

Data Retention Schedules: Democracy

<u>Class of Record</u>	<u>Detail</u>	<u>Retention Period</u>	<u>Action</u>	<u>Format</u>	<u>Authority for Guiding Retention</u>
Agendas	Notice of meetings	From promulgation minimum of 3 working days before meeting until immediately after the meeting	Destroy	Paper	Loxhore Parish Council
Minutes of meetings	Recoding of procedures	6 years on website Indefinitely in hard copy	Remove from website after 6 years	Paper and electronic - published on website as minutes of Council meetings	Loxhore Parish Council
Audio recordings of formal Council and	Audio recordings produced of formal Council and	6 years	Destroy records on our	Electronic	NDC/Local Government Act 1972 requires

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committee meetings	committee meetings which are published with the minutes for each meeting		webpages and digital recording		agenda and minutes to be destroyed after 6 years
Committee	Declarations of Acceptance of Office	One year after retirement	Archive	Paper	Common practice
General Correspondence and Management Operational Files	As per class of record	5 years after administrative use has ended	Destroy		Common practice