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| http://scdcspapp:2222/groups/igwg/_layouts/GetImage.ashx?d=F47a89bab22404f33ba9aceb3b1bdc086mb1a1c767e9cf402c83fa7e135ef86c1em8bd797736e86446da7110451603e9224m&ObjectDataBlobId=%7bdb6da82f-5b8b-4308-9bcb-6034975fa785%7d%7b1%7d&Word=1  Corporate Policy - Document Retention and Record Management |

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Any printed copy of this document is only valid on the day it was printed. Beyond that date please refer to the original held on the 3C Information Governance Team intranet pages to ensure that you are working from the latest version**.**

**Date of this Policy**: 10/01/2018

**Date of next revision**: 10/01/2020

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| --- | --- | --- | --- |
| **Revision date** | **Previous Version** | **Summary of Changes** | **Changes marked** |
| 10/01/2018 | November 2015 | Retention Schedule incorporated into Policy document | Draft |
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**1. Introduction**

1.1 South Cambridgeshire District Council recognises that its records are an important public asset, and are a key resource to effective operation and to accountability.  Like any asset, they require careful management and this policy sets out the Council’s responsibilities and activities in regard to the management/retention of its records.

1.2 The effective management of records in all formats depends as much on their efficient disposal as well as their long-term preservation. Records disposal policies are essential for effective records management. As a local authority we must be consistent in the way we handle and dispose of our information. These guidelines will assist the Council in meeting local needs whilst providing a consistent approach to record keeping across Government.

1.3 In providing services to the public, if we cannot undertake the effective management of their records and information particularly keeping them organised and accessible for as long as they are needed (but no longer), then it will be hard to sustain public trust in our services.

1.4 These guidelines are also extremely important in the context of Freedom of Information and compliance with Data protection Legislation which enforces transparency and accountability regarding the manner in which we process personal data and specifically requires the Council to inform how long personal data will be held for. The public expect equality of openness and availability across the government sector, and stakeholders will expect that their interests are being safeguarded. These guidelines are instrumental in achieving these aims.

1.5 These guidelines have evolved through two stages:

1. Discussion with Services
2. The Local Government Association retention guidance where stated.

1.6 Unless otherwise stated the retention periods refer to financial years.

2. Scope of the Guidelines

2.1 The guidelines have been issued to support Officers and Members in the areas of records management, records retention, and compliance with Data Protection legislation (General Data Protection Regulations and the Data Protection Act 2018, Freedom of Information Act and the Local Government Act.

2.2 They are intended to cover all records and information from creation through to either their destruction or retention for historical or research purposes.

2.3 Backup copies on alternative media (e.g. server, microfilm or paper) should be destroyed, in accordance with these guidelines. This is to ensure compliance with The General Data Protection Regulation and the Data Protection Act 2018 and Freedom of Information Act legislation requirements.

3. Objectives of the Retention Guidelines

* 1. The objectives of these guidelines are to:

1. Assist in identifying records that may be worth preserving permanently.
2. Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
3. Provide consistency for the destruction of records not required permanently after specified periods.
4. Improve records management practices within the authority.

4. Transfer of Records to Archival Storage

4.1 Records identified as ‘permanent’ should be marked ‘Archive’.

4.2 If you wish to transfer permanent records to an archive please contact the Information Governance Team.

5. Litigation

5.1 Where litigation is possible, the records and information that might be required should not be amended or disposed of until the possibility of litigation has been removed.

6. Destruction of Records

* 1. A [Record and Document Disposal Register](http://applications.huntsdc.gov.uk/forms/Record%20and%20Document%20Disposal%20Register/Record%20and%20Document%20Disposal%20Register.htm) of destroyed records will be maintained. Enough detail will be recorded to identify which records have been destroyed. It is not sufficient to indicate that a quantity of records have been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed. Please contact the information Governance Team to obtain a disposal form to complete and return. The Information Governance Manager will have overall responsibility for the register of destroyed records.
  2. Records should be destroyed using the appropriate method, either shredding for paper or deletion for electronic records.
  3. Documents held on the Electronic Document Management System and main back office systems are currently subject to national discussion to enable archiving of data and records.
  4. For records not covered by the guidelines contact the Information Governance Team for further advice.

**7. Standard Operating Procedure (SOP)**

7.1 There are some records that do not need to be kept at all; Standard

Operating Procedure defines types of records which staff may routinely

destroy in the normal course of business. However, the retention and

disposal schedule must still contain reference and instructions referring

to them.

7.2 SOP usually applies to information that is duplicated, unimportant or

only of short-term facilitative value. Unimportant records or information

include:

1. ‘with compliments’ slips
2. catalogues and trade journals
3. telephone message slips
4. non-acceptance of invitations
5. requests for stock information such as maps, plans or advertising material
6. out-of-date distribution lists
7. duplicate copies (see para: 7.3)
   1. Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed as being unimportant.
   2. Electronic copies of documents where a hard copy has been printed and filed, are included as unimportant.
   3. This does not apply to records or information that could be used as evidence (para 5.1 refers). If you are in doubt about what information might be required then consult the legal section.

8. Reviewing the Schedule

8.1 These guidelines prescribe minimum and permanent retention periods. The guidance will be reviewed at regular intervals. Additional records may be identified for inclusion within these guidelines at any time.

# 9. Format of Records (electronic, paper, microfiche)

# 

# 9.1

# Record retention policies were primarily created to define retention periods for paper records. However as more of the Council business is performed electronically there is a need to define the retention periods of electronic records. These record retention guidelines are relevant to records which are electronic, paper or records which have been transferred to another format such as microfiche.

**10. Terminology**

10.1 Responsible Officer

10.1.1 Information Asset Owners will be responsible for ensuring information assets are held in accordance with the retention guidelines and the register of destroyed records is completed for their area of responsibility. If the Information Asset Owner nomination changes the current owner should inform the Information Governance Manager of the change. Each Head of Service will identify this Information Asset Owner(s) and publicise their identity to their staff. Staff will contact this officer if they have any concerns or queries about the guidance.

### 10.2 CY

10.2.1 Current (financial) year.

10.3 P/M

10.3.1 Prime or Management documentation - Prime documents must always be backed up and retained for statutory Internal Audit/ External Audit reasons.

* + 1. A prime document is one which, if lost or destroyed, would cause considerable damage to the Authority.

Examples include:

* Original documents with signatures
* Legal authorisations
  + 1. Duplicates are not prime documents.
    2. Management documents should, in general, be kept for the current year plus two financial years.
  1. Closure
     1. Destroy 'x' years from closure. A record/file is closed when it ceases to be active. After closure, no new papers/information should be added to the record. Triggers for closure of a file include:
* reaching an unmanageable size
* covering a period of 'x' years or more
* no records added for 'x' period of time
* no action taken after 'x' period of time
  1. Closure period
     1. A specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by the authority’s policy. Any closure period should comply with current legislation on access to local government information - including the General Data Protection Regulation, Data Protection Act 2018 and Freedom of Information Act.
  2. Common Practice

10.6.1 Standard practice followed by Local Authorities.

10.7 Last action

10.7.1 Date of most recent amendment / addition / deletion of information.

10.8 Permanent

10.8.1 Records which must be kept indefinitely, or for approximately 100 years, for legal and/or administrative purposes, and/or are of enduring value for historical research purposes must be transferred to a suitable archive or place of deposit. When setting up an archive please consult the Information Manager.

