**Retention Schedule**

**These retention dates must be applied UNLESS the software system on which the data is held is too old to be able to run reports to delete information as shown in this schedule.**

| **Class** | **Series** | **Records** | **Rationale** | **Recommended Retention** |
| --- | --- | --- | --- | --- |
| **Community safety and emergencies** |  |  |  |  |
| **. Advice** |  |  |  |  |
| . . Contingency planning |  |  |  | Destroy - 2 years after advice superseded |
| . . Fire safety planning |  |  |  | Destroy - 2 years after advice superseded |
| . . Home security |  |  |  | Destroy - 2 years after advice superseded |
| **. Community safety** |  |  |  |  |
| . . CCTV surveillance | Hard drive of incidents  |  |  | Destroy 30 days after taping |
|  | CCTV tendering documents |  |  | Destroy 7 years |
| . . Crime reduction | Strategic Assessment |  |  | Destroy 5 years (electronically) |
| **. Emergency planning** |  |  |  |  |
| . . Emergency agencies |  |  |  | Destroy when superseded |
| . . Emergency call-outs |  |  |  | Destroy when superseded |
| . . Emergency plan |  | Development |  | Permanent - offer to archivist |
| . . Emergency plan |  | Tests |  | Destroy - 10 years after closure |
| . . Emergency warnings |  |  |  | Destroy – 18 months from last action |
| **. Emergency service** |  |  |  |  |
| . . Notifications |  |  |  | Destroy - 2 years after matter is concluded |
| . . Special service provision |  |  |  | Destroy - 7 years from last action |
| **. Enforcement** |  |  |  |  |
| . . Fire safety legislation |  |  |  | Destroy - 2 years after matter is concluded |
| . . Fire safety legislation |  | Prosecution | Police and Criminal Evidence Act.  | Destroy - 7 years from last action |
| **. Fire prevention** |  |  |  |  |
| . . Fire hydrants inspections |  |  |  | Destroy - 7 years from last action |
| . . Fire safety |  |  |  | Destroy - 2 years after advice superseded |
| . . Fire safety inspections |  |  |  | Destroy - 7 years from last action |
| . . Incident monitoring |  | Major incident |  | Permanent - offer to archivist |
| . . Incident monitoring |  | Minor incident |  | Destroy - 7 years after closure |
| . . Inspections |  |  |  | Destroy - 7 years from last action |
| . . Investigations |  |  |  | Destroy - 7 years from last action |
| **. Measures against vandalism** |  |  |  |  |
| . . Fly posting |  |  |  | Destroy - 1 years from last action |
| . . Removal of graffiti |  |  |  | Destroy - 1 years from last action |
| **Consumer affairs** |  |  |  |  |
| **. Enforcement** |  |  |  |  |
| . . Prosecution of offences | Case files - organisation | Dangerous and wild animals | Police and Criminal Evidence Act | Destroy - 7 years from investigation complete |
| . . Prosecution of offences | Case files - organisation | Health and safety at work | Police and Criminal Evidence Act | Destroy - 7 years from investigation complete |
| . . Prosecution of offences | Case files - organisation | Inspections |  |  |
| . . Prosecution of offences | Case files - organisation | Weights and measures | Police and Criminal Evidence Act | Destroy - 7 years from investigation complete |
| **. Environmental health** |  |  |  |  |
| . . Animal control |  |  |  | Delete – 5 years from completion |
| **. Investigation, inspections and monitoring** | Case files - organisation |  |  |  |
| . . Inspections | Case files - organisation | Equipment inspection records |  | Destroy - 6 years after disposal of the equipment |
| . . Inspections | Case files - organisation | Food standards inspection forms |  | Destroy - 7 years after inspection |
| . . Investigations | Case files - organisation |  |  | Destroy - 7 years after inspection |
| . . Investigations | Case files - organisation | Nuisances |  | Destroy - 3 years from last action |
| . . Investigations | Case files - Audio files | Nuisances | Ombudsman complaints/Investigations | Destroy – 1 year from case closure |
| . . Monitoring | Case files - organisation |  |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Air pollution |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Animal health |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Food hygiene |  | Destroy - 6 years from last action |
| . . Monitoring | Case files - organisation | Food hygiene, home care |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Food safety |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Food standards |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Hazardous substances |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Land pollution |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Pollution |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Private water suppliers |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | River pollution |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Swimming pools |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Product safety |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Infectious diseases |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Responsive |  | Destroy - 3 years from last action |
| . . Monitoring | Case files - organisation | Nuisances | Environmental Protection Act 1990.  | Destroy - 3 years from last action |
| . . Records |  | Housing/Empty homes |  | Destroy – 3 years after purchase of premises |
| . . Records |  | Housing/Disabled Facilities Grants (DFG’s) loan documentation |  | Destroy – 2 years after repayment |
| . . Records |  | Housing/Disabled Facilities Grants (DFG’s) over £ 50,000 | Limitations Act 1980.  | Destroy – 12 years after last payment or release of Council charge over property (whichever is greater) |
| . . Records |  | Housing/Disabled Facilities Grants (DFG’s) under £ 50,000 | Limitations Act 1980.  | Destroy – 6 years after last payment or release of Council charge over property (whichever is greater) |
| . . Records |  | Housing inspections/Low Risk HMO’s and caravan/tent sites |  | Destroy – 7 years after premises closed |
| **. Registration, certification and licensing** |  |  |  |  |
| . . Entertainment and drinks |  | Register |  | Destroy - 2 years after registration lapses |
| . . Food premises |  | Register |  | Destroy - 2 years after registration lapses |
| . . Licence premises |  | Register |  | Destroy - 2 years after registration lapses |
| . . Licensing | Animal boarding licences |  | Animal Boarding Establishments Act 1963.  | Destroy - 2 years after registration lapses |
| . . Licensing | Animal breeding licences |  | Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999.  | Destroy - 2 years after registration lapses |
| . . Licensing | Auction premises licences |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Caravan and camp site licences |  | Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968.  | Destroy - 2 years after registration lapses |
| . . Licensing | Cooling towers |  | The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.  | Destroy - 2 years after registration lapses |
| . . Licensing | Credit licensing |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Dangerous wild animals licences |  | Dangerous Wild Animals Act 1976.  | Destroy - 2 years after registration lapses |
| . . Licensing | Entertainment licences |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Food business licences |  | Food Safety Food Premises (Registration) Regulations 1991.  | Destroy - 2 years after registration lapses |
| . . Licensing | Food licences |  | Food Safety Act 1990.  | Destroy - 2 years after registration lapses |
| . . Licensing | Hackney licences |  | Local Government (Miscellaneous provisions) Act 1976.  | Destroy - 2 years after registration lapses |
| . . Licensing | Highway projection licences |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Infectious diseases licensing and use |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Late hours catering licences |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Liquor licences |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Lottery registration |  |  | Destroy - 6 years after registration lapses |
| . . Licensing | Massage and special treatment licences |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Other hazardous substances |  |  | Permanent - offer to archivist |
| . . Licensing | Personal licences |  | Licensing Act 2003.  | Destroy - 2 years after registration lapses |
| . . Licensing | Pet shop licences |  | Pet Animals Act 1951 (as amended by the 1983 Act).  | Destroy - 2 years after registration lapses |
| . . Licensing | Petroleum |  | Petroleum (Regulation) Acts 1928 and 1936 | Permanent - offer to archivist |
| . . Licensing | Premises licences |  | Licensing Act 2003.  | Destroy - 2 years after registration lapses |
| . . Licensing | Premises licences | Club premises certificates | Licensing Act 2003.  | Destroy - 2 years after registration lapses |
| . . Licensing | Premises licences | Temporary event notices. | Licensing Act 2003.  | Destroy - 2 years after registration lapses |
| . . Licensing | Private hire licences |  | Local Government (Miscellaneous provisions) Act 1976.  | Destroy - 2 years after registration lapses |
| . . Licensing | Public entertainment licences |  | Licensing Act 2003.  | Destroy - 2 years after registration lapses |
| . . Licensing | Riding establishment licences |  | Riding Establishments Act 1964 and 1970.  | Destroy - 2 years after registration lapses |
| . . Licensing | Sale of explosives licences |  | Manufacture and Storage of Explosives Regulations 2005.  | Destroy - 2 years after registration lapses |
