
REPORT TO:	FINANCE & MANAGEMENT	AGENDA ITEM: 8
DATE OF MEETING:	1 December 2011	CATEGORY: OPEN
REPORT FROM:	Chief Executive	
MEMBERS' CONTACT POINT:	Kevin Stackhouse (595811) Head of Corporate Services Kevin.stackhouse@south-derbys.gov.uk	DOC:
SUBJECT:	Corporate Document Retention Policy	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the committee approves the Document Retention Policy as set out in Appendix A of this report.
- 1.2 That the committee delegates responsibility to the Head of Corporate Services to ensure that the Policy is kept up to date.

2.0 Purpose of Report

- 2.1 The Data Protection Act advises that each Local Authority have a Document Retention Policy.

Principle 5 of the Data Protection Act states:

'Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes'

- 2.2 Therefore the South Derbyshire District Council Document Retention Policy, as set out in Appendix A, is required to be adopted by the Council.

3.0 Detail

Background

- 3.1 The findings of a recent audit report showed that although some departments kept individual departmental policies, no corporate policy was in existence.

As best practice it was recommended that a corporate document retention policy be drawn up to ensure a more consistent approach throughout the Authority and employees have a standard document to which to refer.

- 3.2 The purpose of the Document Retention Policy is to provide a corporate policy framework to govern management decisions on whether a particular document should either be retained or disposed of, within a specified timescale. Additionally the policy clarifies the roles and responsibilities of Heads of Service in the decision making process.
- 3.3 In line with guidance from the Information Commissioner the document Retention Policy has been drawn up to consider the following:
- The length of time personal data is kept
 - The purposes for which the information is held and how long it should be retained
 - The secure deletion of information which is no longer needed, and
 - To update, archive or securely delete information if it goes out of date.
- 3.4 This policy is not concerned with the disposal/retention of unused materials or physical assets (e.g. stocks of paper, land etc).
- 3.5 The copy of the policy at Appendix A contains a sample of the Retention and Disposal Schedule, rather than the full schedule covering all departments.

4.0 Financial Implications

- 4.1 None directly stemming from this report.

5.0 Corporate Implications

- 5.1 The Council will be in breach of the Data Protection Act if no Document Retention Policy is adopted with the consequent damage to the Council's reputation.

6.0 Community Implications

- 6.1 None.

7.0 Background Papers

- 7.1 Further information about the Data Protection Act is available on our website at www.south-derbys.gov.uk and at the Information Commissioners Office website at www.ico.gov.uk.