

# **Brentwood Borough Council**

## **Document Retention Policy**

April 2018 (V 3)

### **Acknowledgement**

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# CONTENTS

	<u>Page No.</u>
1. Introduction .....	3-4
2. Scope/Purpose.....	4
3. The Retention/Disposal Protocol.....	4
4. Roles and Responsibilities .....	5
5. Disposal .....	5-6
6. General Data Protection Regulation – duty to dispose of certain data.....	6-7

Appendix 1 Key Disposal/Retention Considerations

Appendix 2 Records Management Retention Schedules

## 1. INTRODUCTION

1.1 In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can take many different forms e.g.

- Letters received from third parties
- Copy letters which have been sent out
- File attendance notes
- Invoices
- Completed application forms
- Plans/drawings
- Financial records
- Registers
- Contracts/deeds
- e-mails (and any attachments)
- Photographs
- Tape Recordings
- Manuscript notes

1.2 Many of the above documents can be retained as 'hard' paper records or in electronic form.

1.3 Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirements.
- Evidence events/agreements in the case of disputes.
- Meet operational needs.
- Ensure the preservation of documents of historic or other value.

1.4 The untimely destruction of documents could cause the Council:

- Difficulty in responding to litigation claims, appeals.
- Operational problems.
- Reputational damage.
- Failure to comply with the FOI, EIR, the General Data Protection Regulation (GDPR) or the Data Protection Act 2018.

1.5 Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:

- By law, personal data can only be retained for as long as it is needed for the purpose for which it was obtained.
- There is a shortage of new storage space.
- Disposal of existing documents can free up space for more productive activities.

- Reduction of fire risk (in the case of paper records).
- There is evidence that the de-cluttering of office accommodation can be psychologically beneficial for many workers.

1.6 Modern day records management philosophy emphasises the importance of organisations having in place systems for the timely and secure disposal of documents/records that are no longer required for business purposes. Additionally, the law makes it important that the Council has clearly defined policies and procedures in place for disposing of records, and that these are well documented.

## **2. SCOPE & PURPOSE**

2.1 The purpose of this policy is to provide a corporate policy framework to govern management decisions on whether a document (or set of documents) should either be:

- Retained – and if so in what format, and for what period; or
- Disposed of - and if so when and by what method.

2.2 Additionally, this policy seeks to clarify the roles and responsibilities of managers in the decision-making process.

## **3. THE RETENTION/DISPOSAL PROTOCOL**

3.1 Any decision whether to retain or dispose of a document should be taken in accordance with the retention/disposal protocol. This protocol consists of:

- The key disposal/retention considerations criteria checklist, set out in Appendix 1. Essentially no document should be disposed of unless all these have been considered in relation to the document.
- The Retention Schedules contained in Appendix 2. These provide guidance on recommended and mandatory minimum retention periods for specific classes of documents/records.

3.2 Where a retention period has expired in relation to a particular document a review should always be carried out before a final decision is made to dispose of that document. Such reviews need not necessarily be detailed or time consuming. Where the manager (or designated officer) is familiar with the contents of the document or where the contents are straightforward and easily apparent then such an exercise may only take a few minutes.

3.3. If a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal (paragraph 5 below).

3.4.

## **4. ROLES & RESPONSIBILITIES**

### Managers

- 4.1 Responsibility for determining (in accordance with the Retention/Disposal protocol mentioned above) whether to retain or dispose of specific documents rests with the individual service managers, in respect of those documents that properly fall within the remit or control of his/her Service. Managers are expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal.
- 4.2 Managers may delegate the operational aspects of this function to one or more senior officers within their Service. However, in doing so they should ensure that any such Officer is fully conversant with this Policy and is also familiar with the operational requirements of the Service in relation to document retention/disposal.

### **Role of Legal Services and the Data Protection Officer**

- 4.3 Legal Services can advise on whether minimum retention periods are prescribed by law, and whether retention is necessary to protect the Council's position where the likelihood of a claim has been identified by the relevant manager.

Legal Services staff cannot be expected to possess the operational or background knowledge required to assess whether a document may be required by the Service concerned for operational need. This is the responsibility of the relevant manager or his/her designated Officers.

- 4.4 The Data Protection Officer is available to provide staff with advice and guidance on effective records management practices.

## **5. DISPOSAL**

- 5.1 Disposal can be achieved by a range of processes:

- Confidential waste – *i.e.* making available for collection by a designated refuse collection service or use of the confidential waste bins within the civic offices.
- Physical destruction on site (paper records - shredding)
- Deletion – where computer files are concerned
- Migration of document to external body

- 5.2 All staff should take into account the following considerations when selecting any method of disposal:

- Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties

and render the Council liable to prosecution or other enforcement action under the GDPR. Such documents should be destroyed on site (e.g. by shredding) or placed in the specially marked “Confidential Waste” refuse bins.

- Deletion – the Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve, then this will be regarded as equivalent to deletion.
- Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value. The third party here could well be the Public Record Office (“PRO”). “Migration” can, of course, include the sale of documents to a third party. The Information Manager is happy to be a point of reference in cases where migration to the PRO or other external archive is considered a possibility.
- Recycling – wherever practicable disposal should further recycling, in-line with the Council’s commitment to sustainable development and promoting an alternative waste disposal strategy.

5.3 Disposal should be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal. The documenting of disposal is particularly important due to the Freedom of Information Act.

