

# Cygnor Cymuned Goetre Fawr Community Council

## GDPR - Retention of documents Policy

### Introduction

The Community Council produces and holds a range of documents, both electronically and in paper form, many of which are publicly available. These are freely available to view on the Community Council website: [www.goytre.gov.uk](http://www.goytre.gov.uk)

Most of the documentation received by the Community Council is now via electronic means (e-mail). However, both paper and electronic copies of documents may be destroyed / deleted if they are no longer of use or relevant to Council business. Attached is an appendix indicating the appropriate minimum retention periods for the most important documents for audit and other reasons.

### Types of documents held

The Council holds information relating to the general business and meetings of the Community Council and receives information and documents from other organisations. It also holds documents that relate to employment and employee management, accounts, payments and audits, plus planning and highways documentation and other matters which require consultation. (NB All formal documents relating to planning matters can be viewed on the Monmouthshire County Council Planning or Brecon Beacons National Park Authority portals).

The Community Council does not hold or store any documents of local and / or historical importance.

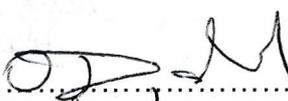
### Records management

The Council operates a paper and electronic records management system. These records are reviewed annually.

The storage and security of, access to and disposal of both paper and electronic records is reviewed annually by the Clerk.

The policy will be subject to review every 3 years or earlier if legislation amends and/or updates the relevant guidance.

Approved and adopted on ..... 13 / 11 / 2023

Signed Chair.....  .....

Date ..... 13 / 11 / 2023 .....

## Appendix 1

### RETENTION OF DOCUMENTS

DOCUMENT	RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books (payroll)	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees The Employers' Liability (Compulsory Insurance)	40 years from date on which insurance commenced or was renewed	Regulations 1998 (Sl. 2753), Management.
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Previous audits	Indefinite	Audit, Management
Members' allowances register	6 years	Audit, Management
Members' interests	6 years	Audit, Management
Sundry paper / e-mail correspondence	6 years	Management
CCTV (Downloaded)	6 weeks	Police Liaison