

Report No.2

Report to Malmesbury Town Council 19th June 2018

Document Retention and Disposal Policy 2018

1. Purpose of the report

- 1.1 To seek approval from the Town Council to adopt a new policy on the retention and disposal of documents in accordance with the requirements of the data protection legislation and as recommended by the Policy and Resources Committee at the meeting on the 6th June 2018..

2. Background

- 2.1 The Town Council regularly creates or receives a number of documents, some of which are required to be retained and others are capable of being disposed of once no longer required.
- 2.2 Those documents containing personal data are required to be held securely and disposed of in an appropriate manner once no longer required, or in certain defined circumstances when requested by the subject.
- 2.3 Documents of a confidential nature are stored in locked cabinets within the office, the safe, or in the locked filing room on the second floor of the Town Hall.
- 2.4 The filing room is also used to store stocks of wine etc and this will shortly be moved to another location enabling the filing room to be more adequately secured against unauthorised access.
- 2.5 As a consequence investigations are being made to install a locked cage area within the store at the rear of the bar to accommodate secure bulk storage of wine and other drinks.

3. Proposals

- 3.1 The policy and appendix presented have been compiled using the sources identified within the text and will meet the requirements of the General data Protection Regulations.

4. Financial implications and risks

- 4.1 The only financial implication will be the creation of a secure storage cage within the room behind the bar and quotations are currently being sought for this work.

5. Recommendations

- 5.1 Members are requested to note the report and determine if the policy as presented should be accepted and implemented.

Jeff Penfold
Town Clerk
11th June 2018.