

Retention Schedule - Governance - Democratic Services

May 2018

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Function	Document Description	Retention Period
Governance	Democratic Services	"Type of data? All Council agenda and minutes documents Councillor and Parish Clerk Contact Details Outside Body Details Disclosable Pecuniary Interest (DPI) Forms for District and Parish Councillors Councillor biographical information Reason for processing? Primarily for the fulfillment of statutory functions. In the case of outside bodies it is the administration of the implementation of cabinet/council decisions and for councillor biographical information it is to enable them to tell their constituents about themselves."	Indefinite
Governance	Democratic Services	Monitoring Officer Agendas and Decision Notices	Iken records - 3 years Paper/Electronic Paperwork - 6 months after the complaint is closed.
Governance	Democratic Services	Petitions	Current Year + 5 Years
Governance	Democratic Services	Members' Expenses Claims & Members' Allowance Scheme payments	Current Year + 2 Years
Governance	Democratic Services	Requests to speak at committee forms	Destroyed once Minutes have been produced
Governance	Democratic Services	Leader and Chairman's Correspondence	Current Year + 1 Year
Governance	Democratic Services	Civic Event - Guest lists	Current Year + 3 Years
Governance	Democratic Services	Agendas and Reports to Committee	Indefinite
Governance	Democratic Services	Code of Conduct declarations of interest	Indefinite
Governance	Democratic Services	Council and Committee Minutes	Indefinite
Governance	Democratic Services	Declarations of Acceptance of Office	Indefinite

Governance	Democratic Services	Members Allowances/Mileage Claims	Current year + 2
Governance	Democratic Services	Disclosable Pecuniary Interest (DPI) Forms	Remove from website/register immediately upon vacating office. Paper DPI Form: Date office vacant + 4 years
Governance	Democratic Services	Notices of Motion	Current year + 4
Governance	Democratic Services	Petitions	Current year + 5
Governance	Democratic Services	Questions to Council	Current year + 4
Governance	Democratic Services	Standing Disclosures of Interest	Indefinite
Governance	Democratic Services	Outside Bodies to which the Council appoints Members (statement of particulars, outside body insurance details, outside body constitutions and reports)	Indefinite
Governance	Democratic Services	Hereditary Freeman (application paperwork). NB: Dover Museum holds the rolls which will contain the permanent entry	Date of issue Resolution + 3 months
Governance	Democratic Services	Council Yearbook	1 copy to be retained for archival purposes. Remainder - destroy when superseded.
Governance	Democratic Services	Honorary Alderman	Indefinite
Governance	Democratic Services - Chairman & Leader	Chairman's correspondence	Current year + 1
Governance	Democratic Services - Chairman & Leader	Leader's correspondence	Current year + 1
Governance	Democratic Services - Chairman & Leader	Chairman's engagements	Current year + 3
Governance	Democratic Services - Chairman & Leader	Local newspapers (ordered for the Leader)	6 months
Governance	Democratic Services - Member Complaints	Complaints booklets - member complaints	Destroy when superseded
Governance	Democratic Services - Member Complaints	Member Complaints - Documentation	Retained on Iken for 3 years - documentation held elsewhere to be destroyed after 6 months (from the date of the complaint closure)