Audio Retention policy

As reviewed at the April 12th Parish Council Meeting

General Information

Responsible Officer: Helen Moore, Clerk

The Parish Council depends on its records to operate efficiently and to account for its actions. This policy is adopted by the Parish Council to ensure that audio recordings of its meetings are maintained, managed, and controlled.

The Parish Council recognises that recordings can be assets that comprise the corporate memory of its policies, services, and decision- making processes.

Compliance with this audio recording retention policy will ensure that the Council can produce evidence and demonstrate accountability.

Audio Recordings

Audio Recordings are "recorded information, in audio Form, created and retained by the council during the transaction of business or conduct of affairs at open and public council meetings".

- To meet requirements under the Date protection and Freedom of Information Act
- To prevent premature destruction of records that need to be retained for a specified period.
- To satisfy risk management.
- To provide consistency in the destruction of records.

1. Audio recordings shall be transferred to the parish council computer as soon as practicable after the meeting at which the recording was made.

2. Audio Recordings and backups shall be retained until the formal written minutes of the meeting to which they relate as approved by council as an accurate record.

3. At the end of this time any such recordings shall be deleted.

Adopted 12/04/2024