

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
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	1	0	12 months from the date of the election
Councillors declaration of interest	All records relating to Councillors' Discosable Pencuinary Interest form	Local Government Act 1972 Section 94 (1)	FALSE	Date member leaves office	6	0	6 years plus current
Councillors surgeries	All records relating to councillor ward surgeries		FALSE	Date records created	0	0	As long as the individual councillors require these records.
Election results	All records to the creation and publication of election results	Representation of the People Act 1985	FALSE	Date of the publication of the Notice of Election	1	0	12 months from the date of the election
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	Local Elections (Principal Area) (England and Wales) Rules 2006; Local Elections (Parishes and Communities) (England and Wales) Rules 2006; Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007	FALSE	Date of the publication of the Notice of Election	1	0	12 months from the date of the election
Electoral register	Full version of the published electoral register	Representation of the People Act 1983	TRUE		Permanent	Permanent	
Directly Elected Mayoral elections	All records relating to directly elected mayoral elections		FALSE	Date of the publication of the Notice of Electon	1	0	12 months from the date of the election
Directly Elected Mayoral elections	All records relating to the creation of a mayoralty for a local authority area		TRUE	Creation of records	1	0	12 months from the date of the election
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records relating to the administration of appointments & membership of committees & working groups		FALSE	Date records superseded	4	0	
Elections - staffing	All records relating to the appointment of staff, including payments	Limitation Act 1980 (Section 2)	FALSE	Publication of Notice of Election	6	0	
Elections - Appointment of Returning Officer	All records relating to the appointment of a returning officer	Limitation Act 1980 (Section 2)	FALSE	Publication of Notice of Election	6	0	
Electoral cycle	All records relating to the management of the members electoral cycle		FALSE	Date cycle ends	4	0	
Executive's 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	6	0	6 years plus current
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	6	0	6 years plus current
Members - formal record of the meeting - minutes	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	By way of the signed minutes
Members - agenda and reports	All records relating to the agenda and reports for committee meetings		FALSE	Creation of records	6	0	6 years plus current
Members - overview and scrutiny	All records relating to research into matters to be considered by Scrutiny		FALSE	Creation of records	6	0	6 years plus current
Members - overview and scrutiny	All records relating to the management of consultation on any proposal being Scrutinised - Monitoring of implementation of Scrutiny		FALSE	Creation of records	6	0	6 years plus current
Members - overview and scrutiny	All records relating to the monitoring of implementation of Council decisions		FALSE	Creation of records	6	0	6 years plus current
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 and development		FALSE	Creation of records	6	0	6 years plus current
Members - secretariat	All records relating to the processing of member support requests including: Member training and development		FALSE	Creation of records	6	0	6 years plus current

Members of parliament - MPs	Information about elected local representatives and MPs, 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 their councillors	Limitation Act 1980 (Section 2)	FALSE	Year records created	4	0	
Postal voting	All records relating to the administration of postal voting	Representation of the People Regulations 2001	FALSE	From publication of Notice of Election	1	0	12 months from the date of the election
Proxy voting	All records relating to the administration of proxy voting	Representation of the People Regulations 2001	FALSE	From publication of Notice of Election	1	0	12 months from the date of the election
Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out		FALSE	From publication of Notice of Election	1	0	12 months from the date of the referenda
Voting	All records relating to the administration of the voting process for individual elections including ballot papers	Representation of the People Regulations 2001	FALSE	From publication of Notice of Election	1	0	12 months from the date of the election