| . . Licensing | Scrap metal licences |  | Scrap Metal Dealers Act 1964.  | Destroy - 2 years after registration lapses |
| . . Licensing | Sex establishments |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Shops |  |  | Destroy - 2 years after registration lapses |
| . . Licensing | Street collections and lotteries licences |  | House To House Collections Act 1939 Lotteries and Amusements Act 1976.  | Destroy – 6 years after registration lapses |
| . . Licensing | Street trading licences |  | Local Government (Miscellaneous Provisions) Act 1982.  | Destroy - 2 years after registration lapses |
| . . Licensing | Zoo licences |  | The Zoo Licensing Act 1981.  | Destroy - 2 years after registration lapses |
| . . Records | CRB /DBS Disclosure |  |  | Destroy - 2 years after registration lapses |
| **. Markets** |  |  |  |  |
| . . Markets | All trader records |  |  | Destroy - 2 years after registration lapses |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Council property** |  |  |  |  |
| **. Common land** |  |  |  |  |
| . . Grazing |  | Grazing permits |  | Destroy - 7 years after last action |
| . . Registration |  | Register |  | Permanent - offer to archivist |
| **. Maintenance of council property** |  |  |  |  |
| . . Maintenance |  | Instruction manuals |  | Destroy - 7 years after last action |
| . . Planned maintenance | Case files - property |  |  | Destroy - 7 years after last action |
| . . Refurbishment | Case files - property | Tenders and contracts |  | Destroy - 7 years after conclusion of transaction |
| . . Responsive maintenance | Case files - property |  |  | Destroy - 7 years after last action |
| **. Property acquisition and disposal** |  |  |  |  |
| . . Acquisitions | Case files - property | Assets over £ 50000 | Limitations Act 1980.  | Destroy - 12 years after all obligations/entitlements concluded |
| . . Acquisitions | Case files - property | Assets under £ 50000 | Limitations Act 1980.  | Destroy - 6 years after all obligations/entitlements concluded |
| . . Deeds | Case files - property |  |  | Permanent - offer to archivist |
| . . Disposal | Case files - property | Assets over £ 50000 | Limitations Act 1980.  | Destroy - 12 years after all obligations/entitlements concluded |
| . . Disposal | Case files - property | Assets under £ 50000 | Limitations Act 1980.  | Destroy - 6 years after all obligations/entitlements concluded |
| . . Disposal | Case files - property | Sale or write-off of property |  | Destroy - 15 years after obligations or entitlements are concluded |
| **. Property and land management** |  |  |  |  |
| . . Accessibility | Case files - property |  |  | Destroy - 7 years from closure |
| . . Building surveys |  | Surveys |  | Destroy 7 years after last action |
| . . Certification | Case files - property |  |  | Destroy 7 years after last action |
| . . Distribution and allocation of properties |  |  |  | Destroy 7 years after last action |
| . . Energy management |  |  |  | Destroy 7 years after last action |
| . . Energy management | Case files - property |  |  | Destroy 7 years after last action |
| . . Equipment disposal |  |  |  | Destroy 7 years after last action |
| . . Facilities management |  |  |  | Destroy 7 years after last action |
| . . Farm management |  |  |  | Destroy 12 years after disposal |
| . . Feasibility |  | Feasibility studies |  | Destroy 7 years after last action |
| . . Fleet management |  | Allocation and maintenance of vehicles |  | Destroy - 7 years after final disposal of the vehicle |
| . . Fleet management |  | Recording drivers usage |  | Destroy - 7 years after closure |
| . . Fleet management |  | Recording vehicle usage |  | Destroy - 3 years after disposal of the vehicle |
| . . Fleet management |  | Vehicle records, lease or purchase |  | Destroy - 7 years after final disposal of the vehicle |
| . . Health and safety | Case files - property | System processes |  | Destroy - 1 year after process ceases or is superseded |
| . . Land and property history | Case files - property |  |  | Destroy - 12 years from life of property |
| . . Leasing | Case files - property | Managing leased property |  | Destroy - 15 years after expiry of the lease |
| . . Leasing | Case files - property | Managing the occupancy of property |  | Destroy - 7 years after conclusion of transaction |
| . . Management |  | Estates of special interest |  | Permanent - offer to archivist |
| . . Management |  | Other buildings and estates |  | Retain for life of the building |
| . . Maps and directions | Case files - property |  |  | Destroy - 1 year after last action |
| . . Property services | Case files - property |  |  | Destroy - 7 year after last addition |
| . . Property strategy |  |  |  | Destroy - 7 years after last action |
| . . Replacement programme |  |  |  | Destroy - 7 years after last action |
| . . Scheduling |  | Inventories |  | Destroy - 7 years after last action |
| . . Security | Case files - property |  |  | Destroy - 7 years after last action |
| . . Usage statistics | Case files - property |  |  | Destroy - 7 years after last action |
| . . Valuations | Case files - property | Valuations on disposal |  | Destroy - 6 years from end of financial year after disposal of property |
| **. Property use and development** |  |  |  |  |
| . . Car parking | Case files - property |  |  | Destroy - 7 years after completion |
| . . Design and construction | Case files - property |  |  | Destroy - 7 years after completion |
| . . Traveller sites |  |  |  | Destroy - 3 years after closure |
| **Class** | **Series** | **Records** | **Rationale** |  |
| **Crematoria and cemeteries** |  |  |  |  |
| **. Burial identity and location** |  |  |  |  |
| . . Registration |  | Cemetery plans, burial plot layout |  | Permanent - offer to archivist |
| . . Registration |  | Summary management systems, registers |  | Permanent - offer to archivist |
| . . Bookings |  | Applications |  | Destroy - 5 year after last action |
| . . Burial Grants |  |  |  | Destroy – 30 years from event |
| . . Exhumations |  |  |  | Permanent - offer to archivist |
| . . Interment Service |  | Regulation of burials and cremations |  | Destroy - 5 year after last action |
| . . Licensing |  | Permits |  | Destroy - 5 year after last action |
| . . Memorial management |  |  |  | Destroy – 30 years from event |
| **. Maintenance of burial grounds** |  |  |  |  |
| . . Planned Maintenance |  |  |  | Destroy - 7 years after maintenance completed |
| . . Redundant Churchyards |  |  |  | Destroy - 7 years after maintenance completed |
| . . Responsive Maintenance |  |  |  | Destroy - 7 years after maintenance completed |
| **Class** | **Series** | **Records** | **Rationale / legislation** | **Recommended retention** |
| **Democracy** |  |  |  |  |
| **. Decision making** |  |  |  |  |
| . . Council and committee meetings |  | Signed Minutes | Local Government Act 1972 – Section 100C  | These records are the core historical record of the authority and will be offered to the archivist for permanent storage. |
| . . Council and committee meetings |  | Copy of minutes | Local Government Act 1972 – Section 100C | Records held on systems other than in Mod Gov be destroyed six years after meeting has been made.Paper copies be destroyed after the meeting.Mod.Gov records from 2012 to be retained for as long as possible |
| .. Council Meetings, Committee |  | Reports | Local Government Act 1972 – Section 100C | Records held on the Council’s system other than those saved in Mod.Gov be destroyed six years after meeting has been made.Paper copies destroy after the meeting.Mod.Gov records from 2012 to be retained for as long as possible.  |
| .. Council Meetings, Committee |  | Background papers | Local Government Act 1972 – Section 100D | Records held on the Council’s file system other than those saved in Mod.Gov be destroyed after four years after meeting has been made.Paper copies destroy after the meeting.Digital records stored in Mod Gov from 2012 to be retained for as long as possible |
| .. Council Meetings, Committee |  | Requests to speak at meetings | Constitution Council Standing Orders – Rule 28 | All records, except summary texts held in Mod Gov, relating to requests to speak held on the Council’s file or email systems and paper copies be destroyed after the matter to be addressed by the speaker has been considered or was scheduled to be heard by the Committee/Council.Digital records stored in Mod Gov from 2012 to be retained for as long as possible |
| …Council |  | Questions to Council - all records received relating to public questions at meetings. | Common practice | All records destroyed until included in minutes and or published as supplementary information whichever is the later. |
| …Council |  | Motions Register | Constitution Council Standing Orders – Rule 14.5 | Permanent |
| ….Council |  | Motions Received | Constitution Council Standing Orders – Rule 14.5 | Records relating to the submission of a motion e.g emails to be destroyed after the motion has been considered by Council or has been withdrawn.Digital record of the motion to be recorded in the minutes and retained permanently |
| . . Council, Cabinet and committee meetings |  | Draft Minutes and Notes | Common Practice | Destroy after date of confirmation of the minutes |
| ..Meetings - Licensing Hearings |  | Record of hearings | The Licensing Act 2003 (Hearings) Regulations 2005 – 30The Gambling Act 2005 (Proceedings of Licensing Committees and Sub-committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007 - 16 | These records are the core historical record of the authority and will be offered to the archivist for permanent storage. |
