

Archives and Deeds Retention Policy of Sheringham Town Council

1. **NALC Legal Topic Note LTN 40** - as the minimum period of time for retention of documents as listed in the Annex.

2. **Planning Application/Permission/Appeal** documents. Unless there are exceptional reasons to retain, all Planning documents shall be disposed of 7 years after the Planning Permission/Appeal is granted.

3. **Insurance Policies maintained by STC.** STC will keep a permanent record of Insurance Company Names and Policy Numbers historically held - even after the disposal time for the policy documents themselves stated in the Annex referred to in 1. above.

4. **Magazines and Journals.** STC will abide by the Legal Deposit Libraries Act 2003 in respect of its published works.

5. **Documentation relating to staff.** STC will securely retain, both during and after employment, only what personal data in relation to staff is necessary for the purpose it was held and in accordance with Data Protection legislation current from time to time.

6. In carrying out this Policy STC will also heed the **guidance set out in the Legal Topic Note.**

7. **This Policy should be reviewed every 2 years or earlier if needed.**