

Community Council Documentation Retention Schedule

Records Type	Trigger	Retention period	Fate
Decision Making			
Community Council Minutes/Agendas	Current	5 years	Destroy
Advice			
Advice to Public	Date file closed	1 year	Destroy
Advice to Community Council	Date file closed	1 year	Destroy
Enquiries and Complaints			
Comments & enquiries	Last action on comments	1 year	Destroy
Complaints	Last action on complaint	1 year	Destroy
Communication Support			
Publications - minor publications	Date published	3 years	Sample for archival value One copy only
Community Council Elections	Information only held by SBC where duties of Returning Officer are undertaken		
Records documenting activities undertaken preparing for a community council election	Date of election	1 year	Destroy
Completed nomination forms	Date of election	1 year	Destroy
Formal record of election results	Date of election	Until superceded	Destroy
Finance			
Accounts and accompanying information	Financial year end	6 years	Destroy
Data Protection Act			
Registration/renewal information	Financial year end	3 years	Destroy