

Document Retention Policy

1. Introduction

- 1.1 Information is one of the Council's corporate assets; in the course of carrying out its' various functions, the Council accumulates information from both individuals and external organisations. The Council also generates a wide range of data, which is recorded in documents and records.
- 1.2 These documents and records are in several different formats, examples of which include, (but are not limited to) communications such as letters, emails and attendance notes; financial information including invoices, statements and reports; legal documents such as contracts and deeds; and information relating to various types of applications, including forms, plans, drawings, photographs and tape recordings.
- 1.3 For the purposes of this Policy, the terms 'document' and 'records' include information in both hard copy and electronic form.
- 1.4 In certain circumstances it will be necessary to retain specific documents in order to fulfil statutory or regulatory requirements and also to meet operational needs. Document retention may also be useful to evidence events or agreements in the case of disputes, and also to preserve information which has historic value.
- 1.5 Premature destruction of documents could result in inability to defend litigious claims, operational difficulties and failure to comply with the Freedom of Information Act 2000 and the Data Protection Act 1998
- 1.6 Equally, the retention of all documents and records is impractical and appropriate disposal is encouraged. Disposal will assist the Council to maintain sufficient electronic and office storage space and will de-clutter office accommodation, resulting in a more desirable working environment. Lengthy or indefinite retention of personal information could result in the Council breaching the Data Protection Act 1998.

Sample Document Retention Policy

Cohen, Lender



Sample Document Retention Policy:

Unveiling the Power of Verbal Art: An Emotional Sojourn through **Sample Document Retention Policy**

In some sort of inundated with screens and the cacophony of fast communication, the profound energy and mental resonance of verbal art usually diminish in to obscurity, eclipsed by the continuous assault of noise and distractions. Yet, located within the musical pages of **Sample Document Retention Policy**, a charming work of literary splendor that impulses with raw feelings, lies an unique journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, this magical opus courses viewers on an emotional odyssey, lightly revealing the latent possible and profound affect stuck within the elaborate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we will embark upon an introspective exploration of the book is main styles, dissect its fascinating publishing type, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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