

# 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

**JL Elias**



## **Sample Document Retention Policy:**

The book delves into Sample Document Retention Policy. Sample Document Retention Policy is a crucial topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Document Retention Policy, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to Sample Document Retention Policy
    - Chapter 2: Essential Elements of Sample Document Retention Policy
    - Chapter 3: Sample Document Retention Policy in Everyday Life
    - Chapter 4: Sample Document Retention Policy in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Sample Document Retention Policy. This chapter will explore what Sample Document Retention Policy is, why Sample Document Retention Policy is vital, and how to effectively learn about Sample Document Retention Policy.
  3. In chapter 2, the author will delve into the foundational concepts of Sample Document Retention Policy. This chapter will elucidate the essential principles that need to be understood to grasp Sample Document Retention Policy in its entirety.
  4. In chapter 3, this book will examine the practical applications of Sample Document Retention Policy in daily life. This chapter will showcase real-world examples of how Sample Document Retention Policy can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Sample Document Retention Policy in specific contexts. This chapter will explore how Sample Document Retention Policy is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Sample Document Retention Policy. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Document Retention Policy.

<https://crm.avenza.com/data/Resources/fetch.php/Number%20Lines%20Up%20To%2050%20In%205s.pdf>

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