## **6. GDPR**

6.1 Officers need to be aware that under the GDPR personal data processed for any purpose must not be kept for longer than is necessary for that purpose. In other words, retaining documents or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

The GDPR contains no interpretive provisions on this provision. It is a matter for reasonable judgement and common sense as to how long personal data should be retained.

Clearly, in many instances the retention of personal data will be necessary and thus justified for a long period of time. In general, provided there is adherence to this policy few problems should arise.

Managers and their staff need to be conscious of the fact that in some contexts it can be relatively easy to fall foul of the GDPR regarding the retention of personal data.

# Key Disposal/Retention Considerations

**Introduction:**

No document should be earmarked for disposal unless due regard has first been given to **(i)** the five Key Disposal/Retention considerations detailed in this Appendix, and **(ii)** to the Retention Schedules contained in Appendix 2.

## KEY CONSIDERATION NO. 1

<p><b>HAS THE DOCUMENT BEEN APPRAISED?</b></p>
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1. As a first step, the nature/contents of any document being considered for disposal should be ascertained. No document(s) should be earmarked or designated for disposal unless this has been done. Insofar as *existing documents* are concerned it follows that the above can only be achieved by the carrying out of physical inspection and appraisal. The process may only take a few minutes – perhaps even seconds. Nonetheless it can be a skilled task - depending on the complexity of the document(s) concerned – and should only be undertaken by officers who possess sufficient operational knowledge to enable them to identify the document concerned and its function within both the individual Service and corporate frameworks. Any decision to the effect that *future documents* of a specified description be disposed of on expiry of a specified retention period should be an informed one *i.e.* taken with a full appreciation and understanding of the nature and function of such document.
2. The above is largely common sense, and hardly needs to be stated. However, if appraisal is inadvertently overlooked or carried out negligently, or by an employee who lacks the necessary background operational knowledge, the Council runs the very real risk of important documents being destroyed in error.



## KEY CONSIDERATION NO. 2

<b>IS RETENTION REQUIRED TO FULFIL STATUTORY OR OTHER REGULATORY REQUIREMENTS?</b>
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There is, in fact, very little specific legislation that stipulates mandatory retention periods for documents in local government.

The pieces of legislation which do, either directly or indirectly, impose minimum retention periods are as follows:

**Tax Legislation:** Minimum retention period for certain financial records are imposed by statutes such as the VAT Act 1994, and the Taxes Management Act 1970. These retention periods are identified in the retention schedules.

**Statutory Registers:** Various local government statutes require registers to be kept of certain events, notifications, or transactions. It is implicit within such legislative requirement that these records be maintained on a permanent basis, unless the legislation concerned stipulates otherwise.

**The Audit Commission Act 1998:** This provides auditors with a right of access to every document relating to the Council that appears necessary for the purposes of carrying out the auditor's functions under the Act.

**The Local Government Act 1972, S.225:** Any document deposited with "the proper officer" of the Council in accordance with Statute should be retained permanently. (This is analogous to the position re Registers, above).

**Part VA of the Local Government Act 1972:** This governs public access to certain documents relating to Council and Committee meetings. Certain documents that form part of the public part of the agenda are required to be available for inspection by members of the public.

### KEY CONSIDERATION NO. 3

<b>IS RETENTION REQUIRED TO EVIDENCE EVENTS IN THE CASE OF DISPUTE?</b>
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On occasions, the Council becomes involved in disputes with third parties. Such disputes, if not satisfactorily resolved, can result in the dissatisfied party bringing legal proceedings against the Council, usually (but not always) with a view to obtaining monetary compensation. Conversely, the Council may wish to institute legal proceedings against an individual or organisation e.g. to recover an unpaid debt, or in respect of faulty workmanship. Where a dispute arises, or litigation has been commenced it is important that the Council has access to all correspondence and other documentation that is relevant to the matter. Without such, there is the danger that the Council's position will be compromised, and the very real possibility that an unmeritorious claim might succeed, or that the Council may be unable to assert its legal entitlements.

The **Limitation Act 1980** specifies time limits for commencing litigation. The starting point therefore, is that the retention period is the length of time that must elapse before a claim is barred. The main time limits that are directly relevant to local government are as follows:

- Claims founded on simple contract or tort (other than personal injury claims) cannot be brought after the expiration of 6 years from the date on which the cause of action occurred.
- Compensation claims for personal injury are barred on expiry of 3 years from the date on which
  - (i) the cause of action occurred (this will usually be the date when the incident causing the injury occurred; or
  - (ii) the date when the injured person first had knowledge of the injury, its cause and the identity of the person responsible (some injuries are latent and do not manifest themselves for some period of time).
- Claims that are based on provisions contained in documents that are 'under seal' are barred after the expiration of 12 years from the date on which the cause of the action occurred.

**Limitation Act 1980 S.14A and S.14B:** "Latent damage claims": S.14A provides a special time limit for negligence actions (excluding personal injury) where facts relevant to the cause of action were not known to the claimant at the date of the negligence.

**The six-year retention period and risk assessment:** As stated above most potential legal claims are statute barred on the expiry of 6 years. For this reason, many organisations consider it prudent to retain files/records for a period of 6 years from the date when the subject matter was completed.