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| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **1.1** | **HR ADMINISTRATION** |
| 1.1.1 | Summary management systems that allow the monitoring & management of employees in summary form. **Note.** The summary information that this record class attempts to capture is as follows: Name, Date of Birth, Date of Appointment, Work History Details, Position/Designation, Titles & Dates Held | Permanent. |  |  |
|  |
| Transfer to Place of Deposit after administrative use is concluded. |
| 1.1.2 | The process of employing staff and administration to ensure that entitlements and obligations are in accordance with agreed employment requirements. | Destroy 7 years from date of termination of employment | Service ID 1645 |  |
|  |
| (The selection of an individual for an established position – 1 year) |
|  |
|  |
| 1.1.3 | Personnel file | Archived after employment is terminated. After archived destroy after 7 years. | Service ID 974 |  |
|  |
| (Case files relating to disciplinary matters – close of case 6 years) |
|  |
| **Personnel Records**  The definitive record of personnel information will be retained by HR. It is understood that Managers will hold information relating to staff such as absence and appraisal documentation. This should be held for two years then forwarded to HR to ensure a complete record is retained. If there is any question regarding information held that relates to staff members forward this to HR. | | | | |
| 1.1.4 | All other records | Termination + 7 years | Service ID 977 Service ID 978 Service ID 979 Service ID 1770 |  |
|  |
| (Case files relating to disciplinary matters – 85 years) |
| (1058 Health Surveillance forms – 40 years) |
| (All records relating to individuals who are made redundant – 80 years) |
| (All records relating to the administration of parental leave where the child is disabled – date of birth of child 18 years) |
| (Bulk transfer files – date of last contact 100 years) |
| (Files relating to individual members of the pension scheme (including dependents) – date of last contact 100 years) |
| All other files are 6 or less |
|  |
| **1.2** | **EMPLOYEE/INDUSTRIAL RELATIONS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.2.1 | Identification & development of significant directions concerning industrial matters. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |
| 1.2.2 | Liaison processes of minor and routine industrial matters. | Destroy 7 years after administrative use is concluded. |  |  |
| 1.2.3 | Processing of disciplinary and grievances investigations where proved. | Kept on personnel file, destroyed 7 years after the termination of employment. | Service ID 974 |  |
| (Case files relating to disciplinary matters – close of case 6 years) |
| 1.2.4 | Processing of disciplinary and grievance investigations where unfounded. | Destroy after the grievance has been unfounded (i.e. after the process, including appeals, has been completed). |  |  |
|  |
| **1.3** | **EQUAL EMPLOYMENT** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.3.1 | The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies. | Destroy 5 years after action completed. |  |  |
| **1.4** | **OCCUPATIONAL HEALTH** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.4.1 | The process of checking and ensuring the health of staff. | Destroy 40 years after last action. |  |  |
|  |  |  |
| (Health Referral files – date of birth 100 years) | Service ID 979 |  |
|  |  |  |
|  |  |  |
| **1.5** | **RECRUITMENT** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.5.1 | The successful selection of an individual for an established position. | Kept on Personnel File, destroy after 6 years of termination of contract. See “Personal Administration” for letter of appointment for successful candidates. |  |  |
|  |  |  |
|  | Destroy after 6 months |  |
|  |  | Service ID 1645 |
|  | (The selection of an individual for an established position – 1 year) |  |
| Unsuccessful Job Applications, interview questions. |  |  |
| 1.5.2 | Criminal Records Bureau (CRB) Disclosure | For successful applicants, CRB destroyed after 1 week from receipt of disclosure (clear disclosure). | Service ID 1646 |  |
|  |  |
| (1092 Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms – Date check completed 6 months) |  |
| **1.6** | **STAFF MONITORING** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.6.1 | Performance Appraisal | Retained permanently whilst member of staff is employed, archived after termination and after archived destroy after 7 years. |  |  |
|  |  |
| (All records relating to staff performance – Action completed 6 years) | Service ID 973 |
| 1.6.2 | Process of monitoring staff leave and attendance. | Destroy 2 years after action completed. Monitored by each division. Permanent on electronic payroll system. |  |  |
|  |  |
| (All records relating to the administration of Statutory Sick Pay – Tax year to which the sick pay relates 3 years) | Service ID 979 |
| (1068 All records relating to the administration of parental leave where the child is disabled – date of birth of child 18 years) | Service ID 979 |
| (All records relating to the administration of parental leave where the child is not disabled – date of birth of child 6 years) |  |
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| **1.7** | **STAFF RETENTION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.7.1 | Financial Reward | Destroy 7 years after action completed. |  |  |
|  |
| **1.8** | **TERMINATION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.8.1 | The process of termination of employment through resignation, voluntary redundancy, dismissal and retirement. | Destroy 7 years after termination of employment. |  |  |
| (Casework: Disciplinary where the case results in dismissal – Year record created 6 years) | Service ID 974 |
| (All records relating to individuals who are made redundant – 80 years) | Service ID 978 |
|  |  |
|  |  |
| **1.9** | **TRAINING DEVELOPMENT** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.9.1 | Routine staff training processes, not occupational health and safety or children related. | Permanent. | Service ID 1650 |  |
|  |
| Transfer to Place of Deposit after administrative use is concluded. |
|  |
| (All records relating to training not concerning children – Date training completed 3 years) |
| 1.9.2 | Training (occupational health and safety training). | Permanent. | Service ID 422 |  |
|  |  |
| Individual course assessment records | Transfer to Place of Deposit after administrative use is concluded. |
|  |  |
|  | (All records relating to health and safety training provided to employees by local authorities – date qualification expires 6 years) |
| 1.9.3 | Training (proof of completion) | Retained on personnel file see 1.1.3 |  |  |
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| **1.1** | **STATUTORY OFFICER APPOINTMENT** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 1.10.1 | Summary management systems that allow the monitoring & management of statutory officers in summary form. | Permanent. Recorded in Council minutes. |  |  |
|  | Service ID 354 |
| (Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels – date of meeting 6 years) |  |
| 1.10.2 | The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements. | Personnel file see 1.1.3 |  |  |
| 1.10.3 | The appointment of an individual for a statutory position. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |
|  |
| 1.10.4 | The process of selection of an individual for a statutory position. | Destroy 2 years after date of appointment. Permanent record in Council minutes |  |  |
|  |  |
| (All records relating to the selection process for Statutory Officers – date of appointment 5 years) | Service ID 1646 |
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| **SECTION 2 – DEMOCRATIC PROCESS** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **2.1** | **ELECTIONS** |
| **PREPARATIONS FOR ELECTIONS** | | | | |
| 2.1.1 | Summary certification of those eligible to vote | Permanent. Archive after administrative use is concluded. |  |  |
| 2.1.2 | Voting | Destroy 12 months from close of poll. | Service ID 362 |  |
|  |
| (All records relating to the administration of the voting process for individual elections including ballot papers – date of election 6 months) |
| **RESULTS OF ELECTIONS** | | | | |
| 2.1.3 | Declaration of Results (Local Government elections) | Destroy 12 months from date of election. | Service ID 721 |  |
|  |
| (All records to the creation and publication of election results – date of election 6 months) |
| 2.1.4 | Declaration of Results European Parliamentary elections) | Destroy 12 months from date of election. | Service ID 721 |  |
|  |
| (All records to the creation and publication of election results – date of election 6 months) |
| **MEMBER DECLARATIONS** | | | | |
| 2.1.5 | Members Acceptance of Office | Permanent. |  |  |
|
| 2.1.6 | Members Registrations of Interest | Declarations of all current members retained. In the event of a Members’ resignation/retirement/ non election declarations are required to be retained for a period of 18 months. |  |  |
|
| **2.2** | **COUNCIL & COMMITTEE MEETINGS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 2.2.1 | The process of preparing business for | Permanent. |  |  |
| Council consideration and making the record of discussion, debate and resolutions. | Transfer to Place of Deposit after 6 years. |
| 2.2.2 | Minute taking. | Destroy after date of confirmation of the minutes. |  |  |
|
| 2.2.3 | Agenda and non confidential reports considered by each Council, Cabinet, Committee and Panel meetings | CY + 5 years |  |  |
| 2.2.4 | Background Papers | CY + 4 years |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **2.3** | **PARTNERSHIP & AGENCY MEETINGS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 2.3.1 | The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |
|  |
| 2.3.2 | The process of preparing business for | Destroy 1 year after last action. |  |  |
| External Committees consideration and making the record of discussion, debate and resolutions, where the local authority does not own the record. |  |
| **2.4** | **POLITICAL PARTIES’ PAPERS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 2.4.1 | The process of undertaking representation of the local authority. | CY + 3 years. |  |  |
|  |
|  |
| **2.5** | **BYELAWS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 2.5.1 | Byelaws made by the Council | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |
| **2.6** | **LAND CHARGES** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 2.6.1 | Register of Local Land Charges searches | Permanent. |  |  |
| Scanned document stored in Anite |
| 2.6.2 | Copies of completed searches in Land Charges software not hard copy | 6 years from completion |  |  |
| **2.7** | **LICENSING** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 2.7.1 | Licensing Sub Committee hearings | CY + 5 years |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SECTION 3 – CORPORATE MANAGEMENT** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **3.1** | **MANAGEMENT & ADMINISTRATION** |
| **Corporate Planning and Reporting** | | | | |
| 3.1.1 | The corporate planning and reporting activities of Local Authorities. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |  |
|  | Service ID 1622 |
| (All records relating to the development and monitoring of annual business plans - Year records created until superseded) |  |
| 3.1.2 | The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. | Service ID 1784 |
|  |  |
| (Recordings of meetings – date of meeting 4 years) |  |
| 3.1.3 | The process of preparing business for cross-departmental consideration and making the record of discussion, debate and resolutions. | Destroy 3 years from closure. | Service ID 1626 |  |
|  |
| (All records relating to the development and implementation of organisation restructure - Date restructure completed 6 years) |
| 3.1.4 | The process of preparing business for | Destroy 3 years from closure. |  |  |
| Business Unit consideration and making the record of discussion, debate and resolutions. |
| **Statutory Returns** | | | | |
| 3.1.5 | The process of preparing information to be passed on to central government as part of statutory requirements. | Destroy 7 years from closure. |  | Common Practice |
