



Corporate Policy - Record Retention and Management

Cambridge City Council Corporate Policy on Document Retention and Records Management



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Revision date	Previous revision date	Summary of Changes	Changes marked
10/01/2018		First issue	

1. Introduction

- 1.1 Cambridge City 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:
 - a) The Records Management Society of Great Britain for local authorities draft retention guidance.
 - b) 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

3.1 The objectives of these guidelines are to:

- a) Assist in identifying records that may be worth preserving permanently.
- b) 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.
- c) Provide consistency for the destruction of records not required permanently after specified periods.
- d) 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

- 6.1 A Record and Document Disposal Register 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.
- 6.2 Records should be destroyed using the appropriate method, either shredding for paper or deletion for electronic records.
- 6.3 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.
- 6.4 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:
- a) 'with compliments' slips
 - b) catalogues and trade journals
 - c) telephone message slips
 - d) non-acceptance of invitations
 - e) requests for stock information such as maps, plans or advertising material
 - f) out-of-date distribution lists
 - g) duplicate copies (see para: 7.3)
- 7.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed as being unimportant.
- 7.4 Electronic copies of documents where a hard copy has been printed and filed, are included as unimportant.
- 7.5 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.

10.3.2 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

10.3.3 Duplicates are not prime documents.

10.3.4 Management documents should, in general, be kept for the current year plus two financial years.

10.4 Closure

10.4.1 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

10.5 Closure period

10.5.1 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.

10.6 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.

INDEX

Section 1 Personnel

- 1.1 Personnel Administration
- 1.2. Employee/Industrial Relations
- 1.3. Equal Employment
- 1.4. Occupational Health
- 1.5. Recruitment
- 1.6. Staff Monitoring
- 1.7. Staff Retention
- 1.8. Termination
- 1.9. Training Development
- 1.10. Statutory Officer Appointment

Section 2 Democratic Services

- 2.1. Elections
- 2.2. Council & Committee Meetings
- 2.3. Partnership & Agency Meetings
- 2.4. Political Parties' Papers
- 2.5 Byelaws
- 2.6 Land Charges
- 2.7 Licensing

Section 3 Corporate Management

- 3.1 Management & Administration
- 3.2 Policy, Procedure & Strategy
- 3.3 Quality & Performance
- 3.4 Enquiries & Complaints
- 3.5 Public Relations
- 3.6 Promotions

Section 4 Legal & Contracts

- 4.1 Case Files – All cases
- 4.2 Litigation
- 4.3 Contracts and Tendering
- 4.4 Evaluation of Tender
- 4.5 Awarding of Contracts
- 4.6 Stock/Purchasing

Section 5	Financial Records
5.1	Accountancy
5.2	Assets Records
5.3	Budgets
5.4	Cashiers Office
5.5	General Income Records
5.6	General Payment Records
5.7	Insurance
5.8	Investments
5.9	Loans/Grants
5.10	Payment of Accounts
5.11	Revenue Collection
5.12	Payroll Records (Staff and Members)
5.13	Sundry Debtors
5.14	Benefits
5.15	Benefit Fraud
5.16	Remote Access Terminal Data
5.17	Computer Records Fraud
Section 6	Information Management
6.1	Information Management
Section 7	Environmental Health
7.1	Accident Records
7.2	Environmental Protection
7.3	Public Health
7.4	Litigation
7.5	Licences
7.6	Inspections
Section 8	General Public Service
8.1	Emergency Planning
8.2	Major Incident
Section 9	Health & Safety and Operations
9.1	Accident Records
9.2	Compressed Air Records
9.3	Health Records
9.4	Inspections/ Examinations
9.5	Log Book & Vehicle Ownership
9.6	Policies
9.7	Safe System of Work
9.8	Training
9.9	Asbestos Records
9.10	Risk Assessments
9.11	Waste
9.12	Work Tickets

Section 10 Property and Building Records

- 10.1 Agreements / Arrangements
- 10.2 Asbestos Records
- 10.3 Construction
- 10.4 Asset Records

Section 11 Planning and Land Use

- 11.1 Planning Policy & Implementation
- 11.2 Planning and Building Regulation
- 11.3 Infrastructure Management and Maintenance
- 11.4 Maintenance

