

Community Councils – Retention & Destruction guidance

This document has been produced to provide Community Councils with guidance in relation to the retention/destruction of records and files.

Document	Retention period	Notes
Minutes	Permanent	Minutes of historical importance so to be retained
Agendas, notes from meetings	One meeting cycle	Should be destroyed following next CC meeting and after minutes have been confirmed
Planning applications	Until administrative use is complete	Should be destroyed after administrative use has finished. This will usually be after the next CC meeting
Data Protection registration certificate	One year	Should be destroyed the year after registration period
Other correspondence	Until administrative use is complete	Should be destroyed after administrative use has finished. This will usually be after the next CC meeting
Financial documents	6 years + current financial year	Includes documents such as bank statements, invoices, receipts, grant administration, cheque books, pay-in books, spreadsheets, etc. and should be destroyed after 6 years + current year
Annual accounts	Permanent	Annual accounts should be retained for reference purposes

Please note when records are identified for disposal and destroyed a Document Destruction Log Sheet should be completed. This list of records must be retained by the Community Council.

The above guideline applies to all paper and electronic files. If you have any queries on this matter then please contact Shetland Islands Council as follows:

Community Planning & Development

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Email: ascc@shetland.gov.uk