

Whitecastle Community Council

Documents Retention Policy – June 2022

Whitecastle Community Council is required to maintain a records retention policy, regardless of the media in which they are stored. There is a clear need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. Consequently, our Document Retention Policy lays down the minimum length of time which the records need to be retained for audit and other purposes and the action which should be taken when of no further administrative use. Additional documents are also identified which are not subject to audit, staff management, tax liabilities and other purposes but for the general management of our Community Council or of historical interest.

Document	Minimum Retention Period	Reason
Administration		
Signed annual council and committee minutes	Indefinite Transfer to Gwent Archives after 4 years	Archive
Agendas	Indefinite Transfer to Gwent Archives after 4 years	Archive
Reports/documents circulated with agendas	Keep as per related agendas	Management
Councillors' declarations of office	2 years from end of term of office	Management
Councillors' register of interests	2 years from end of appointment	Management
Routine correspondence and papers	6 years after end of administrative use	Management
Correspondence and papers on important local issues or activities	6 years after end of administrative use	Management
Planning applications for minor works	6 years after decision	Management
Planning applications and related papers for controversial	6 years after decision	Management

developments		
Planning Appeal decisions	6 years from conclusion of Appeal	Management
Elections		
Ballot papers for Community Council elections	6 months from close of poll	To comply with Local Elections Rule 2004 s48
Nomination Forms for Candidates for election to Community Council	6 months from close of poll	Management
Register of Electors	End of administrative use	Management
Application Forms for co-opting onto the Community Council	6 months from close of co-opting opportunity	Management
Legal and Property		
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Investments	Indefinite	Audit, Management
Insurance Policies	40 years from end of policy	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance Regulations 1998)/ Management
Maps, plans and surveys of property owned by the Community Council	Indefinite	Management
Maps created under the Rights of Way Act 1932	Indefinite	Management
Tenders and quotations (successful) – for contracts under hand	6 years after contract has expired	Limitation Act 1980 (as amended)

Tenders and quotations (successful) – for contracts under seal	12 years after contract has expired	Limitation Act 1980 (as amended)
Tenders and quotations (unsuccessful)	1 year after start of contract	Management
Financial		
Scales of fees and charges	6 years	Management
Account books, receipt and payment books	6 years from end of current financial year	VAT
Financial returns to district auditors	6 years from end of current financial year	Audit/Management
Bank Statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books, Cheque book stubs	Last completed audit year	Audit, Management
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)
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Wages books	12 years	Superannuation
Staff/Personal Information		
Should be kept securely and in accordance with the data protection principles contained in the General Data Protection Regulations 2018. The principles provide that personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. However even after an		

employment relationship has ended, Whitecastle Community Council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the Community Council.

Miscellaneous

For Halls, Centres and Recreation Grounds – · Application to hire · Lettings diaries · Copies of bills to hires · Record of tickets issued	6 years	VAT
Register and plans for Allotments	Indefinite	Audit, Management
Community Grant applications and final report on outcome	6 years after project has expired	Management
Photographs	Indefinite Transfer to Gwent Archives after 4 years, but photographs need to be identified and dated to be useful in the future	Archive
Community Newsletters	Indefinite Preserve one copy of every issue and transfer to Gwent Archives after 4 years	Archive
Clerk's hand written notes of Community Council meetings	Until a typed up record has been completed	Management

Hand written notes held by Councillors or Clerk from conferences and other Community Council related events	When no longer relevant or required	Management
Information from other bodies e.g. circulars, booklets etc. from Newport Council, One Voice Wales, National Association of Local Councils etc.	When no longer relevant or required	Management