



# CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

**Town Clerk:** David

Walters Ty Newydd Community Centre, 17 West St., Gorseinon,  
Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604 **Email:** clerk@gorseinontowncouncil.gov.uk  
www.gorseinontowncouncil.gov.uk

## GORSEINON TOWN COUNCIL

### DOCUMENT RETENTION POLICY POLISI CADW DOGFENNAU

**Adopted:** 2026

**Review date:** 2027 or earlier if required

<b>Document title</b> Teitl y ddogfen	Document Retention Policy
<b>Council</b> Cyngor	Gorseinon Town Council
<b>Policy owner</b> Perchennog y polisi	Town Clerk
<b>Approved by</b> Cymeradwywyd gan	Gorseinon Town Council
<b>Version</b> Fersiwn	2026.1
<b>Adoption date</b> Dyddiad mabwysiadu	2026
<b>Next review date</b> Dyddiad adolygu nesaf	2027 or earlier if required
<b>Classification</b> Dosbarthiad	Council policy

## 1. Purpose

### Diben

This policy explains how Gorseinon Town Council manages, keeps, reviews and disposes of its records. It supports good governance, transparency, legal compliance and efficient use of storage space. The Council will keep records for as long as they are needed for operational, legal, financial, audit or historic reasons, and will securely dispose of records when they are no longer required.



# CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

**Town Clerk:** David

Walters Ty Newydd Community Centre, 17 West St., Gorseinon,  
Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604    **Email:** [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk)  
[www.gorseinontowncouncil.gov.uk](http://www.gorseinontowncouncil.gov.uk)

## **2. Scope**

### **Cwmpas**

This policy applies to all council records, whether held in paper or electronic form, and to all councillors, employees, contractors and anyone handling information on the Council's behalf.

## **3. Legal and good practice framework.**

### **Fframwaith cyfreithiol ac arfer da**

This policy should be read alongside relevant legislation and guidance, including the Local Government Act 1972, the Freedom of Information Act 2000, UK GDPR and the Data Protection Act 2018, the Limitation Act 1980, relevant employment and tax legislation, and current records management guidance from the Information Commissioner's Office and local government sector bodies.

## **4. Roles and responsibilities**

### **Rolau a chyfrifoldebau**

The Clerk is the responsible officer for implementing this policy, maintaining the retention schedule, arranging secure storage and disposal, and ensuring that records subject to requests, complaints, investigations or legal proceedings are not destroyed. All councillors and staff must follow this policy when creating, using, storing and disposing of council records.

## **5. Storage, access and security**

### **Storio, mynediad a diogelwch**

Records will be stored securely and in a way that protects confidentiality, integrity and availability. Paper records should be kept in secure storage. Electronic records should be held in managed systems with appropriate access controls, backups and recovery arrangements. Access to records will be limited to those who need it for legitimate council business.

## **6. Disposal and legal holds**

### **Gwaredu ac atal dinistrio cofnodion**

When a retention period has expired, records should be reviewed and either securely destroyed, archived, or retained for a further justified period. Destruction must be secure and appropriate to the sensitivity of the information. No record should be destroyed if it is relevant to a live Freedom of Information request, subject access request, complaint, audit query, investigation or legal claim.



# CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

**Town Clerk:** David

Walters Ty Newydd Community Centre, 17 West St., Gorseinon,  
Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604    **Email:** [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk)  
[www.gorseinontowncouncil.gov.uk](http://www.gorseinontowncouncil.gov.uk)

## 7. Review and monitoring

### Adolygu a monitor

This policy will be reviewed at least every three years, or sooner if legislation, guidance or council operations change. The Clerk will monitor its operation and recommend updates to the Council where needed

## 8. Version control and approval

### Rheoli fersiynau a chymeradwyo

<b>Policy owner</b>	Town Clerk
<b>Approved by</b>	Gorseinon Town Council
<b>Version</b>	2026.1
<b>Adopted</b>	2026
<b>Next review due</b>	2027 or earlier if required



# CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

**Town Clerk:** David

Walters Ty Newydd Community Centre, 17 West St., Gorseinon,  
Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604 **Email:** [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk)  
[www.gorseinontowncouncil.gov.uk](http://www.gorseinontowncouncil.gov.uk)

## Appendix A: Retention Schedule

### Atodiad A: Amserlen Cadw

This schedule sets out standard retention periods for common council records. Where a record is relevant to current legal action, audit, complaint handling, information requests or investigation, disposal must be paused until the matter is closed.