|  |  |  |  |  |
|  |  |  |  |  |
| **3.2** | **POLICY, PROCEDURE & STRATEGY** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 3.2.1 | Activities that develop policies, procedures, strategies and structures for Local Government. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |  |
|  |  |
| (All records relating to the development of a community strategy – date strategy expires 4 years) | Service ID 720 |
| (Asset Management Plan - Year records created 6years) | Service ID 1662 |
|  |  |
|  |  |
| 3.2.2 | The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines. | Destroy 5 years from closure. | Service ID 1622 |  |
|  |
| (All records relating to creation, implementation and monitoring of a strategic plan for the council - Date plan expires 6 years) |
| 3.2.3 | The management of detailed responses on Council actions, policy or procedure. | Destroy 6 years after administrative use is concluded. |  |  |
|  |  |
| (All records relating to complaints referred to the Local Government Ombudsman – date complaint resolved 10 years) | Service ID 353 |
|  |  |
| 3.2.4 | The management of routine responses on | Destroy 2 years after administrative use is concluded. |  |  |
| Council actions, policy or procedure. |  |
| **Public Consultation** | | | | |
| 3.2.5 | The process of consulting the public and staff in the development of significant policies of the local authority. | Destroy 5 years from closure. | Service ID 1390 |  |
|  |
| (All records relating to the development and implementation of byelaws and regulations - Date byelaw expired 6 years) |
| 3.2.6 | The process of consulting the public and staff development of minor policies of the local authority. | Destroy 1 year from closure |  |  |
| **3.3** | **QUALITY & PERFORMANCE** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 3.3.1 | The process of monitoring or reviewing the quality, efficiency or performance of a local authority service or unit. | Destroy 5 years from closure. |  |  |
|  | Service ID 1621 |
| (All records relating to audits carried out internally or externally - Date audit accepted 6 years) |  |
| 3.3.2 | The process of assessing the quality, efficiency or performance of a local authority service or unit. | Destroy 2 years from closure. |  | Common Practice |
|  |  |  |  |  |
|  |  |  |  |  |
| **3.4** | **ENQUIRIES & COMPLAINTS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **Enquiries and Complaints** | | | | |
| 3.4.1 | The management of detailed responses on council actions | Destroy **6** years after administrative use is concluded | Service ID 353 |  |
|  |
| (All records relating to complaints referred to the Local Government Ombudsman – date complaint resolved 10 years) |
| 3.4.2 | The management of enquiries submission and complaints, which result in significant changes to policy or procedure. | Destroy **6** years after administrative use is concluded |  |  |
|  |
|  |
| **3.5** | **PUBLIC RELATIONS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **Publications** | | | | |
| 3.5.1 | The process of designing setting information for publication. | Destroy 3 years from last action. |  |  |
| 3.5.2 | The published work of the local authority. | Destroy after administrative use is concluded. Note One initial print copy to go directly to the archive. |  |  |
| **Media Relations** | | | | |
| 3.5.3 | Process of interaction with the media. | Destroy 3 years from closure. |  |  |
| 3.5.4 | Media publications concerning Local | Permanent. |  |  |
| Authorities. | Transfer to Place of Deposit after administrative use is concluded. |  |
|  |  | Service ID 822 |
|  | (All records relating to the creation and management of media and publicity protocols - Date policy/protocol expires 3 years) |  |
| **3.6** | **PROMOTIONS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 3.6.1 | The process of developing and promotion of Local Authority campaigns and events. | Permanent. |  | Common Practice |
| Transfer to Place of Deposit after administrative use is concluded. |
|  |
| (139 All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area. - Year records created 6 years) |
| (711 All records relating to health and safety campaigns carried out by local authorities - Date of end of campaign 3 years) |
|  |
| **Civil and Royal Events** | | | | |
| 3.6.2 | The recording of ceremonial events and civic occasions. | Destroy 5 years from closure. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |  |
|  |  |
| (All records relating to the management of civic events – Creation of records 6 years) | Service ID 1555 |
| (All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly engagement list – creation of records permanent) |  |
| 3.6.3 | The process of organising a ceremonial event or civic occasions. | Destroy 5 years after administrative use is concluded. |  |  |
|  |
| (666 All records relating to the process of organising a ceremonial event or civic occasions - Creation of records Permanent) |
|  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SECTION 4 – LEGAL & CONTRACTS** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **4.1** | **CASE FILES – ALL CASES** |
| 4.1.1 | Working files and papers except as shown in sections 4.2 to 4.6 below. | Destroy paper copies 3 years after matter closed. Retain electronic copies for period identified by Head of Law, Property and Governance | Service ID 974 |  |
|  |
| (Case files relating to leases/tenancy agreements/licences to be granted to the client – Close of case 6 years) |
|  |
|  |
| **4.2** | **LITIGATION** |  | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 4.2.1 | The process of managing, undertaking or defending for or against litigation on behalf of the local authority. | Destroy background papers 3 years after case concluded or closed. |  |  |
|  |  |
| Destroy Court File documents 7 years after case concluded or closed. |  |
|  |  |
| Major litigation – offer to Head of Law, Property and Governance for review. |  |
|  | Service ID 977 |
| (Case files relating to injunction proceedings - Close of case 6 years) | Service ID 1643 |
| (Case files relating to injunctions under the Town & Country Planning Acts – Close of case 6 years) | Service ID 1644 |
| (Case files relating to Magistrate's Courts Proceedings – Close of case 6 years) |  |
| (Case files relating to the prosecution of breaches/review of community orders – Close of case 6 years) |  |
|  |  |
| **Advice** | | | | |
| 4.2.2 | The process of providing legal advice on a point of law. | Destroy paper copy after 3 years | Service ID 944 |  |
|  |
| Destroy electronic copy 3 years after last action unless a major precedent - then offer to Head of Law, Property and Governance for review. |
|  |
| (All records relating to copyright and intellectual property rights - Date intellectual property/copyright ends 6 years) |
| **Agreements** | | | | |
| 4.2.3 | Process of agreeing terms between organisations. Note. This does not include contractual agreements. | Destroy paper copy of agreement 1 year after agreement expires or is terminated. |  |  |
|  |  |
| Destroy electronic version 6 years after agreement expires or is terminated. |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Conveyance** | | | | |
| 4.2.4 | Deeds of Title | Permanent |  |  |
| 4.2.5 | The process of transferring land ownership. | Destroy 6 years after closure. |  |  |
| **4.3** | **CONTRACTS & TENDERING** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **Pre Contract Advice** | | | | |
| 4.3.1 | The process of calling for expressions of interest. | Destroy 1 year after contract let or not proceeded with. |  |  |
| **Specification and Contract Development** | | | | |
| 4.3.2 | The process involved in the development and specification of a contract. | Ordinary Contracts – Paper copy |  |  |
| Destroy 6 years after the terms of contract have expired. |  |  |
| Contracts Under Seal – Paper copy |  |  |
| Destroy 12years after the terms of contract have expired. |  |  |
| Electronic Copies of both types |  |  |
| Retain for 12 years |  |  |
| **Tender Issuing and Return** | | | | |
| 4.3.3 | The process involved in the issuing and receipt of a tender. | Destroy 1 year after start of contract. Note: Normally there is no electronic version. |  |  |
|  | Service ID 829 |
| (All records relating to successful tenders - Award of contract) |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **4.4** | **EVALUATION OF TENDER** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 4.4.1 | Summary tender evaluation criteria | Ordinary Contracts – Paper copy |  |  |
| Destroy 6 years after the terms of contract have expired. |  |
| Contracts Under Seal – paper copy |  |
| Destroy 12 years after the terms of contract have expired. |  |
| Electronic Copies of both types |  |
| Retain for 12 years |  |
| 4.4.2 | Successful tender document | Ordinary Contracts – Paper copy |  |  |
| Destroy 6 years after the terms of contract have expired. |  |  |
| Contracts Under Seal – Paper copy |  |  |
| Destroy 12 years after the terms of contract have expired. | Service ID 829 |  |
| Electronic Copies of both types |  |  |
| Retain for 12 years |  |  |
|  |  |  |
| (All records relating to successful tenders - Award of contract) |  |  |
| 4.4.3 | Unsuccessful tender documents | Destroy 2 years after start of contract. |  |  |
|  | Service ID 829 |
| (All records relating to unsuccessful tenders - Date contract awarded 6 months) |  |
| **Post Tender Negotiation** | | | | |
| 4.4.4 | The process in negotiation of a contract after a preferred tender is selected. | Destroy 1 year after the terms of contract have expired. |  |  |
|  | Service ID 830 |
| (308 All records relating to the development and implementation of procurement policy - Date policy expires 6 years) |  |
| **4.5** | **AWARDING OF CONTRACTS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 4.5.1 | The process of awarding a contract | Ordinary Contracts – Paper copy | Service ID 829 |  |
| Destroy 6 years after the terms of contract have expired. |  |
| Contracts Under Seal – Paper copy |  |
| Destroy 12 years after the terms of contract have expired. |  |
| Electronic Copies of both types |  |
| Retain for 12 years |  |
|  |  |
| (All records relating to evaluation criteria used to evaluate a contract - Date contract awarded 6 months) |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Contract Management** | | | | |
| 4.5.2 | Contract operation and monitoring | Destroy paper copies 3 years after the terms of contract have expired. |  |  |
|  |  |  |
| Destroy electronic copies 3 years after the terms of contract have expired. | Service ID 829 |  |
|  |  |  |
| (304 All records relating to the creation and monitoring of service level agreements - Date service agreement expires 6 years) |  |  |
| 4.5.3 | Management and amendment of contract. | Ordinary Contracts – Paper copy |  |  |
| Destroy 6 years after the terms of contract have expired. |  |  |
| Contracts Under Seal – Paper copy |  |  |
| Destroy 12 years after the terms of contract have expired. |  |  |
| Electronic Copies of both types |  |  |
| Retain for 12 years |  |  |
| **4.6** | **STOCK/PURCHASING** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 4.6.1 | Stock records / purchase record cards. | Destroy 3 years after the date of last entry |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SECTION 5 – FINANCIAL RECORDS** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **5.1** | **ACCOUNTANCY** |
| 5.1.1 | Print Requisitions | CY + 1 year | Audit |  |
| 5.1.2 | Various supporting working papers | CY + 4 years | Audit |  |
| 5.1.3 | Budget working papers | CY + 2 years | Service ID 969 |  |
|  |
| (All records relating to the creation and implementation of the annual budget for the council Year records created 6 years) |
| (All records relating to the creation and implementation of departmental budgets - Year records created 6 years) |
| 5.1.4 | Statement of accounts | CY + 6 years |  |  |
| 5.1.5 | Take up reports (Reports on changeover from previous computer system to current) | 4 years |  |  |
|
| **5.2** | **ASSETS RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.2.1 | Leaseholder files | 6 years after ceasing to be a leaseholder |  |  |
| 5.2.2 | Right to Buy sales files | 12 years after completion of sale |  |  |
