

Appendix 2

Destruction of Records

Record Name	Destruction date	Notes
Notes taken by Clerk and members from meetings	After meeting following when minutes have been agreed	Routinely discarded material
Notes taken at a job interview	After 6 months	In case a candidate claims discrimination
Personnel and Confidential records	After 6 months following resignation	In case of application for references, employment issues
Electoral register	After revised register has been received	Confidential item Cllr copies similarly
Policy documents	Following review and adoption of a revised document	
Correspondence whether electronic or hard copy	Where matter is known to be resolved / concluded	Letters and e mails may be DP protected

Note:

Provision of lists of categories of records destroyed and the authority under which they were destroyed is a legal requirement under the Freedom of Information Act. These requirements do not however apply to material routinely discarded in the course of an administrative activity i.e. duplicates, rough drafts and so on.

Confidential items must be destroyed under secure conditions. **This includes all Data Protected items. Data Protected items are detailed in the Information Audit of the Council.**

Appendix 1 details retention and destruction of named documents