

## Appendix 2

### Burnham Overy Parish Council Destruction of Records

Record Name	Destruction date	Notes
Planning Applications	Following receipt of BC decision	Available on line from BC
Publicity and Advertising Leaflets	Following Parish Council meeting	
Notes taken by Clerk and members from meetings	After meeting following when minutes have been agreed	Routinely discarded material
Notes taken at a job interview	After 6 months	In case a candidate claims discrimination
Personnel and Confidential records	After 6 months following resignation	In case of application for references, employment issues
Electoral role	After revised role has been received	Confidential item <b>Cllr copies similarly</b>
Items as detailed in the Policy (Item 3)	3 months after	
<b>Policy documents</b>	<b>Following review and adoption of a revised document</b>	
<b>Correspondence whether electronic or hard copy</b>	<b>Where matter is known to be resolved / concluded</b>	<b>Letters and e mails may be DP protected</b>

Note:

Provision of lists of categories of records destroyed and the authority under which they were destroyed is a legal requirement under the Freedom of Information Act. These requirements do not however apply to material routinely discarded in the course of an administrative activity i.e. duplicates, rough drafts and so on.

Confidential items must be destroyed under secure conditions. **This includes all Data Protected items. Data Protected items are detailed in the Information Audit of the Council, including their date of destruction.**

**Appendix 1 details retention and destruction of named documents**