

COUNCIL NAME

Title	Detail	Why held	Legal basis for retention	Who uses the docs/gets sent the docs	How rights/usage advised	How permission is sought	How often reviewed	How long held for	Where held	Sensitive?
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TAWE UCHAF COMMUNITY COUNCIL

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E-mail contacts	Retain e-mail addresses	To make contact easier	public task	Council Officers			Only if advised that no longer valid	indefinitely unless we are advised that e-mail not valid	PC / Vision	N
Planning applications	Details of planning applications	Held to circulate information to Members to inform them in relation to considering planning applications. We currently also publish on our website	public task	Council Officers Council Members and published on website	Correspondence and e Mail	Permission via Planning Authority	Not reviewed - destroyed after 2m	Retain for 2 months	PC and paper	N
Supplier information	Supplier Information	To allow contact	public task	Council Officer/Members	Letter e mail/Minutes	Permission provided by Contact	At end of supply contract	Indefinite for warranty needs	PC and paper	N
Contractor information	Contractor e mail and Invoices	For contact information	public task	Council Officers and Members	Letter/emailCouncil Minutes		Annual	Indefinite and until	PC and paper	N
Events (eg entry forms)	Details of entrants to Competitions etc	To facilitate entry to event/competition	Public task	Council Officers; Event organisers; Council Members	On application form	By entering you give permission	At end of event	Contact details held till next event to allow us to invite them next time	PC / paper records	N
Grant request	Community groups wanting grants apply in writing	As evidence of request. To provide details of who to send grant to.	Public task	Council Officer/Members	On application letter	Application provides permission	Annually	Details in Council minutes - for ever. Details for website 12m. Details for payment (6 years)	PC / paper records	N
Contact lists	Council retains contact list of businesses; RCT employees and local contacts	To make contact easier	public task	Council Officer	Letter e mail	Correspondence and e mail	At close of a matter	In Council Minutes for ever	PC	N
Councillor details - current councillors	Retain contact details for Councillors.	To allow Council to contact them	Public task	Council Officer	Letter/e mail	Letter/e mail	Review annually or if resignation occurs	In Council Minutes for ever	PC / paper records	N
Staff details current	Staff details required for contracts of employment, pay, taxation etc	To allow council to fulfil obligations	Legal Obligation	Council Officer	E mail	E mail	Review annually or if resignation occurs	Council Minutes	PC / paper records	N
Correspondence from residents	Letters & e-mails from Residents , businesses and visitors	Held to allow us to respond to their queries	Public task	Council Officer/Members	Letter/ e mail	Letter/e mail	When matter resolved	Held until issue resolved. If ongoing issue/expected to be common held until we do not expect any further need	PC / paper records	N
Thank you letters	Letter/email from Organisation	Held to record	Public task	Council Officer/Members	Correspondence	Correspondence provides permission		4 weeks	PC / paper records	N
Complaints	Letter/email from Public or Organisation	legal obligation	Legal Obligation	Council Officer/Members	Correspondence Council Minutes	Legal requirement	When matter resolved	Indefinite Council Minutes	PC / paper records	N
Gifts and hospitality register	Details of any gifts received and hospitality taken	legal obligation	Legal obligation	On website plus held in Office		Legal requirement			PC	N
Register of Members interests	Councillors have to produce a list of their interests as part of Code of Conduct	legal obligation	legal obligation	Council Officer, Members, Council website		Legal requirement			PC	Y
Accounting Spreadsheets	Details of payments made & receipts	Accounting records. Also to facilitate payments	Public task	Council Officer/Members				Indefinite	PC	N
Complaints	Correspondence	legal obligation	Legal obligation	Council Officer/Members	Letter/emailCouncil Minutes	Legal requirement			PC / paper records	N
Notices in Noticeboards	We get given posters & notices to put up by groups/individuals	To promote event/service	Public task (also verbal consent)	Put up on noticeboards for anyone to see	Verbally at time of receipt	Verbal consent from the publisher who gives us the posters at time of receipt	Regular inspection of noticeboards by Member Council Officer	While event is current or 4 weeks max	On noticeboards	N
Gifts and hospitality register	Details of any gifts received and hospitality taken	legal obligation	Legal obligation	On website plus held in Office	On acknowledgement of gift	Legal requirement			PC/Cloud	N

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Register of Members interests	Councillors have to produce a list of their interests as part of Code of Conduct	legal obligation	legal obligation	On website plus held in Office		Legal requirement	Review annually	Indefinite or until resignation	PC / Website	Y