| 5.2.3 | Repairs and consultation files | Permanent. |  |  |
| 5.2.4 | Inventory | To be kept updated |  |  |
| **5.3** | **BUDGETS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.3.1 | Budget Working papers | CY + 3 years | Service ID 969 |  |
|  |
| (All records relating to the creation and implementation of the annual budget for the council Year records created 6 years) |
| (All records relating to the creation and implementation of departmental budgets - Year records created 6 years) |
| 5.3.2 | Revenue estimates | CY + 3 years | Service ID 969 |  |
|  |
| (All records relating to the creation and implementation of the annual budget for the council Year records created 6 years) |
| (All records relating to the creation and implementation of departmental budgets - Year records created 6 years) |
| 5.3.3 | Budget variations | CY + 3 years | Service ID 969 |  |
|  |
| (All records relating to the creation and implementation of the annual budget for the council Year records created 6 years) |
| (All records relating to the creation and implementation of departmental budgets - Year records created 6 years) |
| **5.4** | **CASHIERS OFFICE** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.4.1 | Receipts Stubs – Council Tax | CY + 2 years | Service ID 968 |  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| 5.4.2 | Receipt Stubs – others | CY + 6 years |  |  |
| 5.4.3 | Daily cash reconciliation sheets | CY + 2 years | Service ID 968 |  |
|  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| 5.4.4 | Cash receipting print-outs (from mainframe system) | CY + 2 years | Service ID 968 |  |
|  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| 5.4.5 | Cashiers paying-in sheets | CY + 2 years | Service ID 968 |  |
|  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| 5.4.6 | Cashiers paying-in sheets summary | CY + 2 years | Service ID 968 |  |
|  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| 5.4.7 | Bank paying-book | CY + 2 years – the original vouchers are returned from the bank, the bank books are not retained. | Service ID 968 |  |
|  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| 5.4.8 | Collection & Deposit [C&D] Book | CY + 6 years |  |  |
| 5.4.9 | Original copies of bank statements | CY + 6 years |  |  |
| 5.4.10 | Cash register rolls [audit rolls] | CY + 6 years |  |  |
| 5.4.11 | Petty cash vouchers | CY + 6 years |  |  |
| 5.4.12 | Cheque Proformas | CY + 2 years | Service ID 968 |  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| **5.5** | **GENERAL INCOME RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.5.1 | Completed receipt books | CY + 6 years |  |  |
| 5.5.2 | Completed bank paying-in book | CY + 1 year | Service ID 968 |  |
|  |
| (All records relating to the receipt of payments made to the council – year records created 6 years) |
| 5.5.3 | Cash register till rolls | CY + 6 years |  |  |
| 5.5.4 | Primary debtor’s records and supporting documents. | CY + 6 years |  |  |
| Copies of supporting documentation |  |
|  | CY + 2 years |
| 5.5.5 | Bank statements | CY + 6 years |  |  |
| **5.6** | **GENERAL PAYMENT RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.6.1 | List of authorised signatures | 6 years after person ceases to be a signatory or the list is superseded |  |  |
| 5.6.2 | Official orders | CY + 6 years |  |  |
| 5.6.3 | Bank reconciliation | CY + 2 years |  |  |
| 5.6.4 | Credit Card and Purchase Card Statements | CY + 6 years |  |  |
| **5.7** | **INSURANCE** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.7.1 | Insurance policies | Permanent |  |  |
| 5.7.2 | Accident reports and related correspondence | CY + 6 years |  |  |
|
| 5.7.3 | Incident reports and related correspondence | CY + 6 years |  |  |
| CY + 15 years for negligence not involving personal injuries |  |
| 5.7.4 | Claims Register | CY + 6 years |  |  |
| 5.7.5 | Claims files | 7 years from claim settlement or 6 years from 18th birthday whichever is later. |  |  |
|  |
| 5.7.6 | Property files | 6 years after disposal of property |  |  |
| 5.7.7 | List of property insures | CY + 6 years |  |  |
| 5.7.8 | Engineering schedules | CY + 6 years |  |  |
| 5.7.9 | Settlement of claims | CY + 6 years |  |  |
| 5.7.10 | Employers Liability Certificates | CY + 40 years |  |  |
| **5.8** | **INVESTMENTS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.8.1 | Contract notes | CY + 6 years |  |  |
| 5.8.2 | List of holdings/history of holdings | CY + 2 years |  |  |
| 5.8.3 | Register of holdings (previous system) | CY + 2 years |  |  |
| 5.8.4 | Fund Manager’s quarterly report | CY + 4 years |  |  |
| **5.9** | **LOANS/GRANTS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.9.1 | Registers of bonds/mortgages | Review after 50 years |  |  |
| 5.9.2 | Temporary Loans register | 12 years after loan repaid |  |  |
| 5.9.3 | Other Grants | CY + 6 years |  |  |
| 5.9.4 | Grant Enquiries | Destroy if case file has been inactive for 2 years |  |  |
| **5.1** | **PAYMENT OF ACCOUNTS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.10.1 | Original invoices, original batch control slips | CY + 6 years |  |  |
| 5.10.2 | Imprest accounts | CY + 6 years |  |  |
| 5.10.3 | Imprest register (list of Imprest holders and balances held) | Until superseded |  |  |
| 5.10.4 | Contracts register | Review every 25 years |  |  |
| 5.10.5 | VAT receipts/invoices (original) | CY + 6 years | Service ID 972 |  |
|  |
| (All records relating to the calculation of income tax, national insurance, VAT and stamp duties - End of the financial year to which the records relate 3 years) |
| 5.10.6 | Information collected from Housing Benefit and Council Tax Benefit in respect of claims. | CY + 6 years |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **5.11** | **REVENUE COLLECTION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.11.1 | Council Tax Forms | CY + 6 years |  |  |
| 5.11.2 | Fraud Files | CY + 6 years |  |  |
| 5.11.3 | Batch Control Record | CY + 6 years |  |  |
| 5.11.4 | Reconciliation’s | CY + 6 years |  |  |
| 5.11.5 | Payment Records | CY + 6 years |  |  |
| 5.11.6 | Prime Documents | CY + 6 years |  |  |
| 5.11.7 | Valuation and Bandings | 2 years after list closed (by government) for alterations |  |  |
| 5.11.8 | Business Rates Records | CY + 6 years |  |  |
| **5.12** | **PAYROLL RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **(Staff and Members)** |
| 5.12.1 | Timesheets | CY + 6 years |  |  |
| 5.12.2 | Car allowances claims | CY + 6 years |  |  |
|  |
| 5.12.3 | Bonus sheets | CY + 6 years |  |  |
|  |
| 5.12.4 | Staff returns | CY + 6 years |  |  |
| 5.12.5 | Personal bank details | Refers to personnel file (1.1.3) |  |  |
| 5.12.6 | Overtime | CY + 6 years |  |  |
| 5.12.7 | Absence return | CY + 6 years | Service ID 1143 |  |
| (All records relating to the monitoring of employee absence - Year records created 1 year) |
| 5.12.8 | Sickness records, Payroll Maternity payment | CY + 6 years | Service ID 1143 |  |
|  |
| (All records relating to the monitoring of employee absence - Year records created 1 year) |
| 5.12.9 | Income tax form P60 | CY + 6 years |  |  |
| 5.12.10 | Tax forms P6/P45/P48/P11/P11D/P35 | CY + 6 years |  |  |
| 5.12.11 | National Insurance schedule of payments | CY + 6 years |  |  |
|  | Service ID 972 |
| (All records relating to the calculation of income tax, national insurance, VAT and stamp duties – End of the financial year to which the records relate 3 years) |  |
| 5.12.12 | Superannuation adjustments | CY + 6 years |  |  |
|  |
| 5.12.13 | Superannuation reports | CY + 6 years |  |  |
|  |
| 5.12.14 | Car Loans | CY + 6 years or for as long as the person is employed by LA. |  |  |
|  |
| 5.12.15 | Insurance | CY + 6 years |  |  |
|  |
| 5.12.16 | Payroll reports | CY + 6 years |  |  |
|  |
| 5.12.17 | Pension payroll | CY + 6 years |  |  |
|  |
| 5.12.18 | Copy payslips | CY + 6 years |  |  |
|  |
| 5.12.19 | Gross/net weekly pay roll | CY + 6 years |  |  |
|  |
| 5.12.20 | Gross/net monthly pay roll | CY + 6 years |  |  |
|  |
| 5.12.21 | Car mileage output | CY + 6 years |  |  |
|  |
| 5.12.22 | National Insurance | CY + 6 years |  |  |
| Schedule of Payments |  |
| 5.12.23 | Payroll Awards | CY + 6 years |  |  |
| 5.12.24 | Part time fee claims | CY + 6 years |  |  |
|  |
| **5.13** | **SUNDRY DEBTORS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.13.1 | Financial Assessment forms (cases not proceeded with) | CY + 2 years |  |  |
| 5.13.2 | Cemeteries and allotments. Copy multi-part forms. | CY + 2 years |  |  |
| 5.13.3 | Rechargeable works and land charges – copy multipart forms | CY + 2 years |  |  |
| 5.13.4 | Copy invoice from various departments | CY + 2 years |  |  |
| 5.13.5 | Former tenants arrears and accounts | 6 years from cessation of tenancy |  |  |
| **5.14** | **BENEFITS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.14.1 | Benefit claim forms | CY + 6 years |  | Proof of entitlement at audit. Permanent? To be clarified by service. |
| 5.14.2 | Associated benefit documents | CY + 6 years |  | Proof of entitlement at audit. Permanent? To be clarified by service. |
| 5.14.3 | Reconciliation records | CY + 6 years |  | Proof of entitlement at audit. Permanent? To be clarified by service. |
| 5.14.4 | Other prime documents | CY + 6 years |  | Proof of entitlement at audit. Permanent? To be clarified by service. |
| 5.14.5 | SX3 claim data | CY + 6 years |  | Proof of entitlement at audit. Permanent? To be clarified by service. |
| 5.14.6 | HB subsidy claim form | CY + 6 years |  | Proof of entitlement at audit. Permanent? To be clarified by service. |
| 5.14.7 | DWP Statistical Returns | CY + 6 years |  | Proof of entitlement at audit. Permanent? To be clarified by service. |
| **5.15** | **BENEFIT FRAUD** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.15.1 | Referrals (recorded non fraud) including attached documentation | 18 months |  |  |
| 5.15.2 | Fraud files closed (not established) | 2 years | Service ID 726 |  |
| (All records relating to the detection and prosecution of benefit fraud - Date case resolved 6 years) |
| 5.15.3 | Fraud files closed (fraud established no sanction) | 3 years | Service ID 726 |  |
| (All records relating to the detection and prosecution of benefit fraud - Date case resolved 6 years) |
| 5.15.4 | Fraud files with sanction applied | 5 years    (All records relating to the detection and prosecution of benefit fraud - Date case resolved 6 years) | Service ID 726 |  |
| 5.15.5 | Prosecution files | 5 years | Service ID 726 |  |
|  |
| (All records relating to the detection and prosecution of benefit fraud - Date case resolved 6 years) |
| 5.15.6 | NFI list | Dependant on file results but list held until last fraud file destroyed |  |  |
| 5.15.7 | Interview under caution tapes | Dependant on file but destroyed at same time as fraud file |  |  |
| 5.15.8 | QB50 notebooks | 5 years from date of last entry |  |  |
| 5.15.9 | Surveillance – applications, authorisations and cancellations | 5 years |  |  |
| 5.15.10 | Surveillance logs | Dependant on file but destroyed at same time as fraud file |  |  |
| **5.16** | **REMOTE ACCESS TERMINAL DATA** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.16.1 | LA1 authorisations | Indefinitely - unless superseded then 18 months |  |  |
| 5.16.2 | LA9 – requests, LA10, Test Checks, LA11 discrepancies, LA14 user details | 18 months |  |  |
| 5.16.3 | LA15 Training completed | Indefinitely - unless superseded then 18 months |  |  |
| **5.17** | **COMPUTER RECORDS FRAUD** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 5.17.1 | Fraud files closed (not established) | 2 years | Service ID 1621 | P/M |
| (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years) |
|  |
| 5.17.2 | Fraud files closed (fraud established no sanction) | 3 years | Service ID 1621 | P/M |
|  |
| (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years) |
| 5.17.3 | Fraud files with sanction applied | 5 years | Service ID 1621 | P/M |
|  |
| (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years) |
| 5.17.4 | Prosecution files | 5 years | Service ID 1621 | P/M |
|  |
| (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years) |
| 5.17.5 | Referrals (recorded non fraud) including attached documentation | 18 months |  | P/M |
| 5.17.6 | Referrals recorded file raised | 3 years |  | P/M |
