



## Disposal and Retention of PCC Documents

### *How to keep those papers under control!*

The idea is to retain only what you need to, by:

- i) getting rid of what isn't needed at the earliest possible stage,
- ii) keeping the remainder with maximum efficiency,
- iii) ensuring that material which is of long-term historical value is identified, protected, and offered to the County Record Office.

Ways to achieve those aims:

- Safeguard the most important material from the start (put aside a master set of minutes and papers for all committees)
- Arrange for *other* copies to be kept only as long as they are needed, and decide on a date each year to "cull" and then destroy them!
- Decide on how long other categories of papers have value, and agree a date for destruction with the PCC Chairman
- If it's not clear how long to keep papers, set a date when you will look again, to see if there is any long-term value. This is a "Review Date", and will usually involve discussion with the PCC Chairman.

### **What is "Disposal"?**

Disposal is what happens when the file(s) are no longer of immediate use. Disposal can mean destruction, or transfer to the Record Office. The Record Office will offer guidance on how to make a deposit.

Oxfordshire History Centre

<http://www.oxfordshire.gov.uk/cms/public-site/oxfordshire-history-centre>

St Luke's Church, Temple Road, Cowley, Oxford OX4 2HT

Tel: 01865 398200

The Berkshire Record Office

<http://www.berkshirerecordoffice.org.uk/using-us/>

9 Coley Avenue, Reading, Berkshire RG1 6AF

Tel: 0118 937 5132

Centre for Buckinghamshire Studies

[http://www.buckscc.gov.uk/bcc/archives/Centre\\_for\\_Buckinghamshire\\_Studies.page](http://www.buckscc.gov.uk/bcc/archives/Centre_for_Buckinghamshire_Studies.page)

County Hall, Walton Street, Aylesbury, Buckinghamshire HP20 1UU

Archives: Tel: 01296 382587

Local Studies: Tel: 01296 382250