

Records – Subpoena to Produce

POLICY – GC-CP-604



Directorate	Executive Services	
TRIM Ref	14/15208	
Status	Current	
Adopted	9 June 2015	Minute No: 15/161

Policy Objective

To safeguard against the loss or misuse of Council's records.

Policy Statement

On receipt of subpoenas for the production of Council records, Council shall require the documents to be presented by a member of staff. The solicitors issuing the subpoena shall be required to meet all costs involved in the production of the records.

Definitions

None

Exceptions

None

Legislation

None

Related Documents

None

Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	0
2	14/01/03	25
3	11/05/10	0142
4	09/06/15	15/161