Section 12 Housing

- 12.1 Register
- 12.2 Temporary Accommodation and Homelessness
- 12.3 General Payment Records
- 12.4 Financial Records Held on Case Files
- 12.5 Housing Allocation
- 12.6 Housing Finance
- 12.7 Housing Policy
- 12.8 Housing Services
- 12.9 Homelessness and Prevention
- 12.10 Housing Advice
- 12.11 Improvements and Repairs
- 12.12 Multiple Occupancy Homes

Section 13 Internal Audit

- 13.1 Internal Audit

Section 14 Call Centre

- 14.1 Call Centre

Section 15 Leisure

- 15.1 Application Forms
- 15.2 Safety
- 15.3 Finance
- 15.4 Bookings
- 15.5 Direct Debit
- 15.6 Staff

Section 16 Cemeteries & Crematoria

- 16.1 Funerals and cremations

Section 17 Assets

17.1 Assets and Facilities

Section 18 Complaints & Enquiries

18.1 Complaints and Compliments

18.2 Consultations

18.3 Data protection and freedom of information

Section 19 Water Activities

19.1 Water Activities

19.2 Inland Waterways

SECTION 1 – HUMAN RESOURCES (HR)

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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 (The selection of an individual for an established position – 1 year)	Service ID 1645	
1.1.3	Personnel file	Archived after employment is terminated. After archived destroy after 7 years. (Case files relating to disciplinary matters – close of case 6 years)	Service ID 974	
<p>Personnel Records</p> <p>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.</p>				
1.1.4	All other records	Termination + 7 years	Service ID 977	

		<p>(Case files relating to disciplinary matters – 85 years)</p> <p>(1058 Health Surveillance forms – 40 years)</p> <p>(All records relating to individuals who are made redundant – 80 years)</p> <p>(All records relating to the administration of parental leave where the child is disabled – date of birth of child 18 years)</p> <p>(Bulk transfer files – date of last contact 100 years)</p> <p>(Files relating to individual members of the pension scheme (including dependents) – date of last contact 100 years)</p> <p>All other files are 6 or less</p>	<p>Service ID 978</p> <p>Service ID 979</p> <p>Service ID 1770</p>	
1.2	EMPLOYEE/INDUSTRIAL RELATIONS	RETENTION PERIOD	LGA GUIDE	AUTHORITY & NOTES
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. (Case files relating to disciplinary matters – close of case 6 years)	Service ID 974	
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	RETENTION APPLIED

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	RETENTION APPLIED
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	RETENTION APPLIED
1.5.1	The successful selection of an individual for an established position. Unsuccessful Job Applications, interview questions.	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 (The selection of an individual for an established position – 1 year)	Service ID 1645	
1.5.2	Criminal Records Bureau (CRB) Disclosure	For successful applicants, CRB destroyed after 1 week from receipt of disclosure (clear disclosure). (1092 Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms – Date check completed 6 months)	Service ID 1646	
1.6	STAFF MONITORING	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED

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) (1068 All records relating to the administration of parental leave where the child is disabled – date of birth of child 18 years) (All records relating to the administration of parental leave where the child is not disabled – date of birth of child 6 years)	Service ID 979 Service ID 979	
1.7	STAFF RETENTION	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
1.7.1	Financial Reward	Destroy 7 years after action completed.		
1.8	TERMINATION	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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) (All records relating to individuals who are made redundant – 80 years)	Service ID 974 Service ID 978	
1.9	TRAINING DEVELOPMENT	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED

1.9.1	Routine staff training processes, not occupational health and safety or children related.	Permanent. Transfer to Place of Deposit after administrative use is concluded. (All records relating to training not concerning children – Date training completed 3 years)	Service ID 1650	
1.9.2	Training (occupational health and safety training). Individual course assessment records	Permanent. 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)	Service ID 422	
1.9.3	Training (proof of completion)	Retained on personnel file see 1.1.3		

