Cyngor Cymuned
Trefriw
Community Council

RECORDS RETENTION AND DISPOSAL POLICY

This policy was reviewed and re-adopted at a meeting on
9th June 2026
and will be reviewed in June 2029
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 i**s 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