

Surrey County Council Democracy and Governance Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
D&G1.0	County Council Members	-	-	-	-	-	-
D&G1.0.1	Records created by the Independent Remuneration Panel	-	Date of meeting + 6 years	These records are the core historical record of the authority and must be sent to the Surrey History Centre	N	Not Protectively Marked	-
D&G1.0.2	Register of Members addresses	Local Government Act 1972 Section 94 (1)	Date of next election + 2 years	Secure Disposal	Y	Not Protectively Marked	-
D&G1.0.3	Register of Members allowances	Local Government Act 1972 Section 94 (1)	Date of next election + 6 years	Secure Disposal	Y	Not Protectively Marked	-
D&G1.0.4	Records relating to the management of Member transport arrangements	-	Current year + 6 years	Secure Disposal	Y	Not Protectively Marked	-
D&G1.0.5	Register of Members interests, Register of Gifts and Hospitality and Register of Related Party Transactions	Local Government Act 1972 Section 94 (1)	Date of next election + 6 years	Secure Disposal	Y	Not Protectively Marked	-
D&G1.0.6	Records relating to the creation and maintenance of the Members Code of Conduct	-	Date code of conduct superseded + 6 years [one reference copy of each version of the code of conduct should be retained]	Secure Disposal	N	Not Protectively Marked	-
D&G1.0.7	Records relating to the investigation of complaints about breaches of the Members Code of Conduct	-	Date investigation completed + 1 year	Secure Disposal	Y	Official	-
D&G1.0.8	Records relating to the creation and management of Member induction and Member training	-	Current year + 6 years	Secure Disposal	N	Not Protectively Marked	-
D&G2.0	County Council	-	-	-	-	-	-
D&G2.0.1	Surrey County Council Constitution	-	Permanent	Permanent	N	Not Protectively Marked	-
D&G2.0.2	All working papers relating to amendments made to the Surrey County Council Constitution	-	Permanent	Permanent	N	Not Protectively Marked	-
D&G2.0.3	Notice of meetings	Public Bodies (Admission to Meetings) Act 1960	Date of meeting + 1 year	These records are the core historical record of the authority and must be sent to the Surrey History Centre	N	Not Protectively Marked	-
D&G2.0.4	Agendas and reports for Council and other formal meetings Reports for Formal Decisions by Cabinet Members – Principal Set	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting/Decision + 6 years then transfer to the Surrey History Centre	These records are the core historical record of the authority and must be sent to the Surrey History Centre	N	Not Protectively Marked	-

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D&G2.0.5	Agendas and reports for Council and other formal meetings Reports for Formal Decisions by Cabinet Members – All other sets	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Operational	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.6	Draft Minutes	-	Until formal minutes signed	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.7	Minutes - Signed copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Permanent	These records are the core historical record of the authority and must be sent to the Surrey History Centre	N	Not Protectively Marked	-
D&G2.0.8	Records of Decision - Signed copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Permanent	These records are the core historical record of the authority and must be sent to the Surrey History Centre	N	Not Protectively Marked	-
D&G2.0.9	Records of Decision – all other copies apart from the signed copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of decision + 6 years	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.10	Minutes - Copies for public inspection	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting/decision + 6 years	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.11	Audio/Video Tapes of meetings	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting + 2 years	These records are the core historical record of the authority and must be sent to the Surrey History Centre	Y	Not Protectively Marked	-
D&G2.0.12	Background papers to reports – Principal Set	Local Government Act 1972 s100d Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting + 4 years	Offer to Surrey History Centre	N	Not Protectively Marked	-
D&G2.0.13	Background papers to reports – All other sets	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Operational Use	Secure Disposal	N	Not Protectively Marked	-

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D&G2.0.14	Minutes, decisions and meeting papers of meetings other than those managed by Committee Services where the records are the principal copy	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of meeting/project + 4 years	Offer to Surrey History Centre	N	Not Protectively Marked	-
D&G2.0.15	Records relating to the administration of the Council and Governance/Regulation Committees	-	Current year + 1 year	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.16	Records relating to the preparation of the Surrey County Council diary	-	Current year + 4 years	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.17	Records relating to the allocation and delegation of the powers and functions given to the Council in accordance with the Local Government Act 2000 (Constitutions)(England) Direction 2000	Local Government Act 2000 (Constitutions)(England) Direction 2000	Date delegation ends + 7 years	Offer to Surrey History Centre	N	Not Protectively Marked	-
D&G2.0.18	Records relating to the management and publication of the Forward Plan of Key Decisions	-	Permanent	-	N	Not Protectively Marked	-
D&G2.0.19	Minutes of and reports presented to Cabinet	Local Government Act 2000 (Section 15)	Date of meeting + 6 years	These records are the core historical record of the authority and must be sent to the Surrey History Centre	N	Not Protectively Marked	-
D&G2.0.20	Records relating to the administration of the Cabinet Meetings	-	Current year + 1 year	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.21	Informal Member Groups	Local Government Act 2000 (Section 15)	Retain for 30 years	These records are the core historical record of the authority and must be sent to the Surrey History Centre	N	Official	-
D&G2.0.22	Records relating to the undertaking representation of the Local Authority	-	Current year + 3 years	Secure Disposal	N	Not Protectively Marked	-
D&G2.0.23	Records relating to the management of petitions submitted in electronic and paper format	-	Date of petition + 4 years	Secure Disposal	Y	Not Protectively Marked	-
D&G2.0.24	Records created by the statutory appointments process	-	Cessation of appointment + 6 years	Secure Disposal	Y	Official	-
D&G3.0	Crown Appointments	-	-	-	-	-	-
D&G3.0.1	Deputy Lieutenant's files	Forces Act 1871	Current year + 5 years	Offer to Surrey History Centre	N	Not Protectively Marked	-
D&G3.0.2	Records relating to support given to the Lord Lieutenant	-	End of appointment + 6 years	Offer to Surrey History Centre	Y	Official	-
D&G3.0.3	Records relating to the recording and processing of nominations for the appointment of Deputy Lieutenants	-	Until retirement from the appointment.	Secure Disposal	Y	Official	-
D&G3.0.4	Records relating to honours submissions	-	Permanent	Permanent	Y	Official	-
D&G4.0	Electoral Process	-	-	-	-	-	-

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D&G4.0.1	Voting (local elections only)	Representation of the People Regulations 2001	Close of poll + 6 months	Secure Disposal	N	Official - Sensitive	-
D&G4.0.2	Declaration of results (Local elections only)	Representation of the People Regulations 2001	6 months from date of election	Offer to Surrey History Centre	N	Not Protectively Marked	-
D&G4.0.3	Declaration of results (European Parliamentary elections)	Representation of the People Regulations 2001	12 months from date of election	Offer to Surrey History Centre	N	Not Protectively Marked	-
D&G4.0.4	Record relating to County Council elections	Representation of the People Regulations 2001	Permanent	-	N	Not Protectively Marked	-
D&G4.0.5	Summary certification of those eligible to vote	Electoral Registration and Administration Act 2013	Permanent	-	N	Not Protectively Marked	-
D&G4.0.6	Information relating to the establishment of a new civil parish council	Local Government and Rating Act 1997	Life of the parish council	-	N	Official	-
D&G4.0.7	Records created by the process of managing wards and boundaries	Electoral Registration and Administration Act 2013	Permanent	-	N	Not Protectively Marked	-