

Retention of Information held by Elected Members

It is important that all Elected Members take time to ensure that their paper and electronic records are retained and disposed of appropriately.

All members are responsible for keeping their own records during their terms and for the lengths of time specified by legal and business requirements below. These requirements cover both paper and electronic records:

Political parties' papers – keep for 3 years after last action, then destroy;

Leader of council papers, leader of opposition papers – keep for 3 years after last action, then destroy;

Correspondence and advice – keep for 3 years after last action, then destroy;

Information about attendance (not the official record) – keep for one year after the meeting, then destroy;

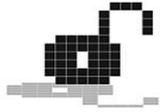
Councillors' own notes about official meetings they attended can be destroyed upon publication of the official minutes;

Correspondence with central government and MPs about council business – keep for 6 years after last action, then destroy.

The Corporate Retention and Disposal Schedule contains information on the retention periods and disposal actions for other classes of files and can be found by visiting Staffnet at <https://staffnet.gloucestershire.gov.uk/internal-services/information-management-service/storing-retrieving-and-disposing-of-data/records-centre/records-retention-and-disposal/which-records-need-to-be-retained-and-for-how-long/#main>

At any point, Members can deposit their records with the Council's Records Centre, where they will be stored securely for the length of the appropriate retention period. The records will be allocated to the ownership of the Monitoring Officer and will be reviewed before any disposal takes place. Boxes and information on how to deposit files in the Records Centre can be obtained by emailing recordscentre@gloucestershire.gov.uk or visiting Staffnet at <https://staffnet.gloucestershire.gov.uk/internal-services/information-management-service/storing-retrieving-and-disposing-of-data/records-centre/about-the-records-centre/how-to-deposit-records-with-us/#main>

Members are also responsible for ensuring the secure destruction of all of their records at the end of the required retention period. Confidential papers **must** be brought into Shire Hall and placed in a confidential waste bin for secure destruction. Records should not be passed onto third parties for destruction.



Members should keep records evidencing the appropriate destruction of their information, including a brief description of the information destroyed; and date of destruction. The Records Centre can provide members with Records Destruction Forms, which can be completed to provide the necessary audit trail.

For more information, please contact Teresa Wilmshurst, IMS Team Manager – Records on x4265 or via teresa.wilmshurst@gloucestershire.gov.uk.