



Cyngor Cymuned Gorslas Community Council

Retention and Disposal Policy

1. Introduction

- The council collects and maintains a wide range of records in both paper and electronic formats.
- These records are vital for accountability, transparency, and legal compliance.
- The policy ensures records are retained for appropriate periods and disposed of securely when no longer needed.
- Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Objectives

- Ensure compliance with legislation including:
 - Freedom of Information Act 2000
 - Data Protection Act 2018 / UK GDPR
 - Local Government Acts
- Promote efficient use of storage and resources.
- Protect sensitive and personal data from unnecessary retention.

3. Scope

- Applies to all records created or received by the council.
- Covers both administrative and operational documents.
- Includes emails, minutes, financial records, contracts, personnel files, and correspondence.

4. Retention Guidelines

Record Type	Retention Period	Notes
Council minutes	Permanent	Archived at Clerk's office or County Archives
Financial records (invoices, budgets)	6 years	For audit and tax purposes
Personnel records	6 years after employment	Sensitive data must be securely stored

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Planning documents	4 years	Unless part of ongoing legal matters
Contracts and agreements	6 years after expiry	Longer if litigation is possible
Emails (non-essential)	1 year	Trivial messages may be deleted sooner
Complaints and investigations	6 years	Unless legal action is pending

5. Disposal Procedures

- Records must be securely destroyed:
 - Paper: Shredding or confidential waste disposal
 - Digital: Secure deletion or data wiping
- Disposal must be documented, especially for sensitive or personal data.

6. Exemptions

- Personal data must not be retained longer than necessary.
- Records relevant to ongoing legal, audit, or FOI requests must be preserved until resolved.

Signed

Date

Council policies will be reviewed and updated as and when required to ensure ongoing compliance with statutory obligations, sector best practice, and evolving community needs.

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