It is important, though, to keep in mind that during the Council's everyday business large masses of document action are generated that serve no purpose after relatively short periods of time. Many documents will relate to completed matters where, realistically, the risk of subsequent litigation or other dispute is minimal, if not non-existent. Long-term retention of such documents is counterproductive. Managers should be prepared to carry out a risk analysis, with a view to disposal of such documents within a shorter period of than the 6 years' time frame.

## **KEY CONSIDERATION NO. 4**

<p><b>IS RETENTION REQUIRED TO MEET THE OPERATIONAL NEEDS OF THE SERVICE?</b></p>
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In some cases, retention may be desirable (whether permanent or otherwise) even though no minimum retention period applies or has expired. Managers should be open to the danger of discarding documents or records that might be useful for future reference purposes (e.g. training), as precedents, or for performance management (performance indicators, benchmarking and comparison exercises). A professional judgement needs to be made as to the usefulness of a particular document.

### Key Documents

The Information Commissioner recognises that key records may merit permanent preservation, notwithstanding nothing is prescribed. These are covered in the Retention Schedules.

## **KEY CONSIDERATION NO. 5**

### **IS RETENTION REQUIRED BECAUSE THE DOCUMENT OR RECORD IS OF HISTORIC INTEREST OR INTRINSIC VALUE?**

In most cases this consideration will not be applicable. However, it is certainly possible that some documents currently in Council storage may be of historic interest and/or even have some monetary value.

#### **Illustration**

A local authority may have in its possession records of damage to property caused by air raids during WW II. These records may well be of interest to museums, local history societies, and the County Records office.

Where it is suspected that the document falls within this description appropriate enquires should always be made before taking any further action. The Data Protection Officer should be contacted for advice and guidance in the first instance.

Even if the document is of historical or monetary value, disposal rather than retention by the Council, may well be the appropriate option – but in the form of transfer to, say, the County Records office; or even sale to an external body.



# Document Retention Schedules

**Introduction:**

The following schedules provide guidance on the retention periods applicable to a wide range of Council documents.

Documents/records relating to Personnel matters warrant careful attention insofar as retention periods are concerned. There is the need, when considering appropriate retention periods, to be aware of the fact that the Council may need recourse to certain documents/records in the event of a claim being made against it under employment protection or anti-discrimination legislation. Many employment documents or records will contain “personal data” and “sensitive personal data” as defined by the GDPR. The fifth principle in the GDPR (personal data processed for long purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes) is therefore relevant. Thus, in some instances, the Council will be under a legal duty to destroy employment records, the Information Commissioner has stated, however, that in considering an employer’s compliance with this principle she will have regard to the need for the employer to respond to enquiries, for example, from an employee’s new employer or from Inland Revenue as well as for its own use. The Information Commissioner has published a draft code of practice (“ICE of P”) on the use of personal data in employer/employee relationships that provides guidance on retention periods for certain categories of employment records. Where applicable, these are referred to in the schedule below.

Documents in the custody or care of Legal Services warrant special consideration, as they may have legal significance. In addition to the document retention considerations set out in the main body of the policy it should be noted that the Head of Legal Services, as Solicitor to the Council, is governed by guidelines issued by the Law Society of England and Wales under the guise of its Professional Conduct Rules. The Law Society at the outset stresses that it is unable to specify periods of years for which individual old files should be retained. Solicitors should exercise their own judgement in this respect, having regard to such factors as the subject matter of the contents and their own circumstances, including availability of storage space and the costs thereof. Subject to that, the Law Society considers it may well be advisable to retain all files for a minimum period of 6 years from when the subject matter was wholly completed. At the end of the 6-year period, solicitors should review the files again according to the nature of the transactions to which they refer, and the likelihood of any claims arising there from within the appropriate limitation period. After taking these matters into account and before deciding that certain old files can be destroyed, solicitors should consider whether there are any documents that ought nevertheless to be preserved for their archival or historic value. If there is any possibility of this, it is suggested that contact should be made with the County Archivist in order to arrange for an inspection.

The Law Society guidelines are in line with the key Disposal/ Retention considerations set out in this Policy. This schedule seeks among other things to identify documents/files that can be safely disposed of before expiry of the six year ‘rule of thumb’

Retention/disposal decisions in respect of ‘residual documentation/records’ (*i.e.* those which are not specifically covered by the preceding schedules) should be considered against the guidelines contained in this Schedule. Indeed, it is likely that most documentation will fall within this ‘residual’ category. It cannot be over emphasised that in determining the retention period



appropriate for documents regard must be had to the key disposal/retention considerations set out in Appendix 1. Managers/Managers should be prepared, where necessary, to carry out a risk analysis *i.e.* assess (i) the value (or possible value) of a particular document/class of document; (ii) the likelihood that recourse may be needed to it in the future (Key Disposal/Retention Consideration No. 4 is relevant here); and (iii) the consequences to the Council/Service if that document is not available because it has been destroyed. Clearly, there will be the temptation to adopt a policy of retaining *every* single document or record for at least 6 years. Undoubtedly, this will be the safest option; but it is also unduly cautious and generally to be discouraged. In the everyday course of public sector business large masses of documentation are generated which serve no purpose after short periods of time.

Where paper records are concerned Managers should also endeavour to avoid **duplicity** of record keeping, wherever it is practicable to do so. It may sometimes be the case that two or more Services have the same documents /records in their possession. Provided that one Service has a full set in safe storage there may well be the case that there is no need for the other Service(s) to retain a set. Inter-Service communication and co-operation in the context of document retention is to be encouraged.