| .. Meetings - Licensing Hearings |  | Reports | Local Government Act 1972 – Section 100CThe Licensing Act 2003 (Hearings) Regulations 2005The Gambling Act 2005 (Proceedings of Licensing Committees and Sub-committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007 | Records held on the Council’s systems other than Mod.Gov be destroyed six years after decision has been made or, where an appeal is brought against the determination of the authority, the disposal of the appeal.Paper copies be destroyed after the hearing has been held.Mod.Gov records to be retained for as long as possible. |
| .. Meetings - Licensing Hearings |  | Background Papers | Local Government Act 1972 – Section 100DThe Licensing Act 2003 (Hearings) Regulations 2005The Gambling Act 2005 (Proceedings of Licensing Committees and Sub-committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007 | Records held on the Council’s systems other than Mod.Gov be destroyed four years after decision has been made or, where an appeal is brought against the determination of the authority, the disposal of the appeal.Paper copies be destroyed after te hearing has been held.Digital records stored in Mod Gov to be retained for as long as possible |
| . . Independent Remuneration Panel |  | Reports and Recommendations | The Local Authorities (Members' Allowances) (England) Regulations 2003 | Records saved in the Council’s systems other than Mod.Gov be destroyed after six years after the report is submitted to Council for consideration.Paper copies to be destroyed after the report is submitted to Council for consideration.Digital records stored in Mod Gov as a report to Council to be retained for as long as possible |
| . . Meeting – executive/cabinet |  | Signed Minutes | The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 Section 21(6) | These records are the core historical record of the authority and will be offered to the archivist for permanent storage. |
| . . Meeting – executive/cabinet  |  | Copy of Minutes | Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 Section 21(6) | Records held on the Council’s system other than Mod.Gov be destroyed six years after decision has been made.Paper copies to be destroyed after the meeting.Mod.Gov records to be retained for as long as possible |
| . . Meeting – executive/cabinet |  | Reports | Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 Section 21(6) | Records held on the Council’s system other than Mod.Gov be destroyed six years after meeting has been made.Paper copies to be destroyed after the meeting.Mod.Gov records to be retained for as long as possible. |
| . . Meeting – executive/cabinet |  | Background Papers | Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 Section 21(7) | Records held on the Council’s file system other than Mod.Gov be destroyed four years after meeting has been made.Paper copies to be destroyed after the meeting.Digital records stored in Mod Gov to be retained for as long as possible |
| **Decisions** |  |  |  |  |
| Executive Decisions |  | Decisions and Reports | The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 Section 21(6) | Records held on the Council’s system other than in Mod.Gov be destroyed six years after decision has been made.Paper copies to be destroyed after the meeting.Mod.Gov records to be retained for as long as possible if possible. |
| Executive Decisions |  | Background Papers | Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 Section 21(7) | Records held on the Council’s file system – destroy after four years after meeting has been made.Paper copies to be destroyed after the meeting.Digital records stored in Mod Gov to be retained for as long as possible |
| Non-Executive Delegated Decisions |  | Decisions and Reports | The Openness of Local Government Bodies Regulations 2014 8(3) | Records held on the Council’s system other than in Mod.Gov be destroyed six years after decision has been made.Paper copies to be destroyed after the meeting.Mod.Gov records to be retained, if possible. |
| Non-Executive Delegated Decisions |  | Background Papers | The Openness of Local Government Bodies Regulations 2014 8(4) | Records held on the Council’s file system other than in Mod.Gov be destroyed four years after decision has been made.Paper copies to be destroyed after the meeting.Digital records stored in Mod Gov to be retained as long as possible |
| **. Governance** |  |  |  |  |
| . . Referendum |  | Change of Governance | Local Government Act 2000 Section 9M to 9MGThe Local Authorities (Referendums)(Petitions)(England) Regulations 2011 | Destroy - 10 Years from referendum |
| …Council, Cabinet, Committees |  | Declaration of Interests at meetings | Localism Act 2011 S31 | Recorded in minutes – permanent.Digital records stored in Mod Gov to be retained as long as possible. |
| . . Constitution |  | Constitution | Local Government Act 2000 Section 9P | No retention of old constitutions, only a current version |
| . . Code of Conduct |  | Records relating to the development and implementation of the Members Code of Conduct | Localism Act 2011 S27 | Destroy all records other than reports and background papers to reports when new code of conduct is publishedFor retention of reports and background papers see above. |
| . . Code of Conduct Complaints |  | Records relating to the investigation of complaints about breaches of the Members Code of Conduct | Localism Act S 28Limitation Act 1980 (Section 2) | Destroy – 6 years from end of hearing or investigation into the complaint whichever is the later |
| Forward Plan |  | On line Plan | Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012  | Permanent plan reviewed weekly and updated when necessary. Records on the plan deleted after the issue has been determined by Cabinet or Council. |
| **. Member support** |  |  |  |  |
| . . Gifts and hospitality |  | Register | Localism Act 2011 Section 29(3)Code of Conduct for Councillors 5.1 and 5.2.3Gifts And Hospitality Policy for CouncillorsCode of Conduct for Officers – 14.1 and Part 15 | Retain full record for period Member is in officeArchive on Mod Gov for up to 18 months after member leaves officeRemove Records from Mod Gov - 18 months after member leaves office |
| . . Register of Interests |  | Register | Localism Act 2011 Section 29(3) | Retain Full record for period Member is in officeArchive on Mod Gov for up to 18 months after member leaves officeRemove Records from Mod Gov - 18 months after member leaves office |
| Acceptance of office |  | Acceptance of Office Book | Local Government Act 1972 Ss 83, 225 and 228 | permanent |
| Former Councillor service record |  | Year Books 1958 to 2017Access DatabaseMod Gov Records | These records are the core historical record of the Authority and help the Council provide details for obituaries or research into whether a Cllr qualifies for Honorary Alderman | Permanent  |
| Petitions |  | Petitions submitted to the Council in accordance with its petition scheme | Common Practice | 6 years from the date of final decision |
|  Motions register |  | Register Books – stored in strong roomDigital register stored on Mod.Gov | Constitution Council Standing Orders – Rule 14.5 | Permanent |
| Outside bodies |  | Details of outside bodies stored in Mod Gov | Common Practice | Deleted 18 months after the Council ceases appointing a representative(s) to the outside bodyNo online access to details after the Council ceases appointing a representative(s) to the outside body |
| …Members Allowances  |  | Scheme | The Local Authorities (Members' Allowances) (England) Regulations 2003 | Destroy when new scheme is published |
| …Members Allowances |  | Records of payments under the scheme | The Local Authorities (Members' Allowances) (England) Regulations 2003 | Retain Full record for period Member is in officeArchive on Mod Gov for up to 18 months after member leaves officeRemove Records from Mod Gov - 18 months after member leaves office |
| New member Personal Information |  | Paper forms or emails submitted at time of election | Common Practice | Annual cycle of housekeeping – destroy paper forms and emailsDetails from the forms recorded on Mod Gov to be deleted from this system 18 months after the member leaves office |
| Democratic Emails |  | Emails received by Democratic Service Officers requesting information and advice | Common Practice | Annual cycle of housekeeping - destroy |
| Notice to form a political group |  | Paper notices stored in lever arch file | The Local Government (Committees and Political Groups) Regulations 1990Local Government Act 1972 Ss 225 and 228 | Permanent |
| notice to join a political group |  | Paper notices stored in lever arch file | The Local Government (Committees and Political Groups) Regulations 1990Local Government Act 1972 Ss 225 and 228 | Destroy - 18 months after member leaves office |
| Cessation of membership of a Political Group |  | Paper notices stored in lever arch file | The Local Government (Committees and Political Groups) Regulations 1990Local Government Act 1972 Ss 225 and 228 | Destroy - 18 months after member leaves office |
| Members Training Record |  | Recorded on Excel spreadsheet | Common Practice | Retained for 3 years after member leaves office |
| **. Honours and awards** |  |  |  |  |
| . . Honours submissions |  |  | Destroy - 5 years after last action |  |
| . . Lord Lieutenancy |  |  | 10 Years | Destroy - 3 years from closure |
| . . Forward Plan |  |  |  | Destroy when new plan issued |
| . . Strategic Plan |  | Minutes |  | Permanent - offer to archivist |
| . . Strategic Plan |  | Reviews |  | Destroy - 5 years from closure |
| **. Representation** |  |  |  |  |