Record category	Minimum retention period	Reason	Action
Signed council and committee minutes	Permanent	Corporate record and historic value	Archive permanently
Agendas and meeting papers	6 years	Operational, audit and reference purposes	Review then destroy or archive selected items
Policies, procedures and adopted governance documents	Current version plus 6 years	Governance, accountability and historic reference	Review and archive superseded major versions where appropriate
Correspondence on significant local issues and decisions	6 years	Reference and accountability	Review then destroy or archive selected items
Routine correspondence and general administration records	2 years	Operational need	Destroy securely
Annual accounts, audit reports and year-end papers	Permanent	Core financial accountability record	Archive permanently
Invoices, receipts, payment records and VAT records	6 years plus current financial year	Tax, audit and limitation periods	Destroy securely
Bank statements and reconciliations	6 years plus current financial year	Audit and financial control	Destroy securely
Payroll records and salary payments	6 years plus current financial year	Tax, audit and employment record requirements	Destroy securely
Personnel files	6 years after employment ends	Employment law and limitation periods	Destroy securely
Recruitment records for unsuccessful candidates	6 months	Employment practice and data minimisation	Destroy securely
Accident books and report records	3 years from last entry, or longer where legally required	Health and safety requirements	Destroy securely



# CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

**Town Clerk:** David

Walters Ty Newydd Community Centre, 17 West St., Gorseinon,  
Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604 **Email:** [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk)  
[www.gorseinontowncouncil.gov.uk](http://www.gorseinontowncouncil.gov.uk)

Contracts and deeds	6 years after expiry for simple contracts; 12 years for deeds	Limitation periods	Destroy securely unless historic
Asset registers and title documents	Permanent while asset held; title records permanent	Proof of ownership and management of assets	Retain or archive permanently
Insurance policies and claims records	6 years after expiry or settlement	Claims handling and limitation periods	Destroy securely
Planning consultation responses and related papers	6 years	Reference and accountability	Review then destroy
Grant applications and grant award records	6 years after decision or closure	Audit, accountability and funding assurance	Destroy securely unless part of minutes record
Room hire records and bookings with financial information	6 years plus current financial year	Financial and contractual record	Destroy securely
CCTV or event photographs containing personal data	Keep only as long as needed for the stated purpose	Data protection storage limitation	Review regularly and delete when no longer needed
Website and social media source records	2 years unless needed longer	Reference and communications management	Review then destroy



# CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

**Town Clerk:** David

Walters Ty Newydd Community Centre, 17 West St., Gorseinon,  
Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604    **Email:** [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk)  
[www.gorseinontowncouncil.gov.uk](http://www.gorseinontowncouncil.gov.uk)

## Appendix B: Disposal Log Template

### Atodiad B: Ttemplod Cofnod Gwaredu

Use this log to record records that have been securely destroyed or transferred to archive. Keep completed logs as part of the Council's audit trail.

Ref no.	Record category	Description	Date range covered	Retention period met	Disposal action	Date disp.	Auth by	Method provider	Notes



# CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

**Town Clerk:** David

Walters Ty Newydd Community Centre, 17 West St., Gorseinon,  
Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604    **Email:** clerk@gorseinontowncouncil.gov.uk  
www.gorseinontowncouncil.gov.uk

## **Appendix C: Approval Pac** **Atodiad C: Pecyn Cymeradwyo**

This appendix brings together suggested wording for minute approval, a committee recommendation and a short covering report, so the policy can be taken through the Council's approval process in a consistent format.

### **1. Suggested Approval Minute Wording**

Resolved that the Document Retention Policy (version 2026.1) be approved and adopted with immediate effect; that the Town Clerk be authorised to implement the policy and make any necessary minor administrative or legislative updates; and that the policy be presented to Council for formal review no later than 2027, or earlier if required.

### **2. Committee Report Recommendation**

Recommendation: that Council approves the Document Retention Policy (version 2026.1) attached to the report, adopts it with immediate effect, authorises the Town Clerk to implement the policy and make any necessary minor administrative or legislative updates, and notes that the next formal review will take place no later than 2027, or earlier if required.

### **3. Sample Covering Report**

**Subject:** Adoption of Document Retention Policy (version 2026.1)

**Purpose of report:** To present the updated Document Retention Policy for approval and adoption by Council.

**Background:** The policy has been updated to reflect Gorseinon Town Council's current arrangements, modern records management practice, and the need for a clear retention schedule, disposal log and approval framework.

**Financial implications:** There are no significant direct financial implications arising from adoption of the policy, although good records management may reduce storage, retrieval and disposal costs over time.

**Legal and governance implications:** Adoption of the policy supports compliance with relevant records management, data protection, freedom of information, audit and accountability requirements.

**Recommendation:** That Council approves and adopts the Document Retention Policy (version 2026.1) with immediate effect and authorises the Town Clerk to implement the policy and make any necessary minor administrative or legislative updates.

Chair - Signature :

Clerk / Responsible Financial Officer - Signature :



# *CYNGOR TRÊF* **GORSEINON** *TOWN COUNCIL*

**Town Clerk:**

David Walters Ty Newydd Community Centre, 17 West St.,  
Gorseinon, Swansea SA44AA

**Tel:** 07510 259678 / 07841 580604    **Email:** [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk)  
[www.gorseinontowncouncil.gov.uk](http://www.gorseinontowncouncil.gov.uk)