



## **Document Retention Policy**

The following documents are to be retained and kept in a locked metal filing cabinet in either the clerk's home or the Llanhennock Village Hall:

1. Governance documents, but only those to do with the current term of Council (register of interests, acceptances of office, declarations of interest, contact details of councillors and other useful contacts etc).
2. Minutes should be retained for 6 years but can be destroyed after that time
3. Audit documents including annual report, statement of audit from Wales audit
4. Accounts spreadsheets
5. Budget spreadsheets and precept claim forms
6. Copy of current policies;  
Standing Orders, Financial Regulations, Finance and Governance toolkit form, Biodiversity Policy, Welsh Language Policy, Risk Report, Data Protection Policy, Code of Conduct, Publication Policy, Whistleblowing Policy, Equality and Diversity Policy, Antibullying Policy, Documentation Retention Policy, Training Policy and Record of courses completed, Record of Declarations of interest in meetings, Community Engagement Strategy Plan and Vision Statement
7. List of Services Offered by LFCC,
8. List of Contracts held by LFCC
9. Complaints Procedure
10. Asset Register
11. Any supporting documents or correspondence relating to contentious issues, such as planning applications which may be required at a later date.

Date of policy: March 2026

Approved by: Llangybi Fawr Community Council

Date of committee meeting: 2<sup>nd</sup> March 2026

Date for next review: March 2027

