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

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.

**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 (SI. 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 |