

DEMOCRACY

Reference	Description of Record	Point of Closure	Total Retention Period
-----------	-----------------------	------------------	------------------------

DECISION MAKING

Information relating to decisions taken

CECR	Minute Books (Includes agendas, members attendance, minutes and reports)	End of council year	Permanent
CECR	Policy Advice Groups (Includes agendas, minutes and reports)	End of council year	Permanent
CECR	School Admission Appeals	End of academic year	2 years

GOVERNANCE

Information relating to how the council is governed

CECR	Constitution	When superseded at annual Council in May	Permanent
CECR	Register of gifts and hospitality (Non Members)	End of calendar year	6 years

MEMBER SUPPORT

Information relating to the support of council members

CECR	Declaration of Interest Form & Register (District Councillors)	End of term of office or resignation/death	4 years
CECR	Declaration of Interest Form & Register (Parish Councillors)	End of term of office or resignation/death	4 years
CECR	Register of gifts and hospitality (Members)	End of calendar year	6 years

REPRESENTATION

Information relating to the election of representatives

CECR	Ballot Papers (Council Tax Referendum) (Including controlled documents)	Close of poll	1 year
CECR	Ballot Papers (European Elections) (Including controlled documents)	Close of poll	1 year
CECR	Ballot Papers (Local Elections) (Including controlled documents)	Close of poll	1 year
CECR	Ballot Papers (Police & Crime Commissioner Elections) (Including controlled documentation)	Close of poll	1 year
CECR	Ballot Papers (UK Parliamentary Elections) (Including controlled documentation)	Close of poll	2 years
CECR	Election Expenses	Close of poll	2 years (Parliamentary) 1 year (all other elections)
CECR	Electoral Register	End of register year	Permanent
CECR	Register of Electors Canvass Forms	End of register year	1 year
CECR	Register of Electors Postal/Proxy Forms	When postal or proxy vote expires	5 years
CECR	Writ of Election (UK Parliamentary Election)	Close of poll	Permanent