

Appendix 2

Destruction of Records

Record Name	Destruction date	Notes
Planning Applications	Following receipt of DC decision	Available on line from DC
Publicity and Advertising Leaflets	Following Parish Council meeting	
Notes taken by Clerk and members from meetings	After meeting following when minutes have been agreed	
Notes taken at a job interview	After 6 months	In case a candidate claims discrimination
Personnel and Confidential records	After 6 months	Following resignation
Electoral role	After revised role has been received	Confidential item
Items as detailed in the Policy (Item 3)	3 months after	