| 5.17.7 | Sanctions/Prosecutions recorded | 3 years |  | P/M |
| 5.17.8 | Computer Records Fraud word documents | Length of active investigation, sanction, prosecution |  | P/M |
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| **SECTION 6 – INFORMATION MANAGEMENT** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **6.1** | **INFORMATION MANAGEMENT** |
| 6.1.1 | The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |  |
|  | Service ID 990 |
| (All records relating to changes made to information systems - Date system decommissioned 6 years) |  |
| 6.1.2 | The management of collections of records transferred to the archives. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |
| 6.1.3 | Emails which are held in the corporate email archiving system. | 7 years |  |  |
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| **SECTION 7 – ENVIRONMENTAL HEALTH** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **7.1** | **ACCIDENT RECORDS** |
| 7.1.1 | RIDDOR | 7 years after last action. |  |  |
| F2508 | (If incident happens to a person under the age of 18, records retained until they turn 18 + 7 years after last action.) |
| F208A |  |
| 7.1.2 | Records of minor incidents in the local community – enforcement, certification, prosecution etc. | Destroy 7 years after closure of all active cases linked to premises. |  |  |
|  |
| **7.2** | **ENVIRONMENTAL PROTECTION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 7.2.1 | Public register of information (IPC) | Permanent. |  |  |
| Information from third parties |
| 7.2.2 | Bye-laws (Water related) | 6 years after bye-law ceases |  |  |
| 7.2.3 | Declaration of adoption of a sewer | The lifetime of the sewer |  |  |
| **7.3** | **PUBLIC HEALTH** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 7.3.1 | Exclusion notice (food handlers) | 6 years from date of notification |  |  |
| 7.3.2 | Cooling towers register | When decommissioned, a cooling tower is removed from the register after 1 year |  |  |
| Notification to local authority of ‘notifiable’ devices (HSE approved form) |
| **7.4** | **LITIGATION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 7.4.1 | Managing, undertaking or defending for or against litigation on behalf of the Local Authority | Destroy 7 years after last action |  |  |
|  | Service ID 972 |
| (All records relating to general common law issues – Closure 6 years) |  |
| **7.5** | **LICENCES** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 7.5.1 | Administration of application, registration, certificated and licences | Destroy 2 years after registration or entitlement lapses |  |  |
|  |
| **7.6** | **INSPECTIONS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 7.6.1 | Process of investigation, monitoring or inspection as duty of Local Authority | Destroy 7 years from last action |  |  |
|  | Service ID 408 |
| (All records relating to the investigation of food poisoning and contamination incidents - Date investigation concluded 6 years) |  |
|  |  |  |  |  |
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| **SECTION 8 – GENERAL PUBLIC SERVICE** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **8.1** | **EMERGENCY PLANNING** |
| 8.1.1 | Process to develop the emergency/ disaster plan for the local community. | Permanent. |  |  |
| Transfer to Place of Deposit after superseded. |
| 8.1.2 | Process to test the emergency/ disaster plan for the local community. | Destroy 10 years after closure | Service ID 703 |  |
|  |
| (All records relating to the testing of emergency plans – Date of test 6 years) |
| 8.1.3 | Written plan detailing how major accidents will be dealt with | For duration of the activity with updating for significant changes |  |  |
| **8.2** | **MAJOR INCIDENT** |  | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 8.2.1 | Activities that report on all major incidents in the local community. Whether the emergency plan has been invoked or not. | Permanent. |  |  |
| Transfer to Place of Deposit after administrative use is concluded. |
| 8.2.2 | Activities that report on all minor incidents in the local community. | Destroy 7 years after closure |  |  |
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| **SECTION 9 – HEALTH & SAFETY AND OPERATIONS** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **9.1** | **ACCIDENT RECORDS** |
| 9.1.1 | Accident forms/reports | Permanent |  |  |
|
| 9.1.2 | Accident books BI 510 | 3 years after last entry |  |  |
|  |  |
| (All records relating to the reporting of accidents where the person concerned is under 18 – Date of birth of minor 21 years) | Service ID 429 |
| (All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – date of incident 30 years) |  |
| **9.2** | **COMPRESSED AIR RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.2.1 | Notification to HSE, likely receiving hospitals, emergency services etc | Until work completed |  |  |
| 9.2.2 | Plant and equipment examinations and tests | Current year + 6 years |  |  |
| 9.2.3 | Health Records | 40 years from date of last entry |  |  |
| 9.2.4 | Record of exposure times and pressures | 40 years from date of last entry |  |  |
| 9.2.5 | Individual record of exposure | 40 years from date of last entry |  |  |
| **9.3** | **HEALTH RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.3.1 | Health screening records | 40 years |  |  |
| 9.3.2 | COSHH health surveillance records | 40 years from date of last incident |  |  |
| 9.3.3 | Noise assessment records | Until a further assessment is made but consider adding to health records |  |  |
|  |
| 9.3.4 | Record of any monitoring carried out to comply with COSHH | 5 years or 40 years for personal experience of identifiable individuals |  |  |
| **9.4** | **INSPECTIONS/EXAMINATIONS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.4.1 | Safety inspections/audits | CY + 21 years |  |  |
| 9.4.2 | Lifting Operations | For as long as equipment is operated |  |  |
| Thorough examinations |
| 9.4.3 | Lifting Operations | For as long as the equipment is operated |  |  |
| Thorough examinations and inspection (other than an accessory) |
| 9.4.4 | Lifting Operations | 2 years from date of report |  |  |
| Thorough examinations and inspection (accessory for lifting) |
| 9.4.5 | Lifting Operations | For as long as the equipment is operated |  |  |
| Through examination and inspection (Installation or after assembly at new site/location) |
| 9.4.6 | Lifting Operations | Until superseded or the expiration of 2 years whichever is later |  |  |
| Thorough examinations and inspection (6/12 monthly inspections under Reg. 9) |
| 9.4.7 | Lifting Operations | Until superseded |  |  |
| Records made under regulation 10(2) |
| 9.4.8 | Written statement by owner of mobile system | Until superseded |  |  |
|  |
| 9.4.9 | Scheme of examination | Until superseded |  |  |
| 9.4.10 | Fire alarm/emergency lighting | Retain last two certificates |  |  |
| 9.4.11 | Building installations | Retain last two certificates |  |  |
| 9.4.12 | Other statutory inspections/tests | CY + 10 years |  |  |
| 9.4.13 | Working platforms and personal suspension equipment. Excavations and cofferdams etc. Reports and Inspections | 3 months after work is completed |  |  |
|  |
| 9.4.14 | Health & Safety Inspection Sheets | 3 years |  |  |
| **9.5** | **LOG BOOKS + VEHICLE OWNERSHIP** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.5.1 | Fire precaution log book | 6 years after last entry |  |  |
| 9.5.2 | Machine maintenance log books | Life of equipment |  |  |
| 9.5.3 | Vehicle ownership records | CY + 2 years |  |  |
| **9.6** | **POLICIES** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.6.1 | Written statement of employers general policy for the health and safety at work of employees | Until superseded |  |  |
| 9.6.2. | The organisation and arrangements for carrying out the policy at 9.6.1 | Until superseded |  |  |
| 9.6.3. | Written rules regulating the wearing of suitable head protection on a construction site | For the duration of the work on the site |  |  |
|  |
|  |
| 9.6.4 | Record of health and safety arrangements | Until arrangements are changed |  |  |
|  |
| 9.6.5 | Notice stating the composition of the Safety Committee and the workplaces covered by it | For the life of the Committee |  |  |
| **9.7** | **SAFE SYSTEMS OF WORK** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.7.1 | Written report about the industrial activity | Until superseded. Review 5 yearly. |  |  |
| 9.7.2 | Safe systems of work | Until superseded |  |  |
| 9.7.3 | Safe system of work certificates | 6 months after completion of work |  |  |
| **9.8** | **TRAINING** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.8.1 | H&S records of training | Until termination of contract + 6 years | Service ID 422 |  |
|  |
| (All records relating to health and safety training provided to employees by local authorities - Date qualification expires 6 years) |
| 9.8.2 | Food hygiene courses for business | CY + 3 years | Service ID 422 |  |
|  |
| (All records relating to the process by which the Council ensures that all work premises are safe for employees and visitors to them and that accidents are prevented wherever possible - Date qualification expires 6 years) |
| **9.9** | **ASBESTOS RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.9.1 | Record or suitable summary of air monitoring of employees exposure to asbestos where appropriate | 5 years from date of monitoring or 40 years if health record required |  |  |
| (583 All records relating to all aspects of asbestos management - Closure of building 40 years) |
| (947 Asbestos Register - Year records created 40 years) |
| 9.9.2 | Health records for each employee where exposure to asbestos exceeds the action level (must be retained by the employer) | CY + 40 years from date of last exposure above the “action levels”. |  |  |
| 9.9.3 | Certificate of health examination which must be retained and a copy must be given to the employee | 40 years from date of issue |  |  |
| **9.10.** | **RISK ASSESSMENTS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.10.1 | Risk assessments | Until superseded but review every 3 years if no change |  |  |
| **9.11** | **WASTE** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.11.1 | Waste transfer and consignment notes | CY + 2 years |  |  |
| **9.12** | **WORK TICKETS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 9.12.1 | Work Tickets | 3 months |  |  |
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| **SECTION 10 – PROPERTY & BUILDING RECORDS** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **10.1** | **AGREEMENTS/ARRANGEMENTS** |
| 10.1.1 | Written record of the agreements between contractors | For the duration of the agreement |  |  |
| **10.2** | **ASBESTOS RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 10.2.1 | Asbestos Register | Permanent | Service ID 990 |  |
| (Asbestos Register - Year records created 40 years) |
| 10.2.2 | Asbestos Surveys (both visual and intrusive) | Permanent |  |  |
| 10.2.3 | Asbestos Management | Permanent | Service ID 415 |  |
|  |
| (C727 All records relating to all aspects of asbestos management - Closure of building 40 years) |
| **10.3** | **CONSTRUCTION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 10.3.1 | Notification of construction project. Use of Form 10 (Rev) not compulsory (To be in writing and displayed on site (Regulation 16)) | Life of job and then destroy |  |  |
| 10.3.2 | Departmental Job Files (contain project file) | Permanent |  |  |
| 10.3.3 | Contract documents (drawing specification) | 12 years under deed |  |  |
| **10.4** | **ASSETS RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 10.4.1 | Asset registers | To be kept updated |  |  |
| 10.4.2 | Estate management files | Records relating to leases longer than 6 years are reviewed after 6 years and there after at 6 yearly intervals until expiry. |  |  |
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| **SECTION 11 – PLANNING AND LAND USE** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **11.1** | **PLANNING POLICY & IMPLEMENTATION** |
| 11.1.1 | Production of planning policy documents | Permanent. |  |  |
|  |
|  |
| 11.1.2 | The activity of consultation to gain approval for planning policy documents | 15 years. |  |  |
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|  |