| . . Constituencies |  |  |  | Destroy – 10 years from review |
| . . Elections | Ballot Papers | Ballot papers - European elections | European Parliamentary Elections Regulations 1999 | Destroy 1 year after election |
| . . Elections | Ballot Papers | Ballot papers - local elections |  | Destroy 1 year from close of poll |
| . . Elections |  | Consolidated returns of votes received | RGLA 1.3 | Destroy 1 year from close of poll |
| . . Elections |  | Summary certification of those eligible to vote e.g. Electoral Register | Representation of the People Regulations 1986.  | Permanent - offer to archivist |
| . . Elections | Nomination files | Nomination papers, Parish Expenses, Marked registers, Absent voters lists, CNL lists, Polling station declarations and forms, Ballot papers and ballot paper accounts, cert of employments, postal voting statements, postal voting documents,  |  | Destroy 1 year after the election |
| . . Elections |  | Home form |  | Must be destroyed on the next working day after 21 calendar days following the return of the writ.  |
| . . Elections |  | Parliamentary, Local, referendum expenses. |  | Destroy 2 years after the election |
| . . Electoral Registration | Scanned and paper | Household enquiry form, household notification letter, invitation to register, queried application, other electors, change of name, absent vote applications and refreshers,  | Representation of the peoples regulations 2013 Reg 14 | Document must be retained until the application has been determined.  |
| . . Electoral Registration | Scanned and paper | Electoral register |  | Full registers for the past 15 years to be kept to allow checking of overseas applicants |
| . . Electoral Registration |  | Opt out form |  | Form needs to be destroyed once it has been scanned onto the system |
|  | Postal vote applications forms and connected information / documents | Paper forms (determined and rejected) |  | Document must be retained until the application has been determined. Retain REJECTED applications and connected information / documents for a maximum of 12 months. |
|  | VAC application forms | ERO Portal |  | Automatically destroyed once the VAC application has been processed. The portal automatically deletes processed applications. |
|  | Signature Refresh forms | Paper forms |  | 3 years – process ended on 31 October 2023 |
|  | AED applications | ERO Portal |  |  |
|  | Overseas elector Applications |  |  |  |
|  | Online Postal Vote Applications  | ERO Portal (successful and rejected applications) |  | Retain applications until determined. Keep REJECTED applications and connected information / documents for a maximum of 12 months. |
| Electoral Services staff Emails |  |  |  | Annual cycle of housekeeping - destroy |
|  |  |  |  |  |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Economic development** |  |  |  |  |
| **. Business intelligence** |  |  |  |  |
| . . Business listing |  | Business directory |  | Destroy - 5 years |
| . . Marketing |  | Economic data | New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years. Need to retain to analyse time series. | Destroy - 20 years from collection |
| **. . Advice to business** |  |  |  |  |
| . . Business awards |  | Grants |  | Destroy - 7 years after scheme to which grant relates is completed |
| . . Business development |  | Fairs |  | Destroy - 5 years from fair |
| . . Business development |  | Business associations |  | Destroy - 7 years  |
| . . List of properties |  |  |  | Updated as required |
| . . Markets |  |  |  | Destroy - 5 years |
| . . Voluntary sector development |  |  |  | Destroy - 5 years |
| **. Regeneration** |  |  |  |  |
| . . Community development |  |  |  | Destroy - 5 years |
| . . Regional development |  |  |  | Destroy - 5 years |
| . . Strategy |  |  |  | Destroy - 5 years |
| . . Town centre management |  |  |  | Destroy - 5 years |
| **. Sustainability** |  |  |  |  |
| . . Sustainable development |  |  |  | Destroy – 2 years after end of program |
| **. Tourism** |  |  |  |  |
| . . Tourism development |  |  |  | Destroy - 5 years |
| **. Training** |  |  |  |  |
| . . Workforce support |  |  |  | Destroy - 7 years |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Environmental protection** |  |  |  |  |
| **. Monitoring** |  |  |  |  |
| . . Coastal erosion |  |  |  | Permanent, offer to archivist after administrative use |
| . . Environmental impact assessment |  |  |  | Permanent, offer to archivist after administrative use |
| . . Environmentally sensitive areas |  |  |  | Permanent, offer to archivist after administrative use |
| **Finance**  |  |  |  |  |
| **. Accounts and audit** |  |  |  |  |
| . . Internal auditing | Audit management -  | relating to management of work with partners, including audit plans, progress reports, charters, annual opinions  |  | 3 years from end of current financial year |
| . . Internal auditing | Audit management -  | relating to SIAP service delivery documentation |  | 3 years from end of current financial year |
| . . Internal auditing | Audit management -  | contract documentation | Limitations Act 1980; Employers Liability Insurance | 7 years from date of declaration |
| . . Internal auditing | Audit reviews,  | including proactive fraud reviews | Audit reviews now held in MKI | 3 years from end of current financial year |
| . . Internal auditing | Grant reviews |  | Certain grant terms may require retention for up to 25 years | 3 years from end of current financial year OR as required under terms of grant, whichever is the longest |
| . . Internal auditing | Reactive fraud investigations |  | Limitations Act 1980 | 7 years from date of declaration |
| . . Internal auditing | National Fraud Initiative files |  | Limitations Act 1980 | 7 years from date of declaration |
| . . Internal auditing | Team meeting and cross-team focus group minutes |  |  | 3 years from date of declaration |
| . . Internal auditing | Audit guidance |  |  | Retain until superseded |
| . . Internal auditing | Audit standard templates |  |  | Retain until superseded |
| . . Internal auditing | Public Sector Internal Audit Standards (PSIAS) documentation |  |  | 7 years from date of declaration |
| . . Reporting |  | Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger | Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.  | Permanent - offer to archivist |
| . . Reporting |  | Periodic financial reports: Monthly and quarterly reports |  | Destroy when administrative use is concluded |
| **. Asset management** |  |  |  |  |
| . . Maintaining assets |  | Asset registers |  | Destroy 6 years from end of Financial Year of Register |
| . . Maintaining assets |  | Maintaining plant and equipment |  | Destroy 6 years from end of Financial Year of Register |
| . . Maintaining assets |  | Maintenance |  | Destroy 6 years from end of Financial Year of last action |
| . . Maintaining assets |  | Overall assets |  | Permanent - offer to archivist |
| . . Maintaining assets |  | Reporting and reviewing asset status |  | Destroy 2 years from end of Financial Year when use is concluded |
| . . Maintaining assets |  | Summary reports |  | Destroy 6 years from end of Financial Year when transaction was concluded |
| **. Financial provisions management** |  |  |  |  |
| **. . Borrowing** |  |  |  | Destroy 6 years from end of Financial Year loan repaid |
| . . Borrowing |  | Loan register |  | Permanent - offer to archivist |
| . . Budget |  | Annual budget |  | Permanent - offer to archivist |
| . . Budget |  | Developing annual budget: Draft budgets, departmental estimates |  | Destroy 2 years from end of Financial Year budget adopted |
| . . Budget |  | Reporting actual vs. planned revenue and expenditure |  | Destroy 2 years from end of Financial Year budget adopted |
| . . Debt management |  |  |  | Destroy 6 years from end of Financial Year of debt management |
| . . Donations |  |  |  | Destroy 6 years from end of Financial Year from donation |
| . . Funding bids |  |  |  | Destroy 6 years from end of Financial Year from funding bid |
| . . Strategy and planning |  |  |  | Destroy 2 years from end of Financial Year budget adopted |
| **. Financial transactions management** |  |  |  |  |
| . . Authorisation |  |  |  |  |
| . . Expenditure |  | Identification of the receipt, expenditure and write offs of public monies | Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC.  | Destroy 6 years after the conclusion of the transaction |
| . . Expenditure |  | Travel expenses | Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.  | Destroy 6 years after the conclusion of the transaction |
| . . Fraud |  |  |  | Delete 1 year from closure of case |
| . . Funding applications |  |  |  | Destroy 2 years from end of Financial Year from application |
| . . Income |  |  |  | Destroy 6 years from end of Financial Year of income |
| . . Internal recharging |  |  |  | Destroy 6 years from end of Financial Year of internal recharge |
| . . Investments |  |  |  |  |
| . . National insurance numbers |  | Notification and input records |  | Destroy 2 years after the employee ceases employment |
| . . Reconciliation |  | Balance and reconcile financial accounts |  | Destroy 2 years after administrative use is concluded |
| . . Refunds |  |  |  | Destroy 6 years from end of Financial Year of refund |
| **. Local taxation** |  |  |  |  |
| . . Benefits  | Council tax support and housing benefit files |  |  | Destroy – 7 years from end of financial year in which transaction occurred. |
| . . Subsidies |  |  |  | Destroy – 7 years from end of financial year in which transaction occurred. |
