

# Democratic Processes

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Elections</b>				
<b>Preparation</b>				
1.1	Summary certification of those eligible to vote	<b>Permanent. Offer to Archivist</b> after administrative use is concluded	<ul style="list-style-type: none"> <li>Electoral Register</li> </ul>	Common practice
1.2	Voting (Local elections only)	Destroy <b>6</b> months from close of poll	<ul style="list-style-type: none"> <li>Ballot papers</li> </ul>	Statutory
<b>Results</b>				
1.3	Declaration of results (local elections only)	Destroy <b>6</b> months from date of election	<ul style="list-style-type: none"> <li>Consolidated returns of votes received</li> </ul>	Statutory
<b>Council and Committee Meetings</b>				
1.4	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Council minutes</li> <li>Council agenda and business papers</li> <li>Council notice papers and proceedings</li> <li>Indexes</li> <li>Committee minutes</li> <li>Registers of delegations to Special Committees</li> </ul>	Common practice

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1.5	Minute taking	Destroy after date of confirmation of the minutes	<ul style="list-style-type: none"> <li>• Draft/rough minutes</li> <li>• Audio tapes</li> </ul>	Common practice
<b>Partnership, Agency and External Meetings</b>				
1.6	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally <b>owns</b> the record.	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Agendas</li> <li>• Minutes</li> <li>• Council reports</li> <li>• Recommendations</li> <li>• Supporting documents such as Council briefing and discussion papers</li> </ul>	Common practice
1.7	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority <b>does not</b> own the record.	Destroy <b>3</b> years after last action	<ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing and discussion papers.</li> </ul>	Common practice

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	<b>Honours and Submissions</b>			
1.8	The process of preparing of honours submission	Destroy <b>5</b> years after last action	<ul style="list-style-type: none"> <li>• Honours nomination form</li> <li>• Covering documentation</li> <li>• Letters of support</li> <li>• Referral for comment from lord lieutenant</li> </ul>	Common practice
	<b>POLITICAL PARTIES PAPERS</b>			
1.9	The process of undertaking representation of the local authority - local authority representatives	Destroy <b>3</b> years after last action	<ul style="list-style-type: none"> <li>• Leader of opposition papers</li> <li>• Leader of council papers</li> </ul>	Common practice