## The Disposal Guidelines – Contents

### **Assets**

Page 15

- . Maintenance of council property
- . Property acquisition and disposal
- . Property and land management
- . Property use and development

### **Community safety and emergencies**

Page 20

- . Advice
- . Community safety
- . Emergency planning
- . Emergency service
- . Enforcement
- . Training

### **Environmental Health/Licensing**

Page 22

- . Advice
- . Enforcement
- . Investigation, inspections and monitoring
- . Registration, certification and licensing

### **Crematoria and cemeteries**

Page 29

- . Burial identity and location
- . Maintenance of burial grounds

### **Democracy**

Page 30

- . Decision making
- . Executive
- . Governance
- . Honours and awards

- . Member support
- . Planning
- . Representation

**Economic development**

Page 33

- . Business intelligence
- . Promotion
- . Regeneration
- . Sustainability
- . Tourism
- . Training

**Finance**

Page 36

- . Accounts and audit
- . Asset management
- . Financial provisions management
- . Financial transactions management
- . Local taxation
- . National taxation
- . Payroll and pensions

**Health and safety**

Page 45

- . Community safety
- . Compliance
- . Monitoring
- . Risk management

**Housing**

Page 47

- . Advice
- . Enforcement
- . Estate management
- . Housing provision

- . Housing stock
- . Managing tenancies

### **Human Resources**

Page 53

- . Administering employees
- . Employee relations
- . Equal opportunities
- . Monitoring employees
- . Occupational health
- . Recruitment
- . Terms and conditions of employment
- . Training
- . Workforce planning

### **Information and communication technology**

Page 59

- . Infrastructure
- . System support

### **Information management**

Page 62

- . Access to information
- . Archives
- . Knowledge management
- . Records management
- . Registration

### **Legal services**

Page 65

- . Advice
- . Bylaws
- . Land registration
- . Land and highways
- . Litigation
- . Management of legal activities

. Planning controls

**Leisure and culture**

Page 68

- . Allotments
- . Archives
- . Arts
- . Community facilities
- . Leisure promotion
- . Museums
- . Parks and open spaces
- . Sports facilities
- . Sports
- . Tourism

**Management**

Page 71

- . Ceremonial
- . Communication support
- . Corporate communication
- . Enquiries and complaints
- . External audits
- . Preparing business
- . Project management
- . Quality and performance
- . Statutory returns
- . Strategic planning

**Planning and building control**

Page 77

- . Building control
- . Covenant control
- . Development management
- . Local Plans/CIL

**Procurement**

Page 81

- . Contracting
- . Market information
- . Tendering

**Risk management and insurance**

Page 83

- . Claims
- . Insuring against loss
- . Risk management

**Waste**

Page 85

- . Fly tipping
- . Street cleaning
- . Waste collection
- . Waste reduction

<b>FUNCTION/SERVICE</b>	<b>TYPE OF RECORD</b>	<b>DETAILS</b>	<b>RETENTION PERIOD</b>	<b>NOTES</b>
<b>Assets</b>				
<b>Council property and land management</b>		<b>Maintenance and management records - typically organised by property</b>		
Maintenance	Instruction manuals	Instruction manuals related to council property.	Destroy - 7 years after last action	RGLA 7.27
Planned maintenance		Documentation relating to the process of managing and undertaking planned maintenance of property.	Destroy - 7 years after last action	RGLA 7.27
Refurbishment	Tenders and contracts	Documentation relating to the process of managing and undertaking planned renovations and development of property.	Destroy - 7 years after conclusion of transaction	RGLA 8.7
Responsive maintenance	Files	Documentation relating to the process of managing and undertaking emergency maintenance of property.	Destroy - 7 years after last action	RGLA 7.27
Property acquisition and disposal		Information on the acquisition and disposal of property.		
Acquisitions	Property assets	Any papers concerning the management of the acquisition (by lease or purchase) process for real property council property.	Retain permanently	Limitation Act 1980. RGLA 7.29

Disposal of property	Assets over £ 50000	Documents relating to the management of the disposal (by sale or write off) process for real property.	Destroy - 12 years after all obligations/entitlements concluded	Limitation Act 1980. RGLA 7.29
Disposal of property	Assets under £ 50000	Documents relating to the management of the disposal (by sale or write off) process for real property.	Destroy - 6 years after all obligations/entitlements concluded	Limitation Act 1980. RGLA 7.29
Disposal	Sale or write-off of property	Information on the disposal of property.	Destroy - 15 years after obligations or entitlements are concluded	RGLA 8.3
Accessibility	Files	Documentation and information relating to the access of property owned by the council.	Retain permanently	