| . . Business rates | Account files |  |  | Destroy – 7 years from end of financial year in which transaction occurred. |
| . . Council tax | Account files |  |  | Destroy – 7 years from end of financial year in which transaction occurred. |
| . . Property valuation |  | Other valuation information |  | Destroy - 10 years after valuation was made |
| . . Property valuation |  | Rateable property information |  | Permanent – offer to Archivist |
| . . Property valuation |  | Valuation lists |  | Permanent – offer to Archivist |
| . . Business Grants (COVID-19) | Applications and Account files | Grant application and supporting evidence | Government guidance | 10 years from end of financial year in which the application was assessed and paid. |
| **. National taxation** |  |  |  |  |
| . . Tax payments |  | Tax correspondence |  | Destroy - 7 years after last action |
| . . Tax payments |  | Taxation records | Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.  | Destroy 5 years after the end of the financial year |
| **. Payroll and pensions** |  |  |  |  |
| . . Pay |  | Payment of employees | Taxes Management Act 1970, Audit Commission Act 1998.  | Destroy 7 years after the conclusion of the transaction |
| . . Pay | PAYE, N1 and CIS related records |  |  | Destroy – 3 years from end of financial year |
| . . Pay |  | Summary pay reports |  | Destroy after administrative use is concluded |
| . . Pensions |  |  |  | for the greater of:• Such a period as the Member (or any Beneficiary who receives benefits after the Member's death) are entitled to benefits and for a period of 15 years after those benefits stop being paid• 100 years from the Member's date of birth• 100 years from the date of birth of any Beneficiary who received benefits from the Fund after the Member's death. |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Health and safety** |  |  |  |  |
| **. Community safety** |  |  |  |  |
| **. Compliance** |  |  |  |   |
| . . Strategy and planning |  | System processes |  | Destroy - 1 year after process ceases or is superseded |
| . . Strategy and planning |  | Health and Safety Policy |  | Permanent – offer to archive |
| . . Training |  |  |  | Delete – 6 years from termination of employment |
| **. Monitoring** |  |  |  |  |
| . . Accidents and incident reporting |  |  |  | Destroy – 3 years from incident |
| . . Accidents and incident reporting |  | Accident books - adult | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.  | Destroy - 3 years from closure |
| . . Accidents and incident reporting |  | Accident books - children | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 | Destroy -25 years from closure |
| . . Asbestos inspections |  |  | Control of Asbestos at Work Regulations 1987.  | Destroy - 50 years from last action or age 75 years from date of birth (greater) |
| . . Equipment |  | Safety inspections |  | Destroy - 6 years after equipment is de-commissioned |
| . . Hazardous substances |  | COSSH inspections | Control of Substances Hazardous to Health Regulations 2002 | Permanent - offer to archivist |
| . . Health and safety inspections |  |  |  | Delete – 25 years from inspection |
| . . Radiation |  | Radon Monitoring | The Ionising Radiations Regulations 1985.  | Destroy - 40 years from last action |
| **. Risk management** |  |  |  |  |
| . . Risk assessments |  |  | Management of Health and Safety at Work Regulations 1992.  | Destroy - 3 years after last assessment |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **. Housing provision** |  |  |  |  |
| . . Allocations |  |  |  | Destroy - 7 years from closure |
| . . Assessment - housing needs |  |  |  | Destroy - 7 years from closure |
| . . Homelessness |  |  |  | Destroy - 7 years from closure |
| . . Hostel providers |  |  |  | Destroy - 7 years from closure |
| . . Housing applications |  |  |  | Destroy - 7 years from closure |
| . . Housing applications |  | Unsuccessful applications |  | Destroy - 7 years from closure |
| **. Housing stock** |  |  |  |  |
| . . Housing grants | Property file | Housing/Disabled Facilities Grants (DFG’s) over £ 50,000 | Limitations Act 1980.  | Destroy – 12 years after last payment or release of Council charge over property (whichever is greater) |
| . . Housing grants | Property file | Housing/Disabled Facilities Grants (DFG’s) under £ 50,000 | Limitations Act 1980.  | Destroy – 6 years after last payment or release of Council charge over property (whichever is greater) |
| . . Private housing grants | Property file |  |  |  |
| . . Property adaptations | Property file |  |  |  |
| . . Repairs and renovation | Property file |  |  |  |
| . . Risk assessment |  | Asbestos Register | Control of Asbestos at Work Regulations 1987.  |  |
| . . Unauthorised occupants |  |  |  |  |
| **Class** | **Series** | **Records** | **Rationale** | **Recommended Retention** |
| **Human resources** |  |  |  |  |
| **. Administering employees** |  |  |  |  |
| . . Absence monitoring | Employee files |  |  | Destroy - 3 years from end of current tax year |
| . . Discipline | Employee files |  |  | Destroy 6 years after employment ceases |
| . . Discipline | Employee files | Final warnings |  | Destroy after relevant warning is ‘spent’ |
| . . Discipline | Employee files | No warning given |  | Destroy immediately |
| . . Discipline | Employee files | Warnings involving children |  | Keep on personnel file permanently |
| . . Discipline | Employee files | Written warnings |  | Destroy after relevant warning is ‘spent’ |
| . . Disclosure of interest |  |  |  | Delete |
| . . Employee details | Employee files |  |  | Destroy 6 years after employment ceases |
| . . Employment conditions | Employee files |  |  | Destroy 6 years after employment ceases |
| . . Grievances | Employee files |  |  | Destroy 6 years after employment ceases |
| . . Individual training records | Employee files |  |  | Destroy 6 years after employment ceases |
| . . Individual training records | Employee files | Proof of completion |  | Destroy 6 years after employment ceases |
| . . Induction |  |  |  | Retain as part of employment record during employment |
| . . Job evaluation |  |  |  | Retain as part of employment record during employment |
| . . Leave | Employee files |  |  | Destroy - 2 years after action completed |
| . . Medical assessments | Employee files |  |  | Destroy 6 years after employment ceases |
| . . Maternity/paternity | Employee files |  |  | Destroy 2 years after action completed |
| . . Redundancy | Over 20 staff |  |  | Destroy 6 years after last payment of pension / action |
| . . Termination |  |  |  | Destroy - 6 years from termination of employment |
| **. Employee relations** |  |  |  |  |
| . . Disciplinary matters reporting |  |  |  | Destroy – 2 years after action completed |
| . . Trade union liaison |  | Strategy |  | Permanent - offer to archivist |
| . . Trade union liaison |  | Routine matters |  | Destroy - 2 years after use is concluded |
| **. Equal opportunities** |  |  |  |  |
| . . Equalities and diversity |  | Investigations |  | Destroy - 5 years after action completed |
| **. Monitoring employees** |  |  |  |  |
| . . Performance appraisal |  | Probationary reports and performance plans |  | Retain as part of employment record during employment |
| . . Reporting |  |  |  | Destroy 6 years after employment ceases |
| . . Staff directory |  |  |  | Only live directory maintained |
| **. Occupational health** |  |  |  |  |
| . . Absence reporting |  |  |  | Destroy - 3 years after action completed |
| . . Occupational health |  | Staff health records |  | Destroy - 6 years after employment ceases |
| . . Occupational health | Employee files | Training |  | Destroy 6 years after employment ceases |
| . . Personal risk assessments | Employee files |  |  | Retain as part of employment record during employment |
| . . Sickness monitoring | Employee files |  |  | Destroy 6 years after employment ceases |
| . . Major injuries |  |  | Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980 | Destroy 6 years after employment ceases |
| **. Recruitment** |  |  |  |  |
| . . Authorisation |  |  |  | Destroy 6 years after employment ceases |
| . . Job descriptions |  |  |  | Retain as part of employment record during employment |
| . . Recruitment |  |  |  | Destroy 6 years after employment ceases |
| . . Recruitment | Position | Unsuccessful candidates |  | Destroy – 6 months after recruitment finalised |
| . . Recruitment | Position |  |  | Retain as part of employment record during employment |
| . . Recruitment process |  |  |  | Destroy once updated |
| . . Secondment | Secondment files |  |  | Destroy - 6 years from termination of secondment |
| . . Volunteers | Volunteer files |  |  | Destroy - 6 years from termination of volunteering |
| **. Terms and conditions of employment** |  |  |  |  |
| . . Staff benefits |  |  |  | Archive |
| . . Staff facilities |  |  |  | Archive |
| . . Staff recognition |  |  |  | Archive |
| . . Terms and conditions |  |  |  | Archive |
| **. Training** |  |  |  |  |
| . . Driver training |  |  |  | Retain as part of employment record during employment |
| . . Reporting |  |  |  | No action |
| . . Training courses | Training course files | Course administration |  | Retain as part of employment record during employment |
| . . Training courses | Training course files | Courses concerning children |  | Destroy - 35 years after course completed, or last entry |
| **. Training course files** |  |  |  |  |
| . . Training courses | Training course files | Training materials |  | Destroy in line with the retention for the course subject matter |
