

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference				
CT1 Council Members												
CT1.1 Member Details												
CT1.1.1	Register of members addresses	Local Government Act 1972 Section 94 (1)	Retain from end of office for 2 years	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.1.2	All records relating to expenses and allowances paid to councillors including the publication of this information.	Local Government Act 1972 Section 94 (1)	Retain from year records created for 6 years	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.1.3	Paper copies of information provided by councillors upon election		Retain for 2 months from election	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	Public task					
CT1.1.4	All records relating to the processing of member support requests excluding: Member training & development		Retain from creation of records for 4 years.	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.1.5	All records relating to the administration of appointments & membership of committees		Retain from date records superceded for 4 years	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.1.6	Administration and recording of the appointment of members to outside bodies and charities and working groups		Retain from end of appointment/office for 6 years	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.1.7	Electronic records containing all other personal information not specifically dealt with above, provided by councillors upon election.		Retain from end of office for 1 month	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	Public task					
CT1.2 Member Training												
CT1.2.1	Records relating to the processing of member support requests including: Member induction and Member training and development		Retain from creation of records for 4 years.	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.3 Register of Interests												
CT1.3.1	Register of Members interests, Register of Gifts and Hospitality	Local Government Act 1972 (Section 94)(1)	Retain from end of office for 6 years	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.4 Members Code of Conduct												
CT1.4.1	Records relating to the creation and maintenance of the Members Code of Conduct		Date code of conduct superseded + 6 years [one reference copy of each version of the code of conduct should be retained]	SECURE DISPOSAL	N	OFFICIAL	Legal Obligation					
CT1.4.2	Records relating to the investigation of complaints about breaches of the Members Code of Conduct		Date investigation completed + 1 year	SECURE DISPOSAL	Y	OFFICIAL	Public task					
CT1.5 Independent Remuneration Panel												
CT1.5.1	Records created by the Independent Remuneration Panel		Date of meeting + 6 years	SECURE DISPOSAL	N	OFFICIAL	Legal Obligation					
CT1.5.2	Contact details for IRP members		End of term of appointment + 1 month	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation					
CT1.6 Honorary Freemen and Aldermen												
CT1.6.1	Records relating to the appointment of Honorary Freemen and Aldermen		Permanent	Permanent	Y	OFFICIAL	Public task					
CT2 Constitution												
CT2.1 Constitution												
CT2.1.1	Creation and management of the authority's constitution	Local Government Act 2000	Permanent	Permanent	N	OFFICIAL	Legal Obligation					
CT2.1.2	All working papers relating to amendments made to the Spelthorne Borough Council Constitution		Permanent	Permanent	N	OFFICIAL						
CT3 Council Meetings												

CT3.1.1	All records relating to the publication of details of Council and committee meetings		Retain from date of publication until updated - dynamic document.		N	OFFICIAL	Public Task						
CT3.1.2	Dates and venues for forthcoming meetings		Retain from date of publication until updated - dynamic document.		N	OFFICIAL	Public Task						
CT3.2 Minutes, Agendas & Reports													
CT3.2.1	Notice of meetings	Public Bodies (Admission to Meetings) Act 1960	Retain from date of meeting for 1 year then archive	Archived on website	N	OFFICIAL	Legal Obligation						
CT3.2.2	Agendas and reports for Council and other formal meetings	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Retain from date of meeting for 6 years then archive	Archived on website	Y	OFFICIAL	Personal data relating to representees for Licensing 2003 Act hearings redacted before storing						
CT3.2.3	Part 2 reports for Council and other formal meetings	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Retain all data from date of meeting for 6 years then redact and archive on internal system permanently	Archived internally	Y	OFFICIAL	Personal data relating to Taxi Licensing hearings redacted before storing						
CT3.2.4	Signed minutes	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Permanent	Archived off site	Y	OFFICIAL	personal data (names only) retained in public interest. Privacy Notice advises.						
CT3.2.5	Minutes - copies for public inspection	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Retain from date of meeting for 6 years then archive	Archived on website	Y	OFFICIAL	personal data (names only) retained in public interest. Privacy Notice advises.						
CT3.2.6	Background papers to reports	Local Government Act 1972 s100d Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Retain from date of meeting for 4 years	Archived on website	N	OFFICIAL	Legal Obligation						
CT3.2.7	Agendas, reports and minutes for internal meetings administered by Committee Services		Retain from date of meeting/decision for 6 years	SECURE DISPOSAL	Y	OFFICIAL							
CT3.2.8	Records relating to the administration of the Council, Cabinet and all Committees		Retain from creation of records for one year	SECURE DISPOSAL	N	OFFICIAL	Public Task						
CT3.3 Meeting Recordings/Notes													
CT3.3.1	Draft/rough minutes of public meetings		Retain until draft minutes are published.	SECURE DISPOSAL	Y	OFFICIAL	Public Task						
CT3.3.2	Audio recordings of public meetings except Planning and Licensing Committees		Retain until next meeting.	SECURE DISPOSAL	Y	OFFICIAL	Public Task						
CT3.3.3	Audio recordings of public meetings of Licensing Committee		Records of hearings held under the Licensing Act 2003/Gambling Act 2005 to be retained until the period for appeal following a decision has expired, or until such time as any appeal has been dispensed with.	SECURE DISPOSAL	Y	OFFICIAL	Public Task						
CT3.3.4	Audio recordings of Planning Committee		Retain for 8 months after the date of the meeting or until such time as any appeal is dispensed with.	SECURE DISPOSAL	Y	OFFICIAL	Public Task						

CT3.3.5	Draft/rough minutes and audio recordings of private meetings held in relation to Hackney Carriage and Private Hire driver licences		Retain until the period for appeal following a decision has expired, or where an appeal is made until after the appeal has been dispensed with.	SECURE DISPOSAL	Y	OFFICIAL	Public Task						
CT3.4 Forward Plan													
CT3.4.1	Records relating to the management and publication of the Forward Plan of Key Decisions		Permanent	Permanent	N	OFFICIAL	Legal Obligation						
CT4 Council Services													
CT4.1 Complaints - Stage 2													
CT4.1.1	Records relating to the management of Stage 2 Complaints including responses and monitoring of the progress of responses		Retain from date complaint resolved for 1 year unless investigated by LGSCO	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	Public Task						
CT4.1.2	Records relating to complaints investigated by Local Government and Social Care Ombudsman		Retain from date complaint resolved for 5 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	Public Task						
CT4.2 Petitions													
CT4.2.1	Records relating to the management of petitions submitted in electronic and paper format		Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL	Legal Obligation						