**Facilities management**

**Processes involved in the management of council facilities.**

Fleet management	Allocation and maintenance of vehicles	Information how vehicles have been allocated and maintained.	Destroy - 7 years after disposal of the vehicle	RGLA 8.15
Fleet management	Recording drivers usage	Information on drivers.	Destroy - 7 years after closure	RGLA 8.17
Fleet management	Recording vehicle usage	Information on vehicle usage.	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
Health and safety	Vehicle records, lease or purchase	Documentation regarding the process of acquisition and disposal of vehicles through lease or purchase.	Destroy - 7 years after disposal of the vehicle	RGLA 8.14
Internal agreements	Files	Health and safety issues specific to property owned by the council.	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
Land and property history	Files	Information and documentation specific to internal agreements concerning council property.		
Leasing	Files	Historical documents about council property and land owned by the council.	Destroy - 12 years from life of property	RGLA 8.2
Leasing	Managing leased property	Documents relating to the process of managing leased property.	Destroy - 15 years after expiry of the lease	RGLA 8.8
Management	Managing the occupancy of property	Documents relating to the process of managing the occupancy of the property.	Destroy - 7 years after conclusion of transaction	RGLA 8.9

Management	Estates of special interest	The process of managing and undertaking renovations and development of property.	Permanent - offer to archivist	RGLA 8.5
Maps and directions	Other buildings and estates	The process of managing and undertaking renovations and development of property.	Retain for life of the building	RGLA 8.6
		Maps and directions relating to council property.	Retain for life of the building	
Replacement programme		Overall reports on council property.	Permanent - offer to archivist	RGLA 8.1
Car parks	Files	Information on how the property was developed and how it is being used.	Destroy - 7 years after completion	
Design and construction	Various	Any documentation regarding the process of managing and undertaking renovations and development specific to car parking.	Destroy - 7 years after completion	



## Community Safety

Anti-Social Behaviour Orders	Files and related papers	10 years (but review each order to check end date).	
CCTV surveillance	Logs/tapes	CCTV related information.	Destroy after 30 days (i.e. recorded over) unless needed for law enforcement purposes
Evidence	Statements etc	Information shared with police and other agencies.	3 years after closure of case

## **Environmental Health/Licensing**

Prosecution of offences	Files relating to all aspects of EH and licensing	Inspection of premises, individuals or organisations carried out.	Destroy - 7 years from completion of case	Police and Criminal Evidence Act 1984
Cautions	Files and correspondence	Simple cautions issued in respect of breaches of statutory standards	Destroy -3 years from issue	Home Office Circular 16/2008

Investigations	Equipment inspection records	Process of investigation of a possible infringement in this area.	Destroy - 6 years after disposal of the equipment	
Investigations	Food standards inspection forms	Investigations and reports on complaints regarding animals.	Destroy - 7 years after inspection	
Monitoring	Nuisances	Monitoring concerning pollution of the air.		
Monitoring		Monitoring of the health and wellbeing of animals.		
	Air pollution	Monitoring of food hygiene.	Destroy - 3 years from last action	RGLA 9.3
	Animal health	Monitoring of food hygiene within home care programmes.	Destroy - 3 years from last action	RGLA 9.3
	Food hygiene	The monitoring of food safety.	Destroy - 3 years from last action	RGLA 9.3
	Food hygiene, home care	Monitoring of food standards.	Destroy - 3 years from last action	RGLA 9.3
	Food safety	Monitoring of hazardous substances.	Destroy - 3 years from last action	RGLA 9.3
	Food standards	Monitoring of pollution of land.	Destroy - 3 years from last action	RGLA 9.3

	Hazardous substances	Monitoring of the spread and containment of pollution.	Destroy - 3 years from last action	RGLA 9.3
	Land pollution	Monitoring the quality and safety of private drinking water supplies.	Destroy - 3 years from last action	RGLA 9.3
	Pollution	Monitoring of the contamination of rivers.	Destroy - 3 years from last action	RGLA 9.3
	Private water supplies	The monitoring of business and industry.	Destroy - 3 years from last action	RGLA 9.3
	River pollution	Monitoring of swimming pool safety and hygiene standards.	Destroy - 3 years from last action	RGLA 9.3
	Weights and measures	The monitoring and regulation of product safety.	Destroy - 3 years from last action	RGLA 9.3
	Swimming pools	The monitoring of infectious disease.	Destroy - 3 years from last action	RGLA 9.3
	Product safety	The monitoring of consumer affairs response.	Destroy - 3 years from last action	RGLA 9.3
	Infectious diseases	The monitoring of general nuisance within the public domain.		
Registration, certification and licensing	Responsive	Consolidated listing of licensed activities requiring a register within the local authority.	Destroy - 3 years from last action	RGLA 9.3
Entertainment and drinks	Nuisances	Consolidated listing of licensed entertainment and drink venues.	Destroy - 3 years from last action	Environmental Protection Act 1990. RGLA 9.3
Licence premises	Register	Consolidated listing of licensed for the sale or consumption of alcohol.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Register	Documentation involved with licensing of animal boarding establishments.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Register	Documentation involved with licensing of animal breeding.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing		Documentation involved with licensing of auction premises.	Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963.

Licensing	Animal boarding licences Animal breeding licences	Documentation involved with licensing of building materials.	Destroy - 2 years after registration lapses	RGLA 9.16 Breeding of Dogs Acts 1973 and 1991 Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16 RGLA 9.16
Licensing	Auction premises licences	Documentation involved with licensing of meat retailers.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Building materials licences	Documentation regarding caravan and camp site licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Butchers licences		Destroy - 2 years after registration lapses	RGLA 9.16

Documentation relating to the licensing of cemeteries.