| . . Training plan |  | Corporate training plan |  | Destroy - 2 years after action completed |
| **. Workforce planning** |  |  |  |  |
| . . Workforce development planning |  | Financial rewards |  | Destroy - 7 years after action completed |
| . . Workforce development planning |  | Strategy |  | Archive |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Information and communication technology** |  |  |  |  |
| **. Infrastructure** |  |  |  |  |
| . . Hardware asset disposal |  | Assets under £ 50,000 - This relates to all documentation regarding:Business case, procurement process, implementation and change projects. Includes asset management, maintenance, upgrades and disposal | Limitations Act 1980.  | Destroy - 6 years after all obligations/entitlements concluded and disposal of asset |
| . . Hardware asset disposal |  | Assets over £ 50,000 – see above | Limitations Act 1980.  | Destroy - 12 years after all obligations/entitlements concluded and disposal of asset |
| . . Software asset disposal |  | Assets under £ 50,000 - This relates to all documentation regarding:Business case, procurement process, implementation, changes, upgrades, additional modules. Includes lifetime asset management and maintenance and end of life disposal |  | Destroy - 6 years after all obligations/entitlements concluded and disposal of asset |
| . . Software asset disposal |  | Assets over £ 50,000 – See above |  | Destroy - 12 years after all obligations/entitlements concluded and disposal of asset |
| Policies and Administrative Documentation (non system specific) |  | All documentation pertaining to non system specific ICT processes and contracts – eg strategy, action plans, administrative, disaster recovery, consumables |  | Destroy 5 years after new policy or strategy adopted |
| **Information management** |  |  |  |  |
| **. Access to information** |  |  |  |  |
| . . Data protection |  | Personal Request under GDPR (e.g. Subject Access Requests) includes ‘DP2’ requests. | Business Need | Destroy - 2 years + current year |
| . . Data protection |  | Data controller notification documentation | Business Need | Destroy - once expired |
| . . Data protection |  | Reports of potential data breaches and details of investigations and action taken | Business Need | Destroy - 2 years + current year |
| . . Environmental information | Information requests | Request Tracker | Business Need | Destroy - 2 years + current year |
| . . Environmental information | Information requests | Individual transaction records |  | Destroy - 2 years + current year |
| . . Environmental Information | Internal Reviews | Individual transaction records |  | Destroy - 2 years + current year |
| . . Freedom of information | Information requests | Request Tracker | Business Need | Destroy - 2 years + current year |
| . . Freedom of information | Information requests | Individual transaction records |  | Destroy - 2 years + current year |
| . . Freedom of information | Internal Reviews | Individual transaction records |  | Destroy - 2 years + current year |
| . . ICO Complaints |  | Complaint Record |  | Destroy - 2 years + current year |
| **. Knowledge management** |  |  |  |  |
| . . Information asset management |  | Information asset register |  | Destroy – 5 years from last update |
| . . Information asset management |  | Record surveys |  | Destroy – 1 year from receipt of new update |
| **. Records management** |  |  |  |  |
| . . Compliance |  | Classification schemes |  | Destroy – only keep updated copies |
| . . Retention scheduling |  | Disposal certificates |  | Destroy - 10 years after last action |
| **. Registration** |  |  |  |  |
| . . Statutory registers |  | Register | Limitations Act 1980 | Permanent - offer to archivist unless specific legislation requires otherwise |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Legal services** |  |  |  |  |
| . **Advice** |  |  |  |  |
| . . Provision of legal advice |  |  | Limitations Act 1980.  | Destroy - 6 years after last action, major precedent - offer to archivist for review |
| **. Bylaws** |  |  |  |  |
| . . Enactment |  |  |  | Permanent - offer to archivist |
| . . Enforcement |  |  |  | Destroy - 2 years after matter is concluded |
| **. Land and highways** |  |  |  |  |
| . . Acquisition |  | Road adoptions |  | Permanent – offer to archivist |
| . . Disposal |  |  |  | Destroy – 10 years from disposal |
| **. Land registration** |  |  |  |  |
| . . Land charges |  | Searches | Land Charges Act 1974Land Charges Rules 1977 | 7 years – will weed out and destroy paper copies after confirming all details have been scanned in |
| . . Land charges |  | Registers | Land Charges Act 1974Land Charges Rules 1977 | Permanent |
| **. Litigation** |  |  |  |  |
| . . Civil  | Case files |  |  | Destroy - 6 years after last action, major litigation offer to archivist for review |
| . . Civil  | Property files |  |  | Destroy - 13 years after last action, major litigation offer to archivist for review |
| . . Commercial  | Case files |  |  | Destroy - 7 years after last action, major litigation offer to archivist for review |
| . . Criminal | Case files |  |  | Destroy - 7 years after last action, major litigation offer to archivist for review |
| . . Debt recovery | Case files |  |  | Destroy - 6 years after last action, major litigation offer to archivist for review |
| . . Precedent cases |  |  |  | Destroy - 7 years after last action, major litigation offer to archivist for review |
| **. Management of legal activities** |  |  |  |  |
| . . Archive deposits |  | Agreements |  | Permanent – offer to archivist |
| . . Agreements |  | Agreements  |  | Destroy - 6 years after agreement ends |
| . . Conveyancing | Deeds | Conveyance | Limitations Act 1980.  | Destroy - 12 years after closure |
| . . Conveyancing | Deeds | Easements |  | Destroy - 12 years from cessation of easement |
| . . Conveyancing |  | Tenancy Agreements |  | Destroy - 12 years from termination of tenancy |
| . . Copyright |  | Intellectual Property Rights |  | Destroy - 7 years from last action, OR if a significant body of work, permanent offer to archivist |
| . . Drafting |  | Pro-forma agreements |  | Destroy once use concluded or updated |
| . . Trusts |  | Setting up trusts |  | Destroy – 12 years from dissolution of trust or pass to archivist  |
|  |  | Other documentation |  | Destroy – 12 years from event |
| **. Planning controls** |  |  |  |  |
| . . Certificate of Lawful Use or Development |  | Certificate | Town and Country Planning Act 1990 | Permanent - offer to archivist |
| . . Certificate of Lawful Use or Development |  | Other documentation | Limitations Act 1980 | Destroy - 12 years from date of agreement |
| . . Section 106 agreements |  | Agreement | Town and Country Planning Act 1990 | Permanent - offer to archivist |
| . . Section 106 agreements |  | Other documentation | Limitations Act 1980 | Destroy - 12 years from date of agreement |
| . **RIPA** |  |  |  |  |
| . . RIPA |  | Register |  | Destroy entry – 3 years from completion of investigation. |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Leisure and culture** |  |  |  |  |
| **. Allotments** |  |  |  |  |
| . . Allotments |  | Maintenance |  | Destroy - 7 years from last action |
| . . Allotments |  | None maintenance |  | Destroy – 3 years from last action |
| **. Arts** |  |  |  |  |
| . . Arts development |  | Courses – personal info |  | Destroy - 7 years from last action |
| **. Leisure promotion** |  |  |  |  |
| . . Countryside events |  | Programmes and events |  | Destroy after event |
| . . Exhibitions |  | Programmes and events |  | Destroy after event |
| **. Parks and open spaces** |  |  |  |  |
| . . Maintenance |  |  |  | Destroy - 7 years from last action |
| . . Playgrounds |  |  |  | Destroy - 20 years from last action |
| **. Sports facilities** |  |  |  |  |
| . . Bookings |  |  |  | Destroy - 1 year from closure |
| . . Bookings |  | Facilities |  | Destroy - 1 year from closure |
| **. Sports** |  |  |  |  |
| . . Sports development |  |  |  | Destroy - 7 years from last action |
| . . Clubs and societies |  |  |  | Destroy - 7 years from last action |
| . . Bookings |  | Courses |  | Destroy - 7 years from last action |
| **. Community development** |  |  |  |  |
| . . Events |  | Personal details, prize winners |  | Destroy - 7 years from last action |
|  |  | Stall Holders & Contractors |  | Destroy – 6 years after event |
| Grants |  | Applicants details & Form |  | Destroy 6 years after award |
| Community Right To Bid |  | Applicants & details |  | Destroy after 7 years |
| New Development sites |  | Personal details of residents |  | Destroy after exist strategy from site.  |
| Public Consultations |  | Personal details |  | Destroy after 6 years.  |
| **. Tourism** |  |  |  |  |
| . . Tourist accommodation |  | Visitor Guide |  | Destroy - 5 years after publication |
| . . Visitor information |  | Visitor Guide |  | Destroy - 5 years after publication |
| . . Visitor information |  | Maps and directions |  | Destroy - 5 years after publication |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Management** |  |  |  |  |
| **. Ceremonial** |  |  |  |  |
| . . Civic and royal events |  | Visitors book, tapes, photographs |  | Permanent – passed to archive |
| . . Civic and royal events |  | Planning and organising an event |  | Destroy – 1 year from event, 7 years for significant material |
| . . Corporate gifts |  |  |  | Destroy after 7 years |
| **. Communication support** |  |  |  |  |
| . . Interpreting and translation |  | Translation |  | Destroy - use subject matter retention |
