

**Cyngor Cymuned
Trefriw
Community Council**

**RECORDS RETENTION AND
DISPOSAL POLICY**

This policy was reviewed and re-adopted at a meeting on
13th June 2023
and will be reviewed in June 2026
or sooner should legislation dictate

Part 1 – Records Appraisal System

1. Introduction

1.1 To enable the Council's Records Retention and Disposal Policy to work effectively and to ensure that individual information requests, under the Freedom of Information Act, are handled efficiently, it is essential that the Council has in place a proper system for regularly reviewing and appraising records, including files

1.2 A properly documented appraisal system will help to ensure that decisions on the retention and disposal of records (paper and electronic) are made in a systematic and consistent manner.

1.3 It will show, among other things, what records have been selected for destruction, under whose authority they are to be destroyed and the date and method of their destruction.

1.4 The appraisal system will also provide similar information for items to be retained whether permanently or for a limited period.

1.5 A pre-requisite to all of this is, the existence of up to date lists of all files and records held – both current and archived.

2. Steps to be taken in appraising and reviewing files and records

The Clerk will need to take the under-mentioned steps when appraising and reviewing items. In appropriate cases, they will consult the Chair and, for more general or specific advice, will consult One Voice Wales.

a) General Presumption

It is, of course, impossible to include every single record or type of record that the Council holds in Part 2, so there will be a GENERAL PRESUMPTION that, where an item **is not** specifically listed below with a retention or destruction period and it is in paper form, it will be destroyed 5 YEARS after its administrative use has been concluded or on the date of its scanning, whichever occurs first. This period may be extended under the Records Appraisal System, which is set out at Part 4 below.

Where an item in paper **is** listed below, it will be retained or destroyed at the prescribed time.

b) Then in the case of those records and files, which **are not** separately listed in Part 2 of this Policy

- i Action their transfer and archiving, at the appropriate time, and insert the details in a Record Sheet of the type specified at Appendix A
- ii Action their destruction, at the appropriate time, and insert the details in a Record Sheet of the type specified at Appendix B
- iii Carry out these reviews at least annually.

c) Finally, in the case of those records and files which are actually listed in Part 2

- i Action their destruction, at the appropriate time, and insert the details in a Record Sheet of the type specified at Appendix B
- ii Carry out these reviews at least annually.

NB. 1 Where the Clerk is of the opinion that a record should be retained for a longer period than that set down in Part 2, they may mark that record for later review and should make a note of it on the Schedule. Likewise, a record may be destroyed before its due date in appropriate circumstances, subject to the Clerk obtaining the Chair's agreement and to a relevant note being made on the Schedule.

2. Old archived paper records should be checked periodically to ascertain their physical condition.

Part 2

Key: P: Preserve permanently **R:** Review **D:** Destroy

| Record | Action | Minimum Retention Period | Reason |
|--|---------------|---------------------------------|----------------|
| Administration | | | |
| Signed Minutes of Council Committee meetings | P | Indefinite | Archives |
| Agendas | P | Indefinite | Archives |
| Draft Minutes | D | Destroy when Minutes approved | |
| Procedural Standing Orders and Terms of Reference | P | Indefinite | Archives |
| Councillors' declarations of Office | P | Indefinite | Archives |
| Byelaws and Orders | P | Indefinite | Audit |
| Title Deeds | P | Indefinite | Audit |
| Property registers | P | Indefinite | Audit |
| Maps, plans and surveys of property owned by the Council | P | Indefinite | Archives |
| Correspondence and papers on important local issues | P | Indefinite | Archives |
| Contracts | P | Indefinite | Audit |
| Quotations for tenders | R | 12 years | Limitation Act |
| Unsuccessful tenders | D | 3 years | |
| Routine correspondence, papers and emails | D | Retain as long as useful | |
| Health and Safety Records | P | Indefinite | |
| Insurance Policies | P | Indefinite | Archives |
| Finance | | | |
| Income and Expenditure records | P | Indefinite | Archives |
| Investments | P | Indefinite | Archives |

| Record | Action | Minimum Retention Period | Reason |
|---|----------------------|---|---------------------------------------|
| Financial Returns to External Auditor | D | 7 Years | Audit |
| Internal Auditor Reports | D | 7 years | Audit |
| Bank Statements, including savings accounts | D | 7 years | Audit, VAT |
| Bank Paying in books and cheque book stubs | D | 7 years | Audit, |
| Paid Invoices | D | 7 years | Audit |
| VAT Records | D | 7 years | Audit |
| Property | | | |
| Asset Register | Continuously updated | | |
| Miscellaneous | | | |
| Planning Applications and related papers where permission is granted | D | Destroy when development is completed | |
| Planning Applications and related papers where permission is refused | D | Destroy once the period for lodging an appeal is over | |
| Planning Applications and related papers where permission is refused on Appeal | P | Retain the decision letter | |
| Cemetery | | | |
| Records of the location and occupancy of deceased individuals. Register of Burials Grave space register Grave space plans Register of Exclusive Burial Rights | P | Retain indefinitely | Local Authorities Cemetery Order 1977 |
| The process of regulation of burials and cremated remains Permits. Applications. | P | Retain indefinitely | Local Authorities Cemetery Order 1977 |

| | | | |
|---|------------------|---|-----------------|
| Orders. Medical Certificate 'B' Medical Certificate "C" | | | |
| Records associated with the process of arranging funerals. Memorial construction. Scale of Fees. Low cost funerals, Memorial construction Policy. Funeral information. Scale of Charges. | Until superseded | Offer to County Archives at end of administrative life | Common Practice |

**APPENDIX A
RECORDS APPRAISAL SYSTEM TRANSFER/ARCHIVING OF RECORDS**

| Date of Appraisal/ Review | Record/File No. | Record/File Name | Period of Coverage | Type of File (1) | Authority (2) | Reason/ Justification | Transfer/ Archiving Date | Location (3) |
|---------------------------|-----------------|------------------|--------------------|------------------|---------------|-----------------------|--------------------------|--------------|
| | | | | | | | | |

(1) Paper or electronic (Generally paper, as electronic documents etc will usually be dealt with through the Electronic Document and Records Management System)

(2) Name of officer who authorised the transfer/archiving of the file

(3) Sheepy Road Depot, County Record Office etc

N.B. Where a paper record has been electronically scanned, its paper version must be destroyed at the time of scanning.

**APPENDIX B
RECORDS APPRAISAL SYSTEM DESTRUCTION OF RECORDS**

| Date of Appraisal/ Review | Record/File Number | Record/File Name | Period of coverage | Type of Record (1) | Authority (2) | Reason/ Justification | Destruction date | Method of Destruction | If a paper record, whether it has been scanned prior to destruction |
|---------------------------|--------------------|------------------|--------------------|--------------------|---------------|-----------------------|------------------|-----------------------|---|
| | | | | | | | | | |

(1) Paper or electronic (Generally paper, as electronic documents etc will usually be dealt with through the Electronic Document and Records Management System)

(2) Name of officer who authorised the destruction of the record