

Community Council Documentation Retention Schedule *CC document retention where is this referred to in Training handbook or Scheme?*

Records Type	Trigger	Retention period	Fate
Decision Making			
Community Council Minutes/Agendas	Current	5 years <i>I assume the instruction in the attached to 'Destroy' Minutes after 5 years is to do with GDPR. However, in our case, the Minutes archive, which goes back to 2008, includes a lot of the local history which we are loath to obliterate. Might it be acceptable to keep, say, hard copies in a locked filing cabinet somewhere?</i>	Destroy <i>Doc 9 – Retention Policy There was some disquiet over the necessity to destroy documents e.g. Minutes after a fixed period of time. The use of historical minutes has been useful to researchers and this could not happen if no records were retained. Would SBC hold records for longer and pass on for heritage storage? What would be the consequences should CCs hold on to data for longer than the stated periods?</i>
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 3 years	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Formal record of election results	Date of election	Until superceded	Destroy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