

DEMOCRACY

The function of managing democratic activities including elections, assembly and committee meetings

Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority/ Citation	Notes
Decision making						
Board meeting records including Sub groups - major records	agenda, signed minutes, major business papers & reports, proceedings		Permanent	Retain for historical and business value	Business requirement	Retain master record; copies should be destroyed
Board meeting records including Sub groups - minor records	meeting notices, minor papers	End of current year	None	Destroy	Business requirement	
Calendar of meetings of Board and Sub groups committees		When superseded	None	Destroy	Business requirement	
External committees, partnerships and agencies meeting records where the Organisation does own the record	documents establishing the committee, agenda, minutes, business papers & reports, meeting notice papers, proceedings		Permanent	Retain for historical and business value	Business requirement	Retain master record; copies should be destroyed
External committees, partnerships and agencies meeting records where the Organisation does not own the record	Documents establishing the committee; Agendas; Minutes; Reports; Recommendations; Supporting documents such as briefing and discussion papers	End of current year	5 years	Destroy	Business requirement	Ensure that there is an authority copy appropriately retained elsewhere prior to disposal.
Records of minute-taking	Shorthand notes, audio tapes, draft minutes	Date of confirmation of the minutes	None	Destroy	Business requirement	
Governance						
Records documenting the Organisation's Scheme of Administration and Delegation to Committees			Permanent	Retain for historical and business value	Business requirement	
Records documenting the development of the Organisation's constitution and decision-making structures and procedures.			Permanent	Retain for historical and business value	Business requirement	
Member support						
Records documenting Directors'/Trustees' declarations of interests.	Member's register of interest	Date member leaves office	10 years	Review for archival value	Business requirement	
Directors'/Trustees' Code of Conduct		After administrative use is concluded	6 years	Destroy	Business requirement	
Register of gifts and hospitality		Date member leaves office	10 years	Review for archival value	Business requirement	
Records documenting routine communications between Organisation officers and individual councillors (not service-related matters)		Last action	5 years	Review for archival value	Business requirement	
Planning						

Forward Plan - CMT			Permanent	Retain	Business requirement	
Strategic Plan - management team minutes			Permanent	Retain	Business requirement	
Strategic Plan - Reviews		Date closed	5 years	Destroy	Business requirement	