

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Community assemblies and committees	All records relating to the publication of details of local assemblies and committees and the dates and venues for forthcoming meetings		FALSE	Date of publication	0	0	This will be a dynamic document, constantly updating
Constitution	All records relating to the creation of management of the authority's constitution	Local Government Act 2000	TRUE		Permanent	Permanent	
Councillor casual vacancies	All records relating to Councillor casual vacancies		FALSE	Creation of records	0	6	
Councillors declaration of interest	All records relating to Councillors's declaration of interest	Local Government Act 1972 Section 94 (1)	FALSE	Date member leaves office	1	6	
Councillors declaration of interest	All records relating to Councillors's declaration of interest	Local Government Act 1972 Section 94 (1)	FALSE	Date member leaves office	0	18	
Councillors directory	All records relating to the compiling and publication of a councillors's directory		FALSE	Creation of directory	1	0	
Councillors surgeries	All records relating to councillor advice surgeries		FALSE	Date records created	0	0	As long as the individual councillors require these records.
Election results	All records relating to the creation and publication of election results	Representation of the People Act 1985	FALSE	Date of the election	0	6	
Election results	All records to the creation and publication of election results	Representation of the People Act 1985	FALSE	Date of the election	0	6	
Electoral areas	All records relating to the creation and management of electoral boundaries		TRUE	Creation of records	Permanent	Permanent	
Electoral nominations	All records relating to the process of administering nominations for elections	Representation of the People Regulations 2001	FALSE	Date of the election	0	6	
Electoral register	All records relating to the creation and publication of the electoral register	Electoral Registration and Administration Act 2013	TRUE		Permanent	Permanent	
Lord Lieutenant	All records relating to the appointment and management of the Lord Lieutenancy		FALSE	Appointment of Lord Lieutenant	0	0	End of the lieutenancy
Mayoral elections	All records relating to mayoral elections		FALSE	Date of election	0	6	
Mayoral elections	All records relating to the creation of a mayoralty for a local authority area		TRUE	Creation of records	Permanent	Permanent	
Mayoral invitations	All records relating to mayoral invitations		FALSE	Year records created	3	0	

Members - allowances	All records relating to the administration of Independent Remuneration Panel		FALSE	Creation of records	6	0	
Members - committee membership	All records relating to the administration of appointments & membership of committees & working groups		FALSE	Date records superseded	4	0	
Members - communications	All records relating to the development of a policy on communication with members		FALSE	Creation of records	3	0	
Members - elections - polling stations	All records relating to the provision, manning and publicity for polling stations, including the payment of staff	Limitation Act 1980 (Section 2)	FALSE	Date of election	6	0	
Members - elections - results	All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results.	Limitation Act 1980 (Section 2)	FALSE	Date of election	6	0	
Members - electoral cycle	All records relating to the management of the members electoral cycle		FALSE	Date cycle ends	4	0	
Members - executive forward plan	All records relating to the provision of a forward plan of key decisions to be made by the executive.	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	FALSE	Creation of records	4	0	
Members - honours and awards	All records relating to the nominations for honours and awards from the council for staff, members and the community		FALSE	Creation of records	3	0	
Members - induction and training	All records relating to the provision of induction and training for new members and ongoing development support to existing members		FALSE	Creation of records	3	0	
Members - minutes, agendas and reports	All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the Council and its Committees and Panels.	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	TRUE		Permanent	Permanent	
Members - overview and scrutiny	All records relating to meeting planning, Scrutiny and Overview committees, working group meetings administration, decision recording, and provision of support		FALSE	Creation of records	6	0	

Members - overview and scrutiny	All records relating to research into matters to be considered by Scrutiny		FALSE	Creation of records	6	0	
Members - overview and scrutiny	All records relating to the management of consultation on any proposal being Scrutinised - Monitoring of implementation of Scrutiny & overview committee decisions		FALSE	Creation of records	6	0	
Members - overview and scrutiny	All records relating to the monitoring of implementation of Council decisions		FALSE	Creation of records	6	0	
Members - political offices	All records relating to offices staffed by non-political officers to support the authority's elected members (councillors)	Limitation Act 1980 (Section 2)	FALSE	Creation of records	6	0	
Members - secretariat	All records relating to meeting planning, Cabinet meeting administration & decision recording, & provision of support		FALSE	Creation of records	4	0	
Members - secretariat	All records relating to the processing of member support requests excluding: Member training & development		FALSE	Creation of records	4	0	Records are superseded
Members - secretariat	All records relating to the processing of member support requests including: Member training & development		FALSE	Creation of records	4	0	
Members of parliament - MPs and MEPs	Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives.		FALSE	Year records created	1	0	
Parish/town council and councillors	All records relating to liaison with parish/town council and councillors	Limitation Act 1980 (Section 2)	FALSE	Year records created	6	0	
Postal voting	All records relating to the administration of postal voting schemes	Representation of the People Regulations 2001	FALSE	Year records created	1	0	
Proxy voting	All records relating to the administration of proxy voting schemes	Representation of the People Regulations 2001	FALSE	Year records created	1	0	
Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out.		FALSE	Year records created	1	0	

Voting	All records relating to the administration of the voting process for individual elections including ballot papers	Representation of the People Regulations 2001	FALSE	Date of election	0	6	
Minutes, agendas and reports	Background papers to reports - Principal Set	Local Government Act 1972 s100d	FALSE	Date of meeting	4	0	
Minutes, agendas and reports	Background papers to reports ? Principal Set	Local Government Act 1972 s100d	FALSE	Date of meeting	4	0	
Minutes, agendas and reports	Minutes - Copies for public inspection	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	FALSE	Date of meeting/decision	6	0	
Minutes, agendas and reports	Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	Local Government Act 1972 s100b	FALSE	Date of meeting/decision	6	0	
Councillors allowances and expenses	All records relating to expenses and allowances paid to councillors including the publication of this information	HMRC - Compliance Handbook Manual CH15400	FALSE	Year records created	6	0	
Members and officers code of conduct	All records relating to the administration and recording of the appointment of Members to Outside Bodies		FALSE	End of appointment/officer	6	0	
Members and officers code of conduct	All records relating to the creation and management of Members Code of Conduct		FALSE	Creation of code of conduct	0	0	Code of contact is replaced
Members and officers code of conduct	All records relating to the production of members; accountability statements		FALSE	Creation of records	6	0	