Licensing	Caravan and camp site licences		Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Mobile Homes Act 2013 Caravan Sites Act 1968. RGLA 9.16
Licensing	Cemetery licences	Documentation relating to the licensing of cooling towers. Documentation relating to the licensing of credit.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Cooling towers	Documentation relating to the licensing of Crematoria.	Destroy - 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
Licensing	Credit licensing	Licensing documentation regarding dangerous wild animals.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Crematoria licences	Documentation regarding Entertainment licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Dangerous wild animals licences	Licensing documentation regarding food.	Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
Licensing	Entertainment licences	Documentation relating to the licensing of food related issues.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	Food business licences	Documentation relating to Hackney licensing.	Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
Licensing	Food licences	Documentation relating to the licensing of Highway projection.	Destroy - 2 years after registration lapses	Food Safety Act 1990. RGLA 9.16
Licensing	Hackney licences	Documentation relating to hoarding licensing.	Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing	<b>Highway projection licences</b>	Documentation relating to the licensing and use of Infectious diseases.	Destroy - 2 years after registration lapses	RGLA 9.16

Licensing	<b>Hoarding licences</b>	Documentation relating to late hours catering licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Infectious diseases licensing and use</b>	Documentation relating to liquor licensing.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Late hours catering licences</b>	Documentation regarding gambling and lottery licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Liquor licences</b>	Documentation relating to the licensing of massage and special treatment establishments.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Lottery registration</b>	Documentation relating to the licensing of non-medicinal poisons.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Massage and special treatment licences</b>	Licensing documentation regarding nursing agencies.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Non-medicinal poisons licences</b>	Licensing documentation regarding other hazardous substances.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Nursing agencies licences</b>	Licensing documentation regarding fire safety and public entertainment.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Other hazardous substances</b>	Licensing documentation regarding pet shop.	Permanent - offer to archivist	RGLA 9.17
Licensing	<b>Personal licences</b>	Documentation relating to the licensing of petroleum.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	<b>Pet shop licences</b>	Documentation regarding premises licences.	Destroy - 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
Licensing	<b>Petroleum</b>	Documentation regarding premises licences.	Permanent - offer to archivist	Petroleum (Consolidation) Regulations 2014
Licensing	<b>Premises licences</b>	Documentation regarding entertainment licences.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16

Licensing	<b>Premises licences</b>	Club premises certificates	Licensing documentation regarding private hire taxi services.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	<b>Premises licences</b>	Temporary event notices.	Repealed by the Licensing Act 2003, retained for information already held.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	<b>Private hire licences</b>		Documentation regarding caravan and camp site licences.	Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
Licensing	<b>Public entertainment licences</b>		Documentation regarding sale of explosives licences.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
Licensing	<b>Riding establishment licences</b>		Documentation regarding scrap metal licences.	Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
Licensing	<b>Sale of explosives licences</b>		Documentation regarding sex establishment licences.	Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
Licensing	<b>Scrap metal licences</b>		Documentation regarding the licensing of shops.	Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 2013. RGLA 9.16
Licensing	<b>Sex establishments</b>		Documentation regarding scaffolding licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Shops</b>		Documentation regarding skip licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Scaffold licences</b>		Documentation regarding street collections and lotteries licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Skip licences</b>		Documentation regarding street trading licences.	Destroy - 2 years after registration lapses	RGLA 9.16
Licensing	<b>Street collections and lotteries licences</b>			Destroy - 2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
Sex establishments			Consolidated listing of licensed of sex establishments.	Destroy - 2 years after registration lapses	Local Government (Miscellaneous

Zoos

**Zoo licences**

Register

Destroy - 2 years after  
registration lapses

Provisions) Act  
1982. RGLA 9.16  
The Zoo Licensing Act  
1981.  
RGLA 9.16

**Cemeteries      Management of Cemeteries and redundant churchyards**

Registration	Cemetery plans, burial plot layout	Documentation regarding the layout of burial space in crematoria and cemeteries.	Permanent - offer to archivist	RGLA 9.24
Registration	Summary management systems, registers	Includes: Burial Register and plan of plot ownership and occupation. Crematorium Register of cremations and plan or ownership of interment of ashes. Commemoration Register and plan of headstones/shrubs and ownership.	Permanent - offer to archivist	RGLA 9.24
Bookings	Applications	Documentation related to booking made for a cremation, interment or monument erection.	Destroy - 5 year after last action	RGLA9.25
Exhumations		Documentation regarding the process of regulation of exhumation.	Permanent - offer to archivist	RGLA9.24
Interment Service	Regulation of burials and cremations	Process relating to the burial or cremation of an individual.	Destroy - 5 year after last action	RGLA9.25
Licensing	Permits	Documentation regarding cemetery and crematoria licensing.	Destroy - 5 year after last action	RGLA9.25
Memorial management		Records relating to the ordering of a memorial.		
Maintenance of burial grounds		Maintenance records for burial grounds.		
Responsive/Planned Maintenance		Program of maintenance to cemeteries and crematoria over the next maintenance period.	Destroy - 21 years after maintenance completed	
Redundant Churchyards		Documentation relating to disused churchyards, specifically their upkeep.	Destroy - 21 years after maintenance completed	