1.1	STATUTORY OFFICER APPOINTMENT	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
1.10.1	Summary management systems that allow the monitoring & management of statutory officers in summary form.	Permanent. Recorded in Council minutes. (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)	- Service ID 354	
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	RETENTION APPLIED
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. (All records relating to the administration of the voting process for individual elections including ballot papers – date of election 6 months)	Service ID 362	
RESULTS OF ELECTIONS				
2.1.3	Declaration of Results (Local Government elections)	Destroy 12 months from date of election. (All records to the creation and publication of election results – date of election 6 months)	Service ID 721	
2.1.4	Declaration of Results European Parliamentary elections)	Destroy 12 months from date of election. (All records to the creation and publication of election results – date of election 6 months)	Service ID 721	
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	RETENTION APPLIED
2.2.1	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.	Permanent. 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	RETENTION APPLIED
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2.3.1	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, <u>where the local authority legally owns the record.</u>	Permanent. Transfer to Place of Deposit after administrative use is concluded.		
2.3.2	The process of preparing business for External Committees consideration and making the record of discussion, debate and resolutions, <u>where the local authority does not own the record.</u>	Destroy 1 year after last action.		
2.4	POLITICAL PARTIES' PAPERS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
2.4.1	The process of undertaking representation of the local authority.	CY + 3 years.		
2.5	BYELAWS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
2.7.1	Licensing Sub Committee hearings	CY + 5 years		

SECTION 3 – CORPORATE MANAGEMENT

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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. (All records relating to the development and monitoring of annual business plans - Year records created until superseded)	Service ID 1622	
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. (Recordings of meetings – date of meeting 4 years)	Service ID 1784	
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. (All records relating to the development and implementation of organisation restructure - Date restructure completed 6 years)	Service ID 1626	
3.1.4	The process of preparing business for Business Unit consideration and making the record of discussion, debate and resolutions.	Destroy 3 years from closure.		
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	RETENTION APPLIED
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) (Asset Management Plan - Year records created 6years)	Service ID 720 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. (All records relating to creation, implementation and monitoring of a strategic plan for the council - Date plan expires 6 years)	Service ID 1622	
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 Council actions, policy or procedure.	Destroy 2 years after administrative use is concluded.		
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. (All records relating to the development and implementation of byelaws and regulations - Date byelaw expired 6 years)	Service ID 1390	

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	RETENTION APPLIED
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. (All records relating to audits carried out internally or externally - Date audit accepted 6 years)	Service ID 1621	
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	RETENTION APPLIED
Enquiries and Complaints				
3.4.1	The management of detailed responses on council actions	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	
3.4.2	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	RETENTION APPLIED
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. <u>Note</u> 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 Authorities.	<p>Permanent.</p> <p>Transfer to Place of Deposit after administrative use is concluded.</p> <p>(All records relating to the creation and management of media and publicity protocols - Date policy/protocol expires 3 years)</p>	Service ID 822	
3.6	PROMOTIONS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
3.6.1	The process of developing and promotion of Local Authority campaigns and events.	<p>Permanent.</p> <p>Transfer to Place of Deposit after administrative use is concluded.</p> <p>(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)</p> <p>(711 All records relating to health and safety campaigns carried out by local authorities - Date of end of campaign 3 years)</p>		Common Practice
Civil and Royal Events				
3.6.2	The recording of ceremonial events and civic occasions.	<p>Destroy 5 years from closure.</p> <p>Transfer to Place of Deposit after administrative use is concluded.</p> <p>(All records relating to the management of civic events – Creation of records 6 years)</p>	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	RETENTION APPLIED
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 (Case files relating to leases/tenancy agreements/licences to be granted to the client – Close of case 6 years)	Service ID 974	
4.2	LITIGATION		LGA GUIDE	RETENTION APPLIED
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.		
		(Case files relating to injunction proceedings - Close of case 6 years)	Service ID 977	
		(Case files relating to injunctions under the Town & Country Planning Acts – Close of case 6 years)	Service ID 1643	
		(Case files relating to Magistrate's Courts Proceedings – Close of case 6 years)	Service ID 1644	
		(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		
		Destroy electronic copy 3 years after last action unless a major precedent - then offer to Head of Law, Property and Governance for review.	Service ID 944	
		(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. <u>Note</u> . 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		
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4.2.5	The process of transferring land ownership.	Destroy 6 years after closure.		
4.3	CONTRACTS & TENDERING	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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.	<u>Ordinary Contracts – Paper copy</u> Destroy 6 years after the terms of contract have expired. <u>Contracts Under Seal – Paper copy</u> Destroy 12 years after the terms of contract have expired. <u>Electronic Copies of both types</u> 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. (All records relating to successful tenders - Award of contract)	Service ID 829	

4.4	EVALUATION OF TENDER	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
4.4.1	Summary tender evaluation criteria	<u>Ordinary Contracts – Paper copy</u> Destroy 6 years after the terms of contract have expired. <u>Contracts Under Seal – paper copy</u> Destroy 12 years after the terms of contract have expired. <u>Electronic Copies of both types</u> Retain for 12 years		
4.4.2	Successful tender document	<u>Ordinary Contracts – Paper copy</u>		

