

DEMOCRATIC SERVICES RETENTION SCHEDULE

Date Reviewed:	05/04/2023
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Part 1 - General

Service	Function	Document Description	Retention Period
General – All Services	Admin	Central Government Circulars	Indefinite
General – All Services	Admin	General Incoming/Outgoing correspondence – all issues concluded and no future implications	Date of Issue Resolution + 3 months
General – All Services	Admin	Handbooks and guides to public/media	Destroy when superseded
General – All Services	Admin	Policy, guidelines, handbooks, manuals and standards	Destroy when superseded
General – All Services	Admin	Records Retention Disposal Schedules	Indefinite
General – All Services	Admin	Statutes and Statutory Instruments	Indefinite

Part 2 – Committees and Councillors

Service	Function	Document Description	Retention Period
Governance	Democratic Services	Agendas and Reports to Committee	Indefinite
Governance	Democratic Services	Code of Conduct - Declarations of Interest in Meetings	Indefinite
Governance	Democratic Services	Council and Committee Minutes	Indefinite
Governance	Democratic Services	Declarations of Acceptance of Office	Indefinite
Governance	Democratic Services	Record of Proceedings (Licensing)	Current Year + 6 Years
Governance	Democratic Services	Members Allowances/Mileage Claims	Current Year + 2 Years
Governance	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

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			elected or a co-opted member of the authority.
Governance	Democratic Services	Disclosable Pecuniary Interest (DPI)	Until the earlier of when the member has notified the monitoring officer that he no longer has the interest or, the member is neither a member or co-opted member of the authority (otherwise that transitorily on re-election or re-appointment).
Governance	Democratic Services	Notice of Motions	Current Year + 4 Years
Governance	Democratic Services	Petitions	Current Year + 5 Years
Governance	Democratic Services	Questions to Council	Current Year + 4 Years
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 Freemen (application paperwork) <i>NB: Dover Museum holds the rolls which will contain the permanent entry</i>	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	Recording of Broadcast Meetings	30 days from date of meeting

Part 3 – Chairman and Leader

Service	Function	Document Description	Retention Period
Governance	Democratic Services	Chairman's correspondence	Current Year + 1 Year
Governance	Democratic Services	Leader's correspondence	Current Year + 1

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Service	Function	Document Description	Retention Period
			Year
Governance	Democratic Services	Chairman's Engagements	Current Year + 3 Years
Governance	Democratic Services	Local Newspapers (ordered for the Leader)	6 months

Part 4 – Member Complaints

Service	Function	Document Description	Retention Period
Governance	Democratic Services	Complaint booklets – member complaints	Destroy when superseded
Governance	Democratic Services	Member Complaints Documentation	Retained for 3 years (from the date of the complaint closure)

NOTE: Remember this retention schedule applies to all data held in any format (i.e. paper, electronic, microfiche, etc.)