

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
7. Democracy	Management of democratic activities including elections, assembly and committee meetings				
Decision making	Information on decisions taken				
Council and committee meetings	Agendas, meetings and minutes relating to full council decision making processes <ul style="list-style-type: none"> • Minutes 	Permanent – offer to archivist	RGLA 1.4	Not protectively marked	
Council and committee meetings	Agendas, meetings and minutes relating to full council decision making processes Committee <ul style="list-style-type: none"> • Clerks • Notebooks 	Destroy after date of confirmation of the minutes	RGLA 1.5	Not protectively marked	
Delegations	The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action	Permanent – offer to archivist	RGLA 1.4	Protect	
Independent Remuneration Panel	Documentation relating to the Independent Remuneration Panel	Destroy - Current year plus 5	Common practice	Not protectively marked	
Meeting cabinet	Agendas, meetings and minutes relating to the executive board of members <ul style="list-style-type: none"> • Minutes 	Permanent – offer to archivist	RGLA 1.4	Not protectively marked	

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Member panels	Agendas, meetings and minutes relating to member panels	Permanent – offer to archivist	RGLA 1.4	Not protectively marked	
Scrutiny Panel	Agendas, meetings and minutes relating to the scrutiny panel	Permanent – offer to archivist	RGLA 1.4	Not protectively marked	
Executive	Information on the Council executive				
Statutory appointments	List of statutory appointments of the council <ul style="list-style-type: none"> Appointment files 	Permanent – offer to archivist	RGLA 6.24	Not protectively marked	
Statutory appointments	The process of selection of an individual for a statutory position <ul style="list-style-type: none"> Vacancy files 	Destroy - 2 years after date of appointment	RGLA 6.25	Not protectively marked	
Governance	Information on how the Council is governed				
Constitution	The constitution of the council	Permanent – offer to archivist	RGLA 1.4	Not protectively marked	
Honours and awards	Honours and awards				
Honours submissions	The submissions and details of individuals considered for honours	Destroy - 5 years after last action	RGLA 1.8	Not protectively marked	

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Lord lieutenancy	Documentation relating to Lord Lieutenancy	Permanent – offer to archivist	RGLA 6.24	Not protectively marked	
Member support	Support to council members				
Gifts and hospitality	Register of gifts and hospitality <ul style="list-style-type: none"> • Register 	Destroy – after 4 years	Common practice	Not protectively marked	
Register of Interests	Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members <ul style="list-style-type: none"> • Register 	Destroy – office plus 18 months	Common practice	Not protectively marked	
Planning	Council plans				
Cross departmental consideration	Reports and minutes	Destroy - 3 years from closure	RGLA 2.3	Not protectively marked	
Forward Plan	The list of items to be considered by the cabinet over the next four months	Permanent - offer to archivist	RGLA 2.1	Not protectively marked	
Strategic Plan	Strategic management team <ul style="list-style-type: none"> • Minutes 	Permanent - offer to archivist	RGLA 2.2	Not protectively marked	

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Strategic Plan	Monitoring and reviewing strategic plans Reviews	Destroy - 5 years from closure	RGLA 2.7	Not protectively marked	
Representation	Information on representation				
Constituencies	Ward names, numbers and boundaries	Permanent - offer to archivist	Common practice	Not protectively marked	
Elections	European election ballot papers	Destroy – 1 year after election	European Parliamentary Elections Regulations 1999	Not protectively marked	
Elections	Local election ballot papers	Destroy – 6 months from close of poll	RGLA 1.2 Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986	Not protectively marked	

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Elections	Election results <ul style="list-style-type: none"> Consolidated returns of votes received 	Destroy – 6 months from close of poll	RGLA 1.3	Not protectively marked	
Elections	Summary certification of those eligible to vote	Permanent – offer to archivist	RGLA 1.1 Representation of the People Regulations 1986	Not protectively marked	
Elections	The list of people registered to vote <ul style="list-style-type: none"> Electoral register 	Permanent – offer to archivist	RGLA 1.1 Representation of the People Regulations 1986	Not protectively marked	
Emparishment	The process in creating a new civil parish council	Permanent – offer to archivist	None	Not protectively marked	
Lists of councillors	Public contact details of your local representative of the council	Maintain current		Not protectively marked	
Lists of meetings	List of meetings of Council and committees	Maintain current		Not protectively marked	

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Nominations	Listing of members and others representing the council on external bodies. Official delegation to represent councils' interests. Includes membership of other bodies	Destroy – 3 years after last action	RGLA 1.7	Not protectively marked	
Political parties' papers	Leader of council papers, leader of opposition papers	Destroy – 3 years after last action	RGLA 1.9	Not protectively marked	