| . . Mail processing |  |  |  | Scanned mail destroyed after 3 days unless returned to individual teams at their request. |
| . . Publication |  | Publications |  | Destroy once superseded |
| . . Publications received |  | Publications |  | Destroy once superseded |
| . . Staff communications |  |  |  | Destroy - 3 years from publication |
| **. Corporate communication** |  |  |  |  |
| . . Campaigns |  | Vehicle branding |  | Destroy on completion of campaign |
| . . Corporate branding |  | Corporate standards |  | Destroy when branding changes |
| . . Corporate publicity |  | Corporate strategy |  | Destroy - 3 years then one copy to be kept for archive |
| . . Graphic design |  | Designing setting information |  | Destroy – 3 years from last action. |
| . . Marketing |  | Marketing planning and campaigns |  | Destroy – 1 year from end of campaign then one copy to be kept for archive. |
| . . Media cuttings |  | Media cuttings “In the Media” |  | Destroy - 3 years from publication |
| . . Media liaison |  | Interaction with Media |  | Destroy - 2 years from event |
| . . Media releases |  |  |  | Destroy - 6 years from publication |
| . . Public relations |  | Published work |  | Destroy after use is concluded - one copy to archive |
| . . Public relations |  | Statistics, trends and customer satisfaction data |  | Delete – 5 years from data entry |
| **. Enquiries and complaints** |  |  |  |  |
| . . Appeals |  |  |  | Destroy – 3 years from date of resolution |
| . . Complaints |  | Correspondence |  | Destroy – 5 years from end of calendar year entered |
| . . Complaints |  | Registers |  | Destroy – 7 years from end of calendar year entered |
| . . Complaints |  | Reports |  | Destroy – 3 years from end of calendar year entered |
| . . Complaints to Ombudsman | Complaint files |  |  | Destroy – 3 years from date of resolution |
| . . Compliments |  |  |  | Destroy – 3 years from date of resolution |
| . . Customer profiling |  | Customer profile statistics |  | Destroy – in line with census dates (10 yearly) |
| . . Customer satisfaction |  | Customer satisfaction surveys |  | Retain current plus previous year |
| . . Stage 1 complaints | Complaint files |  |  | Destroy - 2 years after use is concluded |
| . . Stage 2 complaints | Complaint files |  |  | Destroy - 4 years after use is concluded |
| **. External audits** |  |  |  |  |
| . . Audits |  |  |  | Destroy - 3 years from end of report |
| . . Audits |  |  |  | Destroy - 20 from end of financial year |
| **. Preparing business** |  |  |  |  |
| . . Meetings |  | Externally led meetings |  | Destroy - 3 years after last action completed |
|  |  | HBC led meetings |  | Destroy - 5 years after last action completed  |
|  |  | Strategic management meetings |  | Permanent |
|  |  | Team meetings |  | Destroy - 2 years after last action completed |
| . . Officer representation |  |  |  | In line with above |
| . . Partnership and agency working |  | Business for partnership and agencies where local authority owns the record |  | Permanent - offer to archivist |
| . . Partnership and agency working |  | Business for partnership and agencies where local authority does not own the record |  | Destroy - 3 years after last action |
| **. Project management** |  |  |  |  |
| . . Closure |  | Lessons learned |  | Destroy – 10 years after completion of project |
| . . Governance |  | Project initiation document |  | Destroy – 10 years after completion of project – Records for Major Projects may be kept for 25 years |
| . . Governance |  | Unit or team plans |  | Destroy – 5 years after completion of project |
|  |  | Feasibility study/report |  | Destroy – 10 years after completion of project |
|  |  | Working papers correspondence |  | Destroy – 2 years after completion of project |
|  |  | Project board assessment meeting papers |  | Destroy – 5 years after completion of project – Records for Major Projects may be kept for 25 years |
|  |  | Reports  |  | Destroy – Interim 5 from issue – Final for 10 years or 25 for major projects |
|  |  | Product descriptions or project operating manuals |  | Destroy 5 years from completion |
|  |  | Misc |  | Destroy – 2 years from completion |
| . . Initiation and delivery | Project files | Issues log |  | Destroy – Interim 5 from issue – Final for 10 years or 25 for major projects |
| . . Start up | Project files | Business case |  | Destroy – 10 years after completion of project or 5 years after completion if project rejected or deferred |
| **. Quality and performance** |  |  |  |  |
| . . Assessments |  |  |  | Destroy - 2 years from closure |
| . . Best value reviews |  |  |  | Destroy - 5 years from closure |
| . . Inspections |  |  |  | Destroy – 6 years from inspection |
| . . Process mapping |  | Process maps |  | Destroy – once superseded |
| . . Performance Data | Corporate health check | Corporate health check |  | Destroy – 5 years from completion |
| **. Statutory returns** |  |  |  |  |
| . . Reports to government |  |  |  | Destroy - 7 years from closure  |
| **. Strategic planning** |  |  |  |  |
| . . Business cases |  |  |  |  |
| . . Corporate initiatives |  |  |  |  |
| . . Organisational structure |  |  |  | Only keep up-to-date copies |
| . . Policies and procedures |  |  |  | Policies are removed whenever they are superseded (updated) |
| . . Public consultation |  | Questionnaires |  | Destroy - 3 years from completion |
| . . Public consultation |  | Customer Insight |  | Destroy on completion |
| . . Service level agreements |  |  |  |  |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Planning and building control** |  |  |  |  |
| **. Building control** |  |  |  |  |
| . . Application processing | Application files | PlansSpecificationsCorrespondenceCertificate of final inspectionConsultations | Building Act 1984 | All cases deemed live (without a completion) will be retained permanently.For all cases that have been completed the Council will retain basic application data permanently for all records from 2001. All other information will be retained for 15 years from completion.  |
| . . Pre-Application processing and general correspondence |  | Pre application discussions and advice |  | Retain for 3 years |
| . . Registration (the keeping of a register) | Initial Notices | Building control register |  | Retain permanently |
| . . Unauthorised works | Files |  |  | Retain permanently |
| . . . Demolition notices | Files |  |  | Retain for 3 years |
| . . . Dangerous Structures  | Files |  |  | Retain until signed off as no longer dangerous – thereafter retain for 3 years |
| **. Development control** |  |  |  |  |
| . . Application processing | Appeals files | Paper files destroyed after decision made | Development Management Procedure Order 2015 Article 40 | Retain decision permanently in electronic form |
| . . Application processing | Application files | Post decision - Paper files destroyed after 6 months | Development Management Procedure Order 2015 Article 40 | Retain decision, a copy of the application and of plans and drawings submitted in relation thereto and any accompanying design and access statement permanently in electronic form |
| . . Application processing | Application files | Post decision - Decision notices | Development Management Procedure Order 2015 Article 40 | Retain decision permanently in electronic form |
| . . Application processing |  | Pre application discussion – paper copies destroyed once scanned in |  | Retain for 12 years from receipt in electronic form – valuable information in the event of applications for Certificate of Lawfulness (10 years evidence needed) |
| . . Planning obligations |  | A copy of any planning obligation and S278 agreements and particulars of any modification to or discharge of any planning obligation or section 278 agreement | Development Management Procedure Order 2015 Article 40 | Retain permanently in electronic form |
| . . Conservation areas |  | Sites and Monuments Register |  | Permanent |
| . . Enforcement |  | Enforcement notices | Development Management Procedure Order 2015 Article 43 | Permanent |
| . . Registration |  | Planning Register of current applications | Development Management Procedure Order 2015 Article 40 | Permanent |
| . . Tree |  |  |  | Permanent |
| . . Tree |  | Tree preservation orders |  | Permanent |
| **. Forward planning** |  |  |  |  |
| . . Economic regeneration |  |  |  | Delete once decision made or destroy 15 years from application |
| . . Heritage listing |  |  |  | Permanent  |
| . . Housing development |  |  |  | Permanent – offer to archivist |
| . . Local plan |  |  |  | Permanent – offer to archivist |
| . . Planning – Local Development Framework |  |  |  | Permanent – offer to archivist |
| . . Planning Local Plans |  |  |  | Permanent – offer to archivist |
| . . National planning policy |  |  |  | Destroy - 7 years after administrative use concluded |
| . . Natural environment |  | Policies |  | Permanent – offer to archivist |
| . . Parks and Open spaces -landscaping |  |  |  | Destroy - 7 years after administrative use concluded |
| . . Planning –landscape character assessments |  |  |  | Destroy - 7 years after administrative use concluded |
| . . Planning- policies – environmental policies |  | Policies |  | Permanent – offer to archivist |
| . . Natural environment |  |  |  | Destroy - 7 years after administrative use concluded |
| . . Planning policy |  |  |  | Permanent – offer to archivist |
| . . Planning –building and landscape design services |  |  |  | Destroy - 7 years after administrative use concluded |
| . . Planning - consultation |  | Consultation |  | Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist |
| . . Planning – land use proposals |  |  |  | Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist |
| . . Planning policy |  |  |  | Permanent – offer to archivist |
| . . Planning schemes |  | Consultation |  | Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist |
| . . Regional plan |  | Mineral Plan |  | Permanent - offer to archivist |
| . . Regional plan |  | Waste Plan |  | Permanent - offer to archivist |
| . . Regional plan |  | Structure Plan |  | Permanent - offer to archivist |
| . . Sustainable development |  |  |  | Destroy - 7 years after administrative use concluded |
| . . Urban centre planning |  |  |  | Destroy - 7 years after administrative use concluded |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Procurement** |  |  |  |  |
| **. Contracting** |  |  |  |  |
| . . Approved suppliers |  |  |  | Keep up to date listings only |
| . . Contract awards |  |  | Limitations Act 1980.  | Destroy - 6 years after the term of the contract has expired |
| . . Contract awards | Contract files | Ordinary contracts | Limitations Act 1980.  | Destroy - 6 years after the term of the contract has expired |
| . . Contract awards | Contract files | Contracts under seal | Limitations Act 1980.  | Destroy - 12 years after the term of the contract has expired |
| . . Contract awards | Contract files | Post tender negotiation | Limitations Act 1980.  | Destroy - 6 years after the term of the contract has expired |
| . . Contract awards | Contract files | Service level agreements, compliance reports, performance reports | Limitations Act 1980.  | Destroy - 6 years after the term of the contract has expired |
| . . Contract management |  | Contract monitoring |  | Destroy – 2 years past current year |
| . . Requisition |  | Purchase orders |  | Destroy - 7 years after the end of the financial year |
| . Market information |  |  |  |   |
| . . Product evaluation |  |  |  | > £50k see contracts> £1k destroy – 7 years from purchase< £1k destroy – once evaluation over |
| . . Product information |  |  |  | Destroy – when product no longer used |
| **. Tendering** |  |  |  |  |
| . . Tenders | Tender files | Opening notice, tender envelope | Public Contracts (Amendment) Regulations 2009 | Destroy - 3 months beginning with the date when grounds for starting the proceedings first arose.  |
| . . Tenders | Tender files | Ordinary tender | Limitations Act 1980.  | Destroy – 6 years from date of contract |
| . . Tenders | Tender files | Pre-tender advice |  |  |
| . . Tenders | Tender files | Tender for contract under seal | Limitations Act 1980.  | Destroy - 12 years after the term of the contract has expired |
| . . Tenders | Tender files | Unsuccessful tenders | Public Contracts (Amendment) Regulations 2009 | Destroy - 3 months beginning with the date when grounds for starting the proceedings first arose.  |
| . . Tendering policies |  |  |  | Destroy – 7 years from change |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Risk management and insurance** |  |  |  |  |
| **. Claims** |  |  |  |  |
| . . Claims processing |  | Claims records | Limitations Act 1980.  | Destroy - 7 years after all obligations and entitlements are concluded |
| **. Insuring against loss** |  |  |  |  |
| . . Insurance |  | Insurance policies |  | Destroy - 7 years after the terms of the policy have expired |
| . . Insurance |  | Renewals |  | Destroy - 5 years after the policy has been renewed |
| . . Insurance |  | Summary arrangements |  | Permanent - offer to archivist |
| **. Risk management** |  |  |  |  |
| . . Business continuity planning |  |  |  | Retain until superseded then archive for 7 years. |
| . . Education |  | Campaigns |  | Retain until superseded then archive for 7 years. |
| . . Risk assessment |  | Risk register |  | Retain until superseded then archive for 7 years. |
| . . Risk assessment |  | Valuations |  | Retain until superseded then archive for 7 years. |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Civil Engineering & Landscape** |  |  |  |  |
| **. Infrastructure, Design and construction** | Tender Documents | Ordinary tender | Limitations Act 1980 | Destroy – 6 years from date of contract |
|  | Tender Documents | Tender for contract under seal | Limitations Act 1980 | Destroy - 12 years after the term of the contract has expired |
|  | Contract Document  | On site records, photo’s, site diary, measurements, accounts, emails and letters, SI’s and variation orders etc. |  | Destroy - 12 years after the term of the contract has expired |
|  | Health & Safety File (CDM) | Construction details, implementation details, site details, RSA Reports, as built plans, safety certificates, licences, Suppliers and material details etc. |  | Retain - Under the Construction Design Management Regulations (CDM) the H & S file needs to be retained until the construction / building is dismantled / removed.  This is to aid the demolishment of the construction.  Therefore the H & S file needs to be retained the full life of the construction until it is removed 10 yrs / +150 yrs. |
| . . Traffic management schemes |  | TROConsultationPlans |  | Destroy - 7 Years after action completed |
| **. Highway enforcement** |  |  |  |  |
| . . Parking |  | Audit tickets from machines | In line with financial retention | Destroy - 6 years after the conclusion of the transaction |
| . . Parking fines |  | Payment history all stored electronically | In line with financial retention | Destroy - 6 years after the conclusion of the transaction |
| . . . Parking fines |  | Name, Address, contact details |  | Anonymised 6 months after case closed |
| . . Weight limits |  |  |  | Indefinitely |
| **. Infrastructure management** |  |  |  |  |
| . . Public conveniences |  |  |  | Delete – 3 months from last action |
| . . Street furniture |  |  |  | Destroy – 7 years after last action |
| . . Street naming and numbering |  |  |  | Permanent – offer to archivist |
| . . Surveys |  |  |  | Destroy – 7 years from survey |
| . . Taxi ranks |  |  |  | Destroy – 7 years after action completed |
| **. Public transport** |  |  |  |  |
| . . Public transport plan |  |  |  | Destroy – 3 years after superseded or last action |
| **. Road safety** |  |  |  |  |
| . . Accident investigations |  |  |  | Destroy – 7 years after use. |
| . . Safety audits |  |  |  | Destroy – 12 years after use. |
| . . Parking  |  | Permits all electronically stored | In line with financial management | Archive - 6 years after transaction concluded |
| Parking |  | Resident Schemes | Same as orders | Destroy - 7 years after action completed |
| . . Parking sites |  |  |  | Destroy - 7 years after action completed |
| . . .Disabled Bays |  | Contact Details |  | Destroy – When bay no longer required |
| . . Street lighting |  |  |  | Destroy - 7 years after action completed |
| . . Traffic calming |  |  | Same as orders | Destroy - 7 years after action completed |
| . . Traffic reduction |  |  |  | Destroy - 7 years after action completed |
| . . Traffic orders |  | Approval |  | Destroy - 7 years after action completed |
| . . Traffic orders |  | Implementation |  | Destroy - 7 years after action completed |
| . . Traffic orders |  | Planning and Investigation |  | Destroy - 7 years after action completed |
| . . Access Protection Lines (APL) |  | Address |  | Retained for the ‘life’ of the APL |
| . . Weather forecasting |  | Weather data |  | Permanent – offer to archivist |
| . **Transport planning** |  |  |  |  |
| . . Strategy and planning |  | Local transport plan |  | Permanent - offer to archivist |
| . . Transport modelling |  | Traffic counts |  | Destroy - 2 years after last use |
| . . Travel plans |  | Employer travel plans |  | Destroy - 5 years after use |
| . . Travel plans |  | School travel plans |  | Destroy - 5 years after use |
| **Class** | **Series** | **Records** | **Rationale** | **Revised Recommended Retention** |
| **Waste management** |  |  |  |  |
| . **Fly tipping** |  |  |  |  |
| . . Fly tipping |  |  |  | Destroy - 2 years after last action |
| . **Street cleaning** |  |  |  |  |
| . . Pest control |  |  |  | Destroy - 2 years after last action |
| . . Road cleansing |  |  |  | Destroy - 1 years after event |
| . **Waste collection** |  |  |  |  |
| . . Abandoned vehicles |  |  | The Hazardous Waste (England and Wales) Regulations 2005 No. 894 | Destroy - 3 years after last action |
| . . Bulk |  |  | The Hazardous Waste (England and Wales) Regulations 2005 No. 894 | Destroy - 3 years after last action |
| . . Controlled |  |  | The Hazardous Waste (England and Wales) Regulations 2005 No. 894 | Destroy - 3 years after last action |
| . . Domestic |  |  | The Hazardous Waste (England and Wales) Regulations 2005 No. 894 | Destroy - 3 years after last action |
| . . Trade |  |  | The Hazardous Waste (England and Wales) Regulations 2005 No. 894 | Destroy - 3 years after last action |
| . **Waste disposal** |  |  |  |  |
| . . Waste sites |  | Management of sites |  | Permanent - offer to archivist |
| . . Waste sites |  | Short term storage |  | Destroy - 10 years after site closure |
| . . Waste sites |  | Equipment |  | Destroy - 6 years after use |
| . . Waste sites |  | Inspections |  | Destroy - 6 years after inspection |
| . . Waste sites |  | Permits |  | Destroy - 7 years after permit expires |
| . . Waste sites development |  | Waste site plans |  | Permanent - offer to archivist |
| . **Waste reduction** |  |  |  |  |
| . . Composting |  |  |  |  |
| . . Recycling |  |  | The Environmental Protection (Duty of Care) Regulations 1991 No. 2839 | Destroy – 2 years after use |