|  |
|  |
| 11.1.3 | The activity of recording information on historical buildings, TPOs, and conservation matters | Permanent. |  |  |
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|  |
| **11.2** | **PLANNING AND BUILDING REGULATION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 11.2.1 | The process of controlling development through applications for planning permission. | Permanent. |  |  |
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|  |
| 11.2.2 | Development Control Enforcement procedures and records | Permanent. |  |  |
|  |
| 11.2.3 | Planning Registers | Permanent. |  |  |
| 11.2.4 | The process of issuing Building Regulation decisions. | Permanent. |  |  |
| 11.2.5 | The process of inspecting building work for the purpose of compliance with the building regulations. | Permanent. |  |  |
|  |
|  |
| 11.2.6 | The process of enforcing building regulations. | Permanent. |  |  |
| 11.2.7 | All records relating to the enforcement of development control | 6 years | 1158 |  |
| 11.2.8 | Case files relating to Breach Of Condition Notices | 6 years | 1158 |  |
| 11.2.9 | Case files relating to planning contravention Notices | 6 years | 1158 |  |
| 11.2.10 | All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule) | 6 year | 608 |  |
| 11.2.11 | All records relating to planning area searches | 1 year | 1057 |  |
| 11.2.12 | All records relating to the management of public enquiries related to planning issues | Permanent | 855 |  |
| 11.2.13 | All records relating to the planning consultation process | 15 years | 855 |  |
| 11.2.14 | All records relating to the creation and publication of formal planning decision notices | Permanent | 516 |  |
| 11.2.15 | All records relating to planning minor material amendments | 15 years | 1740 |  |
| 11.2.16 | All records relating to planning non-material amendments | 15 years | 1739 |  |
| 11.2.17 | All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements) | Permanent | 1710 |  |
| 11.2.18 | All records relating to the monitoring of building and landscape design | Date development planned till ceases to exist | 1710 |  |
| 11.2.19 | All records relating to planning pre-application advice | Year records created 15 years | 1737 |  |
| 11.2.20 | All records relating to applications for and management of planning applications for approval of reserved matters | Year records created 15 years | 1731 |  |
| **11.3** | **INFRASTRUCTURE MANAGEMENT AND MAINTENANCE** | **RETENTION PERIOD** | **LGA Guide** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 11.3.1 | The activity of providing municipal services in relation to Infrastructure within the local authority. | Destroy 7 years after last action |  |  |
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|  |
| **11.4** | **MAINTENANCE** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 11.4.1 | The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels. | Destroy 7 years after action completed | Service ID 566 Service ID 557 Service ID 564 Service ID 563 | Common Practice |
|  |
| (All records relating to the repair of communal lighting – Year records created 6 years) |
| (All records relating to the maintenance and repair of pothole - Year records created 6 years) |
| (All records relating to the maintenance and repair of street lighting and lighting faults in other street furniture – Year records created 6 years) |
| (All records relating to the maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety. This will include highway retaining walls and walls providing a safety barrier – Date maintenance was carried out 6 years) |
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| **SECTION 12 – HOUSING** | | | | |
| **(All of these items are also found in other sections)** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **12.1** | **REGISTER** |
| 12.1.1 | Housing Register Applicant Files | CY + 2 years after case is closed. | Service ID 86 |  |
|  |
| (The register of individual housing applications – Date of application 6 years) |
| **12.2** | **TEMPORARY ACCOMMODATION AND HOMELESSNESS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.2.1 | Temporary Accommodation | Destroy after CY+1 year after customer’s account has cleared. | Service ID 1714 |  |
|  |
| (All records relating to the provision of hostels and other temporary accommodation – creation of records 6 years) |
| 12.2.2 | Removals/Storage/Kennelling | Destroy after CY+1 year after customer’s account has cleared. |  |  |
| 12.2.3 | Homelessness Case File | CY + 2 years after case is closed. | Service ID 112 |  |
|  |
| (All records relating to short term and emergency accommodation for homeless people. – Last contact 6 years) |
| **12.3** | **GENERAL PAYMENT RECORDS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.3.1 | Requisitions for supplies/works | CY + 2 years |  |  |
| **12.4** | **FINANCIAL RECORDS HELD ON CASE FILES** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.4.1 | Disabled Facilities Grants | Below £30k grant, destroy records 10 years after completion of grant.  Where Top-Up loans are given records should be kept for 10 years after the loan has been repaid. | Service ID 137 |  |
|  |
| (All records relating to disabled facilities' grants – Date of last payment of grant – 6 years) |
| 12.4.2 | Rent Deposit/ Rent in advance | Destroy if case file has been inactive for 2 years |  |  |
| 12.4.3 | Local Authority Social Housing Grant | Destroy 2 years following completion of scheme. If file listed in a cabinet report it needs to be kept for 6 years. |  |  |
| 12.4.4 | Repairs Assistance Grants | Retain until loan is repaid + 7 years | Service ID 858 Service ID 433 |  |
|  |
| (All records relating to Home Improvement loans - Last payment on the loan 6 years) |
| (All records relating to home renovation assistance grants – Date of last payment of grant 6 years) |
|  |
| **12.5** | **HOUSING ALLOCATION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.5.1 | Case files relating to receipt of Notices served pursuant to section 26 of the Landlord And Tenant Act 1954 | 6 years from Close of case | service ID 86 |  |
| 12.5.2 | Documents related to housing applications. | 6 years from Date of application | service ID 86 |  |
| 12.5.3 | Documents related to unsuccessful housing applications. | 6 years from Date of application | service ID 86 |  |
| 12.5.4 | All records relating to changes in existing tenancies | 6 Years from End of tenancy | service ID 86 |  |
| 12.5.5 | All records relating to application for and management of a demoted tenancy | 6 years from Date demoted tenancy ends | service ID 771 |  |
| 12.5.6 | All records relating to the development and implementation of a process concerning the ending of a housing tenancy | 3 years from Date process superseded | service ID 1698 |  |
| 12.5.7 | All records relating to the provision of specified range of furniture and appliances up to a certain value when a tenant moves into their property. They sign an agreement to pay over a fixed period of time. This is subject to eligibility. | 6 years from End of tenancy | service ID 1619 |  |
| 12.5.8 | All records relating to the allocation of system | 6 years from End of tenancy | service ID 712 |  |
| 12.5.9 | All records relating to the eviction of tenants from local authority properties | 6 years from Date of enforcement action | service ID 89 |  |
| 12.5.10 | Case files relating to repossession of council properties held under an unsecured tenancy | 6 years from Close of case | service ID 117 |  |
| 12.5.11 | Case files relating to service of s.25 s.27 and other Notices to quit | 6 years from Close of case | service ID 117 |  |
| 12.5.12 | All records relating to the management of housing referrals | 6 years from End of tenancy | service ID 117 |  |
| 12.5.13 | All records relating to introductory council tenancies | 6 years from End of tenancy | service ID 911 |  |
| 12.5.14 | All records relating to the management of mutual home exchange | 6 years from Year records created | service ID 713 |  |
| 12.5.15 | All records relating to the registration for a council property | 6 years from End of tenancy | service ID 88 |  |
| **12.6** | **HOUSING FINANCE** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.6.1 | All records relating to the allocation and collection of communal heating charges | 6 years from Year records created | service ID 122 |  |
| 12.6.2 | All records relating to the provision of home contents insurance schemes to council tenants | 6 years from Date of last payment | service ID 123 |  |
| 12.6.3 | All records relating to the management of housing insurance claims | 6 years from Date claim settled | service ID 124 |  |
| 12.6.4 | All records relating to the setting of housing rent | 6 years from Year records created | service ID 148 |  |
| 12.6.5 | Case files relating to rent reviews | 6 years from Close of case | service ID 148 |  |
| 12.6.6 | All records relating to deposits paid for housing | 6 years from Year records created | service ID 120 |  |
| 12.6.7 | Documentation relating to the notification and enforcement of breaches of council tenancy agreements. | 6 years from End of tenancy | service ID 120 |  |
| 12.6.8 | All records relating to the creation, implementation and collection of housing service charges | 6 years from Financial year records were created | service ID 1771 |  |
| 12.6.9 | All records relating to the repayment to late tenancy arrears | 6 years from Date of last repayment | service ID 119 |  |
| 12.6.10 | Documentation relating to rent collection and the notification and enforcement of rent arrears process, housing benefit and debt management advice | 6 years from Last action on the tenancy | service ID 116 |  |
| 12.6.11 | Documentation relating to setting rents for council housing and rent accounting | 6 years from Last action on the tenancy | service ID 116 |  |
| 12.6.12 | All records relating to the management of right to buy schemes | 12 years from Date property purchased | service ID 151 |  |
| 12.6.13 | Case file relating to Right to Buy pursuant to the Housing Act 1985 | 6 years from Close of case | service ID 151 |  |
| **12.7** | **HOUSING POLICY** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.7.1 | All records relating to the provision and management of affordable housing | 6 years from End of tenancy | service ID 1123 |  |
| 12.7.2 | All records relating to the management of empty residential properties | 6 years from Year records created | service ID 913 |  |
| 12.7.3 | All information relating to the management of hard to let properties | 6 years from Year records created | service ID 85 |  |
| 12.7.4 | All records relating to the demolition and redevelopment of site including the rehousing of current tenants | 6 years from Completion of the redevelopment of the site | service ID 912 |  |
| 12.7.5 | Information about housing associations in the borough | 6 years from Year records created | service ID 87 |  |
| 12.7.6 | All records relating to housing transfer to a private registered provider | 6 years from Date of transfer | service ID 1777 |  |
| 12.7.8 | All records relating to the creation and management of Shared Home Ownership | 12 years from Date of last payment on the scheme | service ID 1720 |  |
| 12.7.9 | All records relating to the development, implementation and monitoring of a social housing policy | 3 years from Date policy expires | service ID 868 |  |
| 12.7.10 | All records relating to the management of unauthorised house occupants | 6 years from Date of enforcement action | service ID 101 |  |
| **12.8** | **HOUSING SERVICES** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.8.1 | All records relating to the provision of caretaking services in council property | 6 years from Year records created | service ID 1142 |  |
| 12.8.2 | All records relating to the management of garage lettings | 6 years from End of tenancy | service ID 115 |  |
| 12.8.3 | Annual gas safety inspections for properties under landlord management resulting in the issuance of a CP12 certificate | 6 years from Date of certificate | service ID 1796 |  |
| 12.8.4 | All records relating to support given to housing tenants | 6 years from End of tenancy | service ID 91 |  |
| 12.8.5 | All records relating to property deeds where the property is housing owned by the Council | from Date ownership commenced to Property is sold | service ID 157 |  |