## Democracy -Management of democratic activities including elections, council and committee meetings.

Decision making		Information on decisions taken.		
Council and committee meetings	Minutes	Agendas, meetings and minutes relating to full council decision making processes.	Permanent - offer to archivist	RGLA 1.4
Council and committee meetings	Committee Clerks Notebooks	Agendas, meetings and minutes relating to full council decision making processes.	Destroy after date of confirmation of the minutes	RGLA 1.5
Delegations		The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.		
Independent Remuneration Panel Meeting - committees	Minutes	Documentation relating to the Independent Remuneration Panel Agendas, meetings and minutes relating to committees of members.	Permanent - offer to archivist	RGLA 1.4
Member panels		Agendas, meetings and minutes relating to member panels.	Permanent - offer to archivist	RGLA 1.4
Referenda		Management of democratic activities including elections, full council and committee meetings.		
Scrutiny Panel		Agendas, meetings and minutes relating to the scrutiny panel.	Permanent - offer to archivist	RGLA 1.4
Statutory appointments	Appointment files	List of statutory appointments of the council.	Permanent - offer to archivist	RGLA 6.24
Statutory appointments	Vacancy files	The process of selection of an individual for a statutory position.	Destroy - 2 years after date of appointment	RGLA 6.25
Governance		Information on how the Council is governed.		
Constitution	Constitution	The constitution of the council.	Permanent - offer to archivist	RGLA 1.4

Honours and awards Honours submissions		Honours and awards. The submissions and details of individuals considered for honours.	Destroy - 5 years after last action	RGLA 1.8
Member support Gifts and hospitality	Register	Support to council members. Register of gifts and hospitality.	Destroy - 18 months after member leaves office	
Register of Interests	Register	Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members. Council plans.		
Corporate Planning		Reports and minutes.	Destroy - 3 years from closure	RGLA2.3
Forward Plan		The list of items to be considered over the next four months.	Permanent - offer to archivist	RGLA2.1
Strategic Plan	Minutes	Strategic management team minutes.	Permanent - offer to archivist	RGLA2.2
Strategic Plan	Reviews	Monitoring and reviewing strategic plans.	Destroy - 5 years from closure	RGLA2.7
Representation Constituencies		Information on representation. Ward names, numbers and boundaries.		
Elections		The activities carried out in the process of electing representatives at parish, district, county, parliamentary and European constituency level.		
Elections	Ballot papers - European elections	European election ballot papers.	Destroy 1 year after election	European Parliamentary Elections Regulations 1999
Elections	Ballot papers - local elections	Local election ballot papers.	Destroy 6 months from close of poll	Representation of the People Regulations

Elections	Consolidated returns of votes received	Election results.	Destroy 6 months from close of poll	1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2 RGLA 1.3
Elections	Summary certification of those eligible to vote	Summary certification of those eligible to vote.	Permanent - offer to archivist	Representation of the People Regulations 1986. RGLA 1.1
Elections	Electoral Register	The list of people registered to vote.		
Emparishment		The process in creating a new civil parish council.	Permanent -offer to archivist	
Lists of councillors	Council diaries, members details	Public contact details of local representative of the council.	Destroy 1 year after term of office	
Lists of meetings		List of meetings of Council and committees.		
Elections		The activities carried out in the process of electing representatives at parish, district, county, parliamentary and European constituency level.		



## Economic development

Business intelligence		Information relating to businesses in the local area		
Business listing	Business directory	Listing of businesses trading within the local area. Only organisations that have requested inclusion included.		
Marketing	Economic data	The collection and management of the economic and social data about the local area.	Destroy 20 years after collected	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.
Promotion		Management of activities to promote and examine the local economy.		
Advice to business		Information on providing advice to new or existing businesses.	6 years from last action	Business need for reference. Based on Limitation period for legal action
Business awards	Grants	Information regarding business awards and grants.	Destroy 7years after scheme to which grant relates is completed	

Business development	Fairs	Information about activities designed to develop and encourage business development in the local area. Including externally funded projects and sustainability.	6 years from closure	Business need for reference. Based on Limitation period for legal action
Business development	Business associations	Information about activities designed to develop and encourage business development in the local area. Including externally funded projects and sustainability.	Destroy after 7 years	
Film and television development		To promote area as a location and centre of excellence for the film and broadcasting industries.		
International relations	Twinning	Encouraging relations with people from other countries and cultures to support the development of the local area.		
List of properties		A list of properties or land currently available to let within the area.	6 years after superseded	
Markets		Information about markets, including farmers markets. Also renting market stalls from the Council.		
Regeneration		Regeneration of local communities and regions.		
Community development		Information relating to revitalising a specific area or community.		
Regional development		Participation in regional activities.		

Rural development	Information relating to reducing disadvantage and increasing access in rural areas.
Strategy	Information relating to revitalising a specific area or community.
Town centre management	Information relating to the management of business community in the town centres.
Sustainability	Information about sustainability.
Sustainable development	Information and documentation looking at sustainable development.
Tourism	Information relating to tourism.
Tourism development	The information relating to the development of tourism.

## Finance

Accounts and audit		Information related to accounting and auditing.		
Internal auditing		Activities relating to internal or external auditing of the authority.	6 years following financial year	As per standard retention rules under the Companies Act and limitation period for legal action
Reporting	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Activities relating to the consolidation of financial transactions and the production of financial statements. Includes ledgers, monthly management accounts and statutory returns.	Permanent - offer to archivist	Limitation Act 1980, VAT Act 1994, Taxes Management Act 1970. RGLA 7.1
Reporting	Periodic financial reports: Monthly and quarterly reports	Accounting reports.	Destroy when administrative use is concluded	RGLA 7.2
Asset management		Management of financial assets.		

