

Shillingford St George Parish Council

Document Retention Policy

1. The Parish Council have learnt the value of retention of original documents. As the number of paper documents is small, no limitation will be placed on the destruction of documents and all documents will be retained.
2. Electronic documentation will be retained and when a new version of a document is produced, the older version will be retained in an archive.

Reviewed May 2022

Version 1
Dated 8 October 2018