| 12.8.6 | All records relating to alterations made to council housing stock by tenants | 6 years from Date the work on the property is completed | service ID 654 |  |
| 12.8.7 | All records relating to the full involvement of tenants in how their homes and estates are managed, with the aim of improving housing services and improving the quality of life in local communities | 6 years from Year records created | service ID 1012 |  |
| 12.8.8 | All records relating to the provision of support to new tenants | 6 years from Year records created | service ID 665 |  |
| **12.9** | **HOMELESSNESS AND PREVENTION** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.9.1 | All records relating to short term and emergency accommodation for homeless people. | 6 years from Last contact | service ID 112 |  |
| 12.19.2 | All records relating to the provision of hostels and other temporary accommodation | 6 years from Creation of records | service ID 1714 |  |
| **12.1** | **HOUSING ADVICE** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.10.1 | Documentation relating to the tenancy agreement. | 6 years from Last action on the tenancy | service ID 109 |  |
| 12.10.2 | Information about housing transfers, applications, removals | 6 years from End of the tenancy | service ID 109 |  |
| 12.10.3 | All records relating to the provision of help and advice on highway drainage, land drainage or private drainage and may arrange for clearance of a blocked drain | 6 years from Year records created | service ID 664 |  |
| 12.10.4 | All records relating to the assessment of properties for energy efficiency | 6 years from Date of assessment | service ID 880 |  |
| 12.10.5 | All records relating to the enforcement of public health and housing regulations. | 6 years from Date of enforcement action | service ID 661 |  |
| 12.10.6 | All records relating to the provision of advice and information to the public on all aspects of public health relating to housing. | 1 years from Year records created | service ID 661 |  |
| 12.10.7 | All records relating to legal advice given to homeowners and tenants relating to housing matters | 6 years from Date legal advice given | service ID 110 |  |
| 12.10.8 | All records relating to the provision and management of housing mediation services | 6 years from Date case resolved | service ID 1124 |  |
| 12.10.9 | All records relating to the management of the Local Authority Mortgage Scheme (LAMS) | 12 years from Last payment on the mortgage | service ID 1719 |  |
| 12.11.10 | All records relating to the provision of references to a mortgage lender for tenants wishing to purchase their own property. | 6 years from End of tenancy | service ID 1617 |  |
| 12.10.11 | All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs | 1 year from Year records created | service ID 652 |  |
| 12.10.12 | All records relating to the provision of information and support to anyone who is providing property for rent in the local area. | 1 year from Year records created | service ID 1616 |  |
| 12.10.13 | Advice about housing related issues such as exclusion, mortgage arrears, homeless prevention, single homeless advice | 6 years from Year records created | service ID 108 |  |
| 12.10.14 | General information and advice about housing given to home owners and tenants | 3 years from Year records created | service ID 108 |  |
| **12.11** | **IMPROVEMENTS AND REPAIRS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.11.1 | All records relating to repairs made to communal areas within council accommodation | 6 years from Year records created | service ID 140 |  |
| 12.11.2 | All records relating to the demolition of property and the offer to tenants of alternative accommodation | 6 years from End of tenancy | service ID 125 |  |
| 12.11.3 | All records relating to disturbance allowance paid to tenants in council property when nearby property is demolished | 6 years from Year records created | service ID 126 |  |
| 12.11.4 | All records relating to advice and support given to tenants when the property is demolished | 6 years from End of tenancy | service ID 127 |  |
| 12.11.5 | Housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning | 6 years from End of tenancy | service ID 139 |  |
| 12.11.6 | All records relating to surveys undertaken by the council of housing stock | 6 years from Date of the survey | service ID 666 |  |
| 12.11.7 | All records relating to the management of housing care and repair schemes | Completion of the work | service ID 1054 |  |
| 12.11.8 | All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out | 6 years from End of tenancy | service ID 132 |  |
| 12.11.9 | All records relating to the management of housing modernisation schemes | 6 years from Last action on the scheme | service ID 144 |  |
| 12.11.10 | Permission requested by tenants to undertake alterations. | End of tenancy | service ID 141 |  |
| 12.11.11 | All records relating to the management of rechargeable home repairs | 6 years from Year records created | service ID 146 |  |
| **12.12** | **MULTIPLE OCCUPANCY HOMES** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 12.12.1 | All records relating to fair rents inspections | 6 Years from Date of inspection | service ID 149 |  |
| 12.12.2 | All records relating to the registration of houses in multiple occupation | 6 Years from Date registration expires | service ID 716 |  |
| 12.12.3 | All records relating to safety inspections of houses in multiple occupation | 6 Years from Date of inspection | service ID 150 |  |
| 12.12.4 | All records relating to the administration of landlord accreditation schemes | 3 Years from Date accreditation ends | service ID 717 |  |
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| **SECTION 13 – INTERNAL AUDIT** | | | | |
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| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **13.1** | **INTERNAL AUDIT** |
| 13.1.1 | Audit files that are concerned with the examination of long term contracts | CY + 6 years |  |  |
| 13.1.2 | Audit reports and supporting papers compiled during a fraud investigation | Either 6 years after legal or disciplinary proceedings have been completed or if legal or disciplinary proceedings are not to be taken, 3 years after that decision was made. |  |  |
| 13.1.3 | Other audit files | CY + 6 years |  |  |
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| 13.1.4 | Audit management programmes and plans | CY + last full audit planning cycle (currently 4 years) |  |  |
| 13.1.5 | Audit Strategy and Terms of Reference | 4 years after current versions approved. |  |  |
| 13.1.6 | Audit Manual & guides relating to departmental procedures | When superseded. |  |  |
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| **SECTION 14 – CALL CENTRE** | | | | |
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| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **14.1** | **CALL CENTRE** |
| 14.1.1 | Audio recordings of all conversations at the Call centre | 3 months then archived to DVD and kept indefinitely. |  |  |
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| **SECTION 15 – LEISURE** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **15.1** | **APPLICATION FORMS** |
| 15.1.1 | Pre- One Leisure Application forms | One Year |  |  |
| 15.1.2 | One Leisure Application forms | One month then scanned. Originals shredded |  |  |
|
| **15.2** | **SAFETY** | **RETENTION PERIOD** |  | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 15.2.1 | Accident Report Forms | Permanent |  |  |
|
| **15.3** | **FINANCE** | **RETENTION PERIOD** |  | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 15.3.1 | Credit Card Transactions | One Year |  |  |
| 15.3.2 | Till Transactions | Six Years |  |  |
| **15.4** | **BOOKINGS** | **RETENTION PERIOD** |  | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 15.4.1 | Booking confirmation and club hire | Three years |  |  |
| **15.5** | **DIRECT DEBIT** | **RETENTION PERIOD** |  | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 15.5.1 | Bank Direct Debit Forms | Permanent until not required then destroyed immediately |  |  |
| **15.6** | **STAFF** | **RETENTION PERIOD** |  | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 15.6.1 | Overtime and Time Sheets | Current Year plus 6 years |  |  |
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| **SECTION 16 – CEMETERIES & CREMATORIA** | | | | |
| **(All of these items are also found in other sections)** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **16.1** | **FUNERALS AND CREMATIONS** |
| 16.1.1 | All records relating to the maintenance of burial grounds including faculties giving permission for work to be carried out | 6 Years from Date work carried out | Service ID 1538 |  |
| 16.1.2 | All records relating to the management of and regulations relating to crematoria | 6 Years from Year records created | Service ID 1538 |  |
| 16.1.3 | All records relating to the management of the burials and cremations process | 6 Years from Year records created | Service ID 1538 |  |
| 16.1.4 | Applications for cremation and any certificates or other documents relating to a cremation | 15 Years from Date of cremation | Service ID 1538 |  |
| 16.1.5 | Registers, indexes, plans relating to cemeteries and crematoria | 50 Years from Closure of the cemetery/crematorium | Service ID 1538 |  |
| 16.1.6 | All records relating to the provision of civil funerals | 3 Years from Year records created | Service ID 875 |  |
| 16.1.7 | Records relating to all arrangements made for funerals including booking, orders of service and music | 6 Years from Year records created | Service ID 875 |  |
| 16.1.8 | All records relating to the management of exhumations including faculty, home office licence and the authority to re-open a grave | 15 Years from Date of exhumation | Service ID 332 |  |
| 16.1.9 | All records relating to the purchase of grave plots including registers, deeds, statutory declarations and transfer of grants | 75 Years from Closure of cemetery | 333 |  |
| 16.1.10 | All records relating to the provision of advice and information on how to organise a funeral without the use of a funeral director. | Provision of advice/information This will be a dynamic document, constantly updating | Service ID 825 |  |
| 16.1.11 | All records relating to the construction and erection of a memorial | 6 Years from Date memorial removed | Service ID 334 |  |
| 16.1.12 | All records relating to the inspection of memorials | 6 Years from Date of inspection | Service ID334 |  |
| 16.1.13 | All records relating to the maintenance of memorials | 6 Years from Date of maintenance | Service ID 334 |  |
| 16.1.14 | All records relating to the removal of a memorial | 6 Years from Date memorial removed | Service ID 334 |  |
| 16.1.15 | All records relating to the management of mortuary services | 6 Years from Year records created | Service ID 325 |  |
| 16.1.16 | All records relating to the provision of municipal funerals | 6 Years from Year records created | Service ID 329 |  |
| 16.1.17 | All records relating to the repatriation of bodies in England and Wales | 6 Years from Year records created | Service ID 326 |  |
| 16.1.18 | All records relating to the re-patriation of bodies abroad | 6 Years from Year records created | Service ID 327 |  |
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| **SECTION 17 – ASSETS** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **17.1** | **COUNCIL ASSETS & FACILITES** |
| 17.1.1 | All records relating to civic liability where property or other facilities which are owned and maintained by them cause damage or injury to people or property. | 6 Years from Year records created | Service ID 1137 |  |
| 17.1.2 | Asset Management Plans | 6 Years from Year records created | Service ID1662 |  |
| 17.1.3 | Asset Register | 6 Years from Life of the asset | Service ID 1662 |  |
| 17.1.4 | Sale of property (other than by auction or Order Of Court Protection) | 6 Years from Close of case | Service ID 1662 |  |
| 17.1.5 | All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities | 6 Years from Date adaptations complete | Service ID 952 |  |
| 17.1.6 | All records relating to the management on air handling units in properties owned by the Council | 6 Years from Creation of records | Service ID 953 |  |