Maintaining assets	Asset registers	Activities relating to collection of information about the authority's fixed assets for accounting purposes.	15 years after superseded (Property) 6 years after superseded (non Property)	Aligned to standard rule for Estate Management records Business need for reference. Based on Limitation period for legal action RGLA 7.27
Maintaining assets	Maintaining plant and equipment	Information on plant and equipment.	Destroy - 7 years after sale or disposal of asset	RGLA 7.28
Maintaining assets	Maintenance	Information on maintenance of other assets.	Destroy - 7 years after last action	RGLA 7.28
Maintaining assets	Overall assets	Overall list of assets.	Permanent - offer to archivist	RGLA 7.24
Maintaining assets	Reporting and reviewing asset status	Reports and reviews of assets	Destroy - 2 years after use is concluded	RGLA 7.26
Maintaining assets	Summary reports	Summary reports on assets.	Destroy - 7 years after the transaction was concluded	RGLA 7.25
Financial provisions management		Information on managing the finances of the authority.		
Borrowing		Activities relating to the borrowing of money by the authority. Includes mortgages.	Destroy - 7 years after the loan has been repaid	RGLA 7.14
Borrowing	Loan register	Summary management of loans.	Permanent - offer to archivist	RGLA 7.15
Budget	Annual budget	Activities involved in planning and monitoring the authority's annual budget. Includes allocation of budget to administrative units within the authority. For longer term planning, see Strategy and planning.	Permanent - offer to archivist	RGLA 7.11

Budget	Developing annual budget: Draft budgets, departmental estimates	Information relating to the development of the budget.	Destroy - 2 years after budget adopted	RGLA 7.12
Budget	Reporting actual vs. planned revenue and expenditure	Actual against planned revenue and expenses.	Destroy after next year's budget has been adopted	RGLA 7.13
Credit union management		Activities involved in credit union management.	7 years following financial year	Evidence and Limitation of legal action with additional one year 'safety' period in case of HMRC enquiry
Debt management		Activities involved in managing the debts owed to the council.	7 years after closure	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action with additional one year 'safety' period in case of HMRC

enquiry

Donations

Activities involved in the administration of donations to the authority. For administration of grant funding, see Funding bids.

Funding bids

Activities relating to applications by the authority for grant funding by external bodies. For applications to the authority for funding, see Funding applications.

7 years after closure  
EU data - 12 years after closure

As per standard retention rules under the Companies Act and limitation period for legal action. EU data - additional 6 years 'safety' period in case of audit/enquiry.

Strategy and planning		Activities involved in the long-term planning of the authority's financial management. Includes the financial forecast. For annual budget planning, see Budget.	6 years following financial year	As per standard retention rules under the Companies Act and limitation period for legal action
Financial transactions management Authorisation		Information on financial transactions. Activities involved in delegating authority for carrying out financial activities on behalf of the authority.		
Expenditure	Identification of the receipt, expenditure and write offs of public monies	Activities involved in the payment for goods and services by the authority. Includes expenses claims and honorariums. For records relating to benefits claims, see Benefits and subsidies.	Destroy 6 years after the conclusion of the transaction	Limitation Act 1980, VAT Act 1994, Taxes Management Act 1970. May be reduced by agreement with HMRC. RGLA 7.4
Expenditure	Travel expenses	Travel expenses.	Destroy 6 years after the conclusion of the transaction	Limitation Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit & Accountability Act 2104 RGLA 7.5



Fraud

Activities relating to the detection, prevention and prosecution of financial irregularity.

RIPA Case data resulting in prosecution - Destroy 7 years after case closed

RIPA Case data not resulting in prosecution - Destroy 3 years after case closed

Funding applications

Activities relating to the process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids.

Approved applications: 6 years following decision  
Unsuccessful Applications: 1 year following decision

As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action

Income

Activities involved in the collection of money owed to the council. Includes rent payments.

6 years following financial year

As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action

Internal recharging		The mechanism for recharging costs within the council.	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Investments		Activities relating to the investment of the authority's funds.		
National insurance numbers	Notification and input records	Processes involved in the collection of National Insurance Number.	Destroy 2 years after the employee ceases employment	RGLA 7.8
Reconciliation	Balance and reconcile financial accounts	Activities involved in the reconciliation of accounts.	Destroy 2 years after administrative use is concluded	RGLA 7.6
Refunds		Documentation relating to refunds.	6 years following financial year	As per standard retention rule for Finance and Accounting records under the Companies Act and limitation period for legal action
Local taxation		Local taxation documentation.		

Benefits and subsidies	Council tax and benefit files		Activities involved in the administration of benefits payments.		
Business rates	Account files		Business rates information (other than property valuation).		
Council tax	Council tax and benefit files		Council tax information.		
Property valuation		Other valuation information	Valuation of assets other than property.	Destroy - 10 years after valuation was made	RGLA 7.20
Property valuation		Rateable property information	Rateable property information.	Permanent - offer to archivist	RGLA 7.21
Property valuation		Valuation lists	Documentation relating to property valuation.	Permanent - offer to archivist	RGLA 7.20
National taxation			General documents relating to taxation and similar financial matters.		
Tax payments		Tax correspondence	Activities involved in managing the payment of taxes by the authority.