



RETENTION OF RECORDINGS

1. All meetings of the Town Council, where the public are invited to attend, are to be recorded on a digital/audio recorder.
2. Signs notifying members of the public that sound recordings are being made must be on display in the meeting room.
3. The Chairman of each meeting where sound recordings are to be made must publicly state at the start of the meeting that a recording is being made.
4. Any exempt agenda items where the public are excluded will not be eligible to be recorded and the recording device will be turned off. The Clerk/Chairman should clearly state that the recording is being turned off in order that an exempt item can be discussed and so that anyone listening to the recording understands why the recording stops. If required the recording should then be turned back on again for any further non-exempt items to be discussed.
5. Recordings will be transferred to the Town Council's server from the hand-held device at the first opportunity following the conclusion of the meeting which was being recorded.
6. Recordings should be retained until the minutes of that meeting are confirmed and signed by the Chairman/Mayor. If notification has been received that a decision is being appealed or challenged the recording must be retained until any appeals have been completed.
7. Sound files should be reviewed once they are eligible for destruction by the Town Clerk and the Clerk of the relevant committee. A decision should then be made whether the recordings need to be retained further or whether the recording is now eligible for destruction.
8. All recordings are to be subject to the Freedom of Information (FOI) Act 2000 and would have to be made available upon request in an unaltered and unedited state, including any comments made by Members which might be considered inappropriate by members of the public, until the retention period has been reached.
9. Any recordings which are requested as part of a FOI request must be retained until the Town Council is satisfied that the person making the request has received all of the information that they have requested.
10. Recordings must not be destroyed if there is the information to hand that an FOI request is pending, until the detail of the request is known.

11. A note of any files destroyed should be kept on permanent retention in the file with the minutes of the committee that they relate to. This shows that a recording was made and has now been securely destroyed.
12. This policy is to be reviewed annually.