		<p>Destroy 6 years after the terms of contract have expired.</p> <p><u>Contracts Under Seal – Paper copy</u></p> <p>Destroy 12 years after the terms of contract have expired.</p> <p><u>Electronic Copies of both types</u></p> <p>Retain for 12 years</p> <p>(All records relating to successful tenders - Award of contract)</p>	Service ID 829	
4.4.3	Unsuccessful tender documents	<p>Destroy 2 years after start of contract.</p> <p>(All records relating to unsuccessful tenders - Date contract awarded 6 months)</p>	Service ID 829	
Post Tender Negotiation				
4.4.4	The process in negotiation of a contract after a preferred tender is selected.	<p>Destroy 1 year after the terms of contract have expired.</p> <p>(308 All records relating to the development and implementation of procurement policy - Date policy expires 6 years)</p>	Service ID 830	
4.5	AWARDING OF CONTRACTS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
4.5.1	The process of awarding a contract	<p><u>Ordinary Contracts – Paper copy</u></p> <p>Destroy 6 years after the terms of contract have expired.</p> <p><u>Contracts Under Seal – Paper copy</u></p> <p>Destroy 12 years after the terms of contract have expired.</p> <p><u>Electronic Copies of both types</u></p> <p>Retain for 12 years</p> <p>(All records relating to evaluation criteria used to evaluate a contract - Date contract awarded 6 months)</p>	Service ID 829	

Contract Management				
4.5.2	Contract operation and monitoring	<p>Destroy paper copies 3 years after the terms of contract have expired.</p> <p>Destroy electronic copies 3 years after the terms of contract have expired.</p> <p>(304 All records relating to the creation and monitoring of service level agreements - Date service agreement expires 6 years)</p>	Service ID 829	
4.5.3	Management and amendment of contract.	<p><u>Ordinary Contracts – Paper copy</u> Destroy 6 years after the terms of contract have expired.</p> <p><u>Contracts Under Seal – Paper copy</u> Destroy 12 years after the terms of contract have expired.</p> <p><u>Electronic Copies of both types</u> Retain for 12 years</p>		
4.6	STOCK/PURCHASING	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
5.1	ACCOUNTANCY			
5.1.1	Print Requisitions	CY + 1 year	Audit	M
5.1.2	Various supporting working papers	CY + 4 years	Audit	M
5.1.3	Budget working papers	<p>CY + 2 years</p> <p>(All records relating to the creation and implementation of the annual budget for the council Year records created 6 years)</p>	Service ID 969	

		(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	RETENTION APPLIED
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	RETENTION APPLIED
5.3.1	Budget Working papers	CY + 3 years (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)	Service ID 969	
5.3.2	Revenue estimates	CY + 3 years (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)	Service ID 969	
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	RETENTION APPLIED
5.4.1	Receipts Stubs – Council Tax	CY + 2 years (All records relating to the receipt of payments made to the council – year records created 6 years)	Service ID 968	
5.4.2	Receipt Stubs – others	CY + 6 years		
5.4.3	Daily cash reconciliation sheets	CY + 2 years (All records relating to the receipt of payments made to the council – year records created 6 years)	Service ID 968	
5.4.4	Cash receipting print-outs (from mainframe system)	CY + 2 years (All records relating to the receipt of payments made to the council – year records created 6 years)	Service ID 968	
5.4.5	Cashiers paying-in sheets	CY + 2 years (All records relating to the receipt of payments made to the council – year records created 6 years)	Service ID 968	
5.4.6	Cashiers paying-in sheets summary	CY + 2 years (All records relating to the receipt of payments made to the council – year records created 6 years)	Service ID 968	
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 (All records relating to the receipt of payments made to the council – year records created 6 years)	Service ID 968	
5.5	GENERAL INCOME RECORDS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
5.5.1	Completed receipt books	CY + 6 years		
5.5.2	Completed bank paying-in book	CY + 1 year (All records relating to the receipt of payments made to the council – year records created 6 years)	Service ID 968	
5.5.3	Cash register till rolls	CY + 6 years		
5.5.4	Primary debtor's records and supporting documents. Copies of supporting documentation	CY + 6 years CY + 2 years		
5.5.5	Bank statements	CY + 6 years		
5.6	GENERAL PAYMENT RECORDS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
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 18 th birthday whichever is later.		
5.7.6	Property files	6 years after disposal of property		
5.7.7	List of property insurers	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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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 (Staff and Members)	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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 (All records relating to the monitoring of employee absence - Year records created 1 year)	Service ID 1143	
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 (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)	Service ID 972	
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 Schedule of Payments	CY + 6 years		
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED

