

Retention Schedule - Democratic Services

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

Service	Document Description	Retention Period
Democratic Services	<p>"Type of data?"</p> <p>All Council agenda and minutes documents</p> <p>Councillor and Parish Clerk Contact Details</p> <p>Outside Body Details</p> <p>Councillor biographical information</p> <p>Reason for processing?</p> <p>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."</p>	Indefinite
Democratic Services	Monitoring Officer Agendas and Decision Notices	Iken records - 3 years Paper/Electronic Paperwork - 6 months after the complaint is closed.
Democratic Services	Petitions	Current Year + 5 Years
Democratic Services	Members' Expenses Claims & Members' Allowance Scheme payments	Current Year + 2 Years
Democratic Services	Requests to speak at committee forms	Destroyed once Minutes have been produced
Democratic Services	Leader and Chairman's Correspondence	Current Year + 1 Year

Democratic Services	Civic Event - Guest lists	Current Year + 3 Years
Democratic Services	Agendas and Reports to Committee	Indefinite
Democratic Services	Code of Conduct declarations of interest	When made at meetings - Indefinite (as part of the Minutes)
Democratic Services	Council and Committee Minutes	Indefinite
Democratic Services	Declarations of Acceptance of Office	Indefinite
Democratic Services	Members Allowances/Mileage Claims	Current year + 2
Democratic Services	Disclosable Pecuniary Interest (DPI) Forms	Remove from website/register immediately upon vacating office. Paper DPI Form: Section 29(3) of the Localism Act states that the information should not be retained if a member is no longer an elected or a co-opted member of the authority.
Democratic Services	Notices of Motion	Current year + 4
Democratic Services	Petitions	Current year + 5
Democratic Services	Questions to Council	Current year + 4
Democratic Services	Outside Bodies to which the Council appoints Members (statement of particulars, outside body insurance details, outside body constitutions and reports)	Indefinite
Democratic Services	Hereditary Freeman (application paperwork). NB: Dover Museum holds the rolls which will contain the permanent entry	Date of issue Resolution + 3 months

Democratic Services	Council Yearbook	1 copy to be retained for archival purposes. Remainder - destroy when superseded.
Democratic Services	Honorary Alderman	Indefinite
Democratic Services - Chairman & Leader	Chairman's correspondence	Current year + 1
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Democratic Services - Chairman & Leader	Chairman's engagements	Current year + 3
Democratic Services - Chairman & Leader	Local newspapers (ordered for the Leader)	6 months
Democratic Services - Member Complaints	Complaints booklets - member complaints	Destroy when superseded
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)