

	<i>Meeting (No)</i>	<b>Policy Committee ( )</b>
	<i>Date</i>	<b>27 February 2018</b>
	<i>Document</i>	<i>Ref No</i>
	<b>Website</b>	<b>PO10/129</b>

## **Background**

### *Document retention policy:*

Council have agreed for agendas to be retained for one year, after which they can be destroyed. For the website, to destroy just the agendas and not the accompanying supporting papers will be very resource heavy and time consuming. The committee are asked to clarify, that supporting documents and reports are to be deleted from the website at the same time and the agenda, or would they wish to extend this time frame for our website only?

### *Community Website volunteers:*

A briefing paper outlining the Data Protection and GDPR principals along with the Council's Data Protection and Document retention Policy has been issued to the website volunteers. The volunteers have been encouraged to contact the Council Manager should they have any queries with this.

## **Recommendation**

That the committee;

- Clarify the position for the retention of the Council's (supporting) meeting papers and documents held on the website.
- If any further actions are required for the parts of the website administered by the volunteers.

**A Kunaj**

**Council Manager**