales as a repository for parochial records within the area defined by its agreement with Denbighshire Archives Service.
- 1.4 Denbighshire Archives Service abides by current archives legislation including the Local Government (Records) Act, 1962, the Local Government Act 1972, the Data Protection Act, 1998, and the Freedom of Information Act, 2000.

2. General

- 2.1 This collecting policy statement defines one of the principal objectives of the Denbighshire Archives Service and should be seen in conjunction with the Record Office's statement of aims and objectives and its current service business plan.
- 2.2 The policy should also be seen in conjunction with the Service's conditions of deposit, depositor's agreement and other relevant policy documents. Denbighshire Archives has adopted The National Archives Standard for Record Repositories.
- 2.3 This policy will be subject to review every five years.

3. Areas of interest

- 3.1 It is the Archive Service's policy not to solicit or receive material relating to areas outside the present authority's boundaries, with the following exceptions;
 - Where the archive relates mainly to Denbighshire and the integrity of an archive group prevents its division. In such a case other relevant repositories will be consulted.
 - In exceptional circumstances such material may be accepted on the insistence of the owner, and in consultation with any other relevant repository or repositories.
 - The archives service will accept for documentary material which adds to specific existing collections already in its care.
- 3.2 The following material will be collected
 - Public Records under the terms of the Public Records Act 1958; manorial and tithe records under the relevant measures.
 - Records of predecessor local government authorities of the present Denbighshire County Council under the terms of the Local Government Act 1972.
 - Parish records relating to the area defined by the current agreement between the Representative Body of the Church of Wales and Welsh local authorities.

- Records relating to the history of the area of the present county only (except in the circumstances outlined above) under the terms of the Local Government (Records) Act 1962 and the Public Libraries and Museums Act 1964.

4. Scope

- 4.1 Denbighshire Archives Service will acquire documentary material by donation, deposit or purchase in furtherance of its aims (see also conditions of deposit).
- 4.2 The service accepts the definition of archives given in the National Council on Archives: An Archives Policy for the United Kingdom, 1996. It is understood that archives embrace manuscript and printed documents and records held in digital and other machine readable formats. It also collects photographic material, newspapers and topographical prints and other printed material and will purchase relevant microfilmed and digital material for consultation by its clients, within its area of interest. It accepts copies of audio and film material but will refer to the National Screen and Sound Archive for Wales where appropriate.
- 4.3 Published works which complement the manuscript collections will also be collected, as will copies and catalogues of relevant material stored elsewhere.
- 4.4 The service will liaise with the local studies service of the Denbighshire Library and Information Service to avoid unnecessary duplication of published material.
- 4.5 It will liaise with other repositories and archive services to ensure no conflict of collecting interests.
- 4.6 The Senior Archivist will ensure, as far as is possible, the title to, and provenance of, any documentary material transferred into Denbighshire Archives Service's custody.
- 4.7 Apart from statute-barred documents, the service will make material available for public use as soon as possible after deposit.
- 4.8 Denbighshire Archives Service will not collect-

- Material of no historical interest or significance, and will dispose of any such material with the owner's permission.
- Three-dimensional artefacts, unless they are integral to the documentary collection to which they are attached, in which case they will be stored and conserved appropriately in consultation with the Heritage Service of Denbighshire County Council.
- Any material which it is not within the resources of the service to catalogue, preserve and store in line with the Historic Manuscripts Commission Standards for Record Repositories (1992).

5. Disposal

The service reserves the right to make reviews of archives in its custody and may recommend their transfer, disposal or destruction provided that this complies with its aims and objectives and that all relevant consents have been obtained.

Last reviewed: Oct 2012