| 17.1.7 | Asbestos Register | 40 Years from Year records created | Service ID 954 |  |
| 17.1.8 | All records relating to the provision of catering services to staff (including food hygiene checks) | 6 Years from Creation of records | Service ID 955 |  |
| 17.1.9 | All records relating to the purchase of consumables for local authorities | 6 Years from Financial year records were created | Service ID 1633 |  |
| 17.1.10 | All records relating to the provision of facilities for staff | 6 Years from Date use of the facility ceases | Service ID 956 |  |
| 17.1.11 | All records relating to building acquisition | 6 Years from Date that use of the building ceases | Service ID 956 |  |
| 17.1.12 | All records relating to the certification of buildings (listed and significant) | Permanent | Service ID 956 |  |
| 17.1.13 | All records relating to the certification of buildings (not listed buildings) | 15 Years from Date of completion of building | Service ID 956 |  |
| 17.1.14 | All records relating to the completion of property valuations | 6 Years from Disposal of the property | Service ID 956 |  |
| 17.1.15 | All records relating to the design and construction of buildings (listed buildings) | Permanent | Service ID 956 |  |
| 17.1.16 | All records relating to the design and construction of buildings (not listed buildings) | 15 Years from Date of completion of building | Service ID 956 |  |
| 17.1.17 | All records relating to the feasibility of the design and construction of buildings | 15 Years from Date of final certificate of completion | Service ID 956 |  |
| 17.1.18 | All records relating to the valuation of property | 2 Years from Date valuation superseded | Service ID 956 |  |
| 17.1.19 | Case file relating to the sale of property by auction | 6 Years from Close of case | Service ID 956 |  |
| 17.1.20 | Records relating to the management of council properties which are owned or leased by the Council but which have not been built by the Council | 6 Years from End of Council use of the building | Service ID 956 |  |
| 17.1.21 | Surveys of buildings owned by local authorities | 6 Years from Disposal of the building | Service ID 956 |  |
| 17.1.22 | Display Energy Certificates | 7 Years from Date created | Service ID 957 |  |
| 17.1.23 | All records relating to the management of equipment used by the facilities function | 6 Years from Creation of records | Service ID 1301 |  |
| 17.1.24 | All records relating to the provision of an internal graphic design service where a recharge is made | 6 Years from Creation of records | Service ID 958 |  |
| 17.1.25 | All records relating to the provision of an internal graphic design service where no recharge is made | 1 Year from Creation of records | Service ID 958 |  |
| 17.1.26 | All records relating to the use of external graphic design services | 6 Years from Creation of records | Service ID 958 |  |
| 17.1.27 | Risk Assessments (relating to hazardous substances) | 40 Years from Closure date | Service ID 959 |  |
| 17.1.28 | All records relating to the management of internal mail facilities | 3 Years from Creation of records | Service ID 1299 |  |
| 17.1.29 | All records relating to internal room bookings where a recharge is made | 6 Years from Creation of records | Service ID 951 |  |
| 17.1.30 | All records relating to internal room bookings where no recharge is made | 1 Year from Creation of records | Service ID 951 |  |
| 17.1.31 | All records relating to facilities management services provided to local authorities | 6 Years from Year records created | Service ID 1658 |  |
| 17.1.32 | All records relating to the management of service level agreements for buildings owned by local authorities | 6 Years from Date service level agreement expires | Service ID 1658 |  |
| 17.1.33 | All records relating to the provision of security in local authority buildings | 6 Years from Year records created | Service ID 1658 |  |
| 17.1.34 | All records relating to the control of noise at work | 6 Years from date of any enforcement action | Service ID 960 |  |
| 17.1.35 | All records relating to planned maintenance on council land and property | 6 Years from Year records created | Service ID 961 |  |
| 17.1.36 | All records relating to the refurbishment of buildings owned by the local authority | 6 Years from Year records created | Service ID 961 |  |
| 17.1.37 | All records relating to the responsive maintenance of properties owned by the local authority | 6 Years from Year records created | Service ID 961 |  |
| 17.1.38 | All records relating to the provision of printing and copying services to staff | 6 Years from Creation of records | Service ID 962 |  |
| 17.1.39 | All records relating to unplanned repairs to premises or facilities equipment | 6 Years from Date repairs completed | Service ID 963 |  |
| 17.1.40 | All records relating to the management of reception facilities | 3 Years from Creation of records | Service ID 1300 |  |
| 17.1.41 | All records relating to the Electricity Exposure Risk Assessment(live equipment including the Record of Competent Persons | 40 Years from Year records created | Service ID 1347 |  |
| 17.1.42 | Fire Risk Assessments | Permanent | Service ID 1347 |  |
| 17.1.43 | All records relating to the provision and maintenance of all car parking facilities attached to Council buildings | 6 Years from Creation of records | Service ID 964 |  |
| 17.1.44 | All records relating to the acquisition and disposal of fleet vehicles | 6 Years from Date that ownership is terminated | Service ID 965 |  |
| 17.1.45 | All records relating to the maintenance of fleet vehicles | 6 Years from Date of maintenance | Service ID 965 |  |
| 17.1.46 | All records relating to the ownership of fleet vehicles | 6 Years from Date that ownership is terminated | Service ID 965 |  |
| 17.1.47 | Logbooks and other records relating to the ownership of the fleet vehicles which are passed on to the new owner on disposal | Date vehicle acquired to Ownership of the vehicle ceases | Service ID 965 |  |
| 17.1.48 | All records relating to the provision and maintenance of water supplies in council offices. | 6 Years from Creation of records | Service ID 966 |  |
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| **SECTION 18 – COMPLAINTS & ENQUIRIES** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **18.1** | **COMPLAINTS AND COMPLIMENTS** |
| 18.1.1 | All records relating to the provision of community noticeboard | 6 Years from Year records created | Service ID 1412 |  |
| 18.1.2 | All records relating to the creation and management of media and publicity protocols | 3 Years from Date policy/protocol expires | Service ID 822 |  |
| 18.1.3 | All records relating to the publication of the latest news and public information relevant to the local area. | 3 Years from Year records created | Service ID 359 |  |
| 18.1.4 | All records relating to the creation and publication of official publications about the council and the surrounding area. | Date of first publication to When publication goes out of print | Service ID 659 |  |
| 18.1.5 | All records relating to responses made by councils to external consultations | 3 Years from Year records created | Service ID 1640 |  |
| 18.1.6 | Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made | 1 Year from Date of meeting | Service ID 1640 |  |
| 18.1.7 | All records collected by an organisation to enable local residents to notify the council about a change in circumstances which may affect their entitlement to other council services | 1 Year from Date systems updated | Service ID 370 |  |
| 18.1.8 | Copy documents relating to the 'Tell us Once' system | 1 Year from Year records created | Service ID 370 |  |
| 18.1.9 | Copy documents relating to the 'Tell us Once' system | 1 Year from Year records created | Service ID 370 |  |
| 18.1.10 | All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority | 6 Years from Year records created | Service ID 645 |  |
| 18.1.11 | All records relating to complaints about services dealt with as business as usual | 3 Years from Year records created | Service ID 353 |  |
| 18.1.12 | All records relating to complaints referred to the Local Government Ombudsman | 10 Years from Date complaint resolved | Service ID 353 |  |
| 18.1.13 | All records relating to level 1 complaints | 6 Years from Year records created | Service ID 353 |  |
| 18.1.14 | All records relating to statutory complaints relating to Children's Social Services | 75 Years from Date of birth of child | Service ID 353 |  |
| 18.1.15 | All records relating to the creation and analysis of customer satisfaction surveys | 3 Years from Year records created | Service ID 353 |  |
| 18.1.16 | All records relating to feedback and suggestions made by local residents | 3 Years from Year records created | Service ID 1536 |  |
| 18.1.17 | Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council | 1 Year from Year comment received | Service ID 1536 |  |
| **18.2** | **Consultations** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 18.2.1 | All records relating to links between local people, local organisations and decision makers. | 4 years from Year records created | Service ID 366 |  |
| 18.2.2 | All records relating to the management of petitions | 6 years from Year records created | Service ID 1306 |  |
| 18.2.3 | All records relating to the processing of petitions received by the Authority | 6 years from Date petition received | Service ID 1306 |  |
| 18.2.4 | All records relating to consultations concerning service delivery | 6 years from Year records created | Service ID 867 |  |
| 18.2.5 | All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year | 3 years from Year records created | Service ID 658 |  |
| 18.2.6 | All records relating to the publication of spending plans | 3 years from Year records created | Service ID 658 |  |
| **18.3** | **Data protection and freedom of information** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 18.3.1 | All records relating to the creation and implementation of policies under Data Protection Act 1998 | 3 Years from Date policy expires | Service ID 826 |  |
| 18.3.2 | All records relating to the management of subject access requests under the Data Protection Act 1998 | 2 Years from Year records created | Service ID 826 |  |
| 18.3.3 | All records relating to the creation of policies to deal with requests under the Freedom of Information Act 200 | 3 Years from Date policy expires | Service ID 722 |  |
| 18.3.4 | All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000 | 3 Years from Date policy expires | Service ID 722 |  |
| 18.3.5 | All records relating to the management of Freedom of Information Requests | 2 years from year records created | Service ID 722 |  |
| 18.3.6 | All records relating to the management of the re-use of public sector information | 6 years from Date licence expires | Service ID 1088 |  |
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| **SECTION 19 – WATER ACTIVITIES** | | | | |
| **FUNCTION DESCRIPTION** | | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| **19.1** | **WATER ACTIVITIES** |
| 19.1.1 | All records relating to the administration of boatman's licence scheme | 6 Years from Date licence expires | Service ID 741 |  |
| 19.1.2 | All records relating to the administration of pleasure boat licence scheme | 6 Years from Date licence expires | Service ID 739 |  |
| 19.1.3 | All records relating to the administration of self drive boats licence scheme | 6 Years from Date licence expires | Service ID 740 |  |
| **19.2** | **INLAND WATERWAYS** | **RETENTION PERIOD** | **LGA GUIDE** | **NOTES. INDICATE IF PRIME OR MANAGEMENT** |
| 19.2.1 | All records relating to the provision and maintenance of inland waterways. In the UK inland waterways are owned and managed by a variety of authorities. | 6 Years from Year records created | Service ID 556 |  |
| 19.2.2 | All records relating to advice about the mooring of houseboats | 1 Year from Year records created | Service ID 780 |  |
| 19.2.3 | All records relating to the regulation of use and mooring of houseboats | 6 Years from Year records created | Service ID 780 |  |
| 19.2.4 | All records relating to the management of reservoirs in local authority ownership or management | 6 Years from Year records created | Service ID 781 |  |