5.15.1	Referrals (recorded non fraud) including attached documentation	18 months		
5.15.2	Fraud files closed (not established)	2 years (All records relating to the detection and prosecution of benefit fraud - Date case resolved 6 years)	Service ID 726	
5.15.3	Fraud files closed (fraud established no sanction)	3 years (All records relating to the detection and prosecution of benefit fraud - Date case resolved 6 years)	Service ID 726	
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 (All records relating to the detection and prosecution of benefit fraud - Date case resolved 6 years)	Service ID 726	
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	RETENTION APPLIED
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	P/M
5.17.1	Fraud files closed (not established)	2 years (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years)	Service ID 1621	
5.17.2	Fraud files closed (fraud established no sanction)	3 years (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years)	Service ID 1621	
5.17.3	Fraud files with sanction applied	5 years (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years)	Service ID 1621	
5.17.4	Prosecution files	5 years (All records relating to counter fraud investigations - Date of completion of enforcement action 6 years)	Service ID 1621	
5.17.5	Referrals (recorded non fraud) including attached documentation	18 months		
5.17.6	Referrals recorded file raised	3 years		
5.17.7	Sanctions/Prosecutions recorded	3 years		
5.17.8	Computer Records Fraud word documents	Length of active investigation, sanction, prosecution		

SECTION 6 – INFORMATION MANAGEMENT				
FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
6.1	INFORMATION MANAGEMENT			
6.1.1	The activity whereby standards, authorities,	Permanent.		

	restraints and verifications are introduced and maintained to manage information effectively.	Transfer to Place of Deposit after administrative use is concluded. (All records relating to changes made to information systems - Date system decommissioned 6 years)	Service ID 990	
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		

SECTION 7 – ENVIRONMENTAL HEALTH

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
7.1	ACCIDENT RECORDS			
7.1.1	RIDDOR F2508 F208A	7 years after last action. (If incident happens to a person under the age of 18, records retained until they turn 18 + 7 years after last action.)		
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	RETENTION APPLIED
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	RETENTION APPLIED
7.3.1	Exclusion notice (food handlers)	6 years from date of notification		
7.3.2	Cooling towers register Notification to local authority of 'notifiable' devices (HSE approved form)	When decommissioned, a cooling tower is removed from the register after 1 year		
7.4	LITIGATION	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
7.4.1	Managing, undertaking or defending for or against litigation on behalf of the Local Authority	Destroy 7 years after last action (All records relating to general common law issues – Closure 6 years)	Service ID 972	
7.5	LICENCES	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
7.6.1	Process of investigation, monitoring or inspection as duty of Local Authority	Destroy 7 years from last action (All records relating to the investigation of food poisoning and contamination incidents - Date investigation concluded 6 years)	Service ID 408	

SECTION 8 – GENERAL PUBLIC SERVICE

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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 (All records relating to the testing of emergency plans – Date of test 6 years)	Service ID 703	
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	RETENTION APPLIED
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		

SECTION 9 – HEALTH & SAFETY AND OPERATIONS

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
9.4.1	Safety inspections/audits	CY + 21 years		
9.4.2	Lifting Operations Thorough examinations	For as long as equipment is operated		

9.4.3	Lifting Operations Thorough examinations and inspection (other than an accessory)	For as long as the equipment is operated		
9.4.4	Lifting Operations Thorough examinations and inspection (accessory for lifting)	2 years from date of report		
9.4.5	Lifting Operations Through examination and inspection (Installation or after assembly at new site/location)	For as long as the equipment is operated		
9.4.6	Lifting Operations Thorough examinations and inspection (6/12 monthly inspections under Reg. 9)	Until superseded or the expiration of 2 years whichever is later		
9.4.7	Lifting Operations Records made under regulation 10(2)	Until superseded		
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
9.8.1	H&S records of training	Until termination of contract + 6 years (All records relating to health and safety training provided to employees by local authorities - Date qualification expires 6 years)	Service ID 422	
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	RETENTION APPLIED
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	RETENTION APPLIED
9.10.1	Risk assessments	Until superseded but review every 3 years if no change		
9.11	WASTE	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
9.11.1	Waste transfer and consignment notes	CY + 2 years		
9.12	WORK TICKETS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
9.12.1	Work Tickets	3 months		

