

Community Council Documentation Retention Schedule

Records Type	Trigger	Retention period	Fate
Decision Making			
Community Council Minutes/Agendas	Current	5 years (minimum, unless there are specific reasons provided regarding an extension to the retention period)	Destroy Or send to the archive service run by Live Borders where appropriate to preserve historical information.
Advice			
Advice to Public	Date file closed	3 years	Destroy
Advice to Community Council	Date file closed	1 year	Destroy
Enquiries and Complaints			
Comments & enquiries	Last action on comments	1 year	Destroy
Complaints	Last action on complaint	1 year 3 years	Destroy
Communication Support			
Publications - minor publications	Date published	3 years	Sample for archival value One copy only
Community Council Elections			
Information only held by SBC where duties of Returning Officer are undertaken			
Records documenting activities undertaken preparing for a community council election	Date of election	1 year	Destroy
Completed nomination forms	Date of election	1 year	Destroy
Formal record of election results	Date of election	Until superseded	Destroy
Finance			
Accounts and accompanying information	Financial year end	6 years	Destroy
Data Protection Act			
Registration/renewal information	Financial year end	3 years	Destroy