SECTION 10 – PROPERTY & BUILDING RECORDS

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
10.2.1	Asbestos Register	Permanent (Asbestos Register - Year records created 40 years)	Service ID 990	
10.2.2	Asbestos Surveys (both visual and intrusive)	Permanent		
10.2.3	Asbestos Management	Permanent (C727 All records relating to all aspects of asbestos management - Closure of building 40 years)	Service ID 415	
10.3	CONSTRUCTION	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
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.		

SECTION 11 – PLANNING AND LAND USE

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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.		
11.1.3	The activity of recording information on historical buildings, TPOs, and conservation matters	Permanent.		
11.2	PLANNING AND BUILDING REGULATION	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
11.2.1	The process of controlling development through applications for planning permission.	Permanent.		
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	AUTHORITY & NOTES
11.3.1	The activity of providing municipal services	Destroy 7 years after last		

	in relation to Infrastructure within the local authority.	action		
11.4	MAINTENANCE	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
11.4.1	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels.	<p>Destroy 7 years after action completed</p> <p>(All records relating to the repair of communal lighting – Year records created 6 years)</p> <p>(All records relating to the maintenance and repair of pothole - Year records created 6 years)</p> <p>(All records relating to the maintenance and repair of street lighting and lighting faults in other street furniture – Year records created 6 years)</p> <p>(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)</p>	<p>Service ID 566</p> <p>Service ID 557</p> <p>Service ID 564</p> <p>Service ID 563</p>	Common Practice

SECTION 12 – HOUSING

(All of these items are also found in other sections)

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
12.1	REGISTER			
12.1.1	Housing Register Applicant Files	<p>CY + 2 years after case is closed.</p> <p>(The register of individual housing applications – Date of application 6 years)</p>	Service ID 86	
12.2	TEMPORARY ACCOMMODATION AND HOMELESSNESS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED

12.2.1	Temporary Accommodation	Destroy after CY+1 year after customer's account has cleared. (All records relating to the provision of hostels and other temporary accommodation – creation of records 6 years)	Service ID 1714	
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. (All records relating to short term and emergency accommodation for homeless people. – Last contact 6 years)	Service ID 112	
12.3	GENERAL PAYMENT RECORDS	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
12.3.1	Requisitions for supplies/works	CY + 2 years		
12.4	FINANCIAL RECORDS HELD ON CASE FILES	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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. (All records relating to disabled facilities' grants – Date of last payment of grant – 6 years)	Service ID 137	
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 (All records relating to Home Improvement loans - Last payment on the loan 6 years)	Service ID 858 Service ID 433	

		(All records relating to home renovation assistance grants – Date of last payment of grant 6 years)		
12.5	HOUSING ALLOCATION	RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	

SECTION 13 – INTERNAL AUDIT

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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		

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.		

SECTION 14 – CALL CENTRE

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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.		

SECTION 15 – LEISURE

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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		AUTHORITY & NOTES
15.2.1	Accident Report Forms	Permanent		
15.3	FINANCE	RETENTION PERIOD		AUTHORITY & NOTES

15.3.1	Credit Card Transactions	One Year		
15.3.2	Till Transactions	Six Years		
15.4	BOOKINGS	RETENTION PERIOD		AUTHORITY & NOTES
15.4.1	Booking confirmation and club hire	Three years		
15.5	DIRECT DEBIT	RETENTION PERIOD		AUTHORITY & NOTES
15.5.1	Bank Direct Debit Forms	Permanent until not required then destroyed immediately		
15.6	STAFF	RETENTION PERIOD		AUTHORITY & NOTES
15.6.1	Overtime and Time Sheets	Current Year plus 6 years		

SECTION 16 – CEMETERIES & CREMATORIA

(All of these items are also found in other sections)

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	

SECTION 17 – ASSETS

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	

SECTION 18 – COMPLAINTS & ENQUIRIES

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
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	RETENTION APPLIED
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	

SECTION 19 – WATER ACTIVITIES

FUNCTION DESCRIPTION		RETENTION PERIOD	LGA GUIDE	RETENTION APPLIED
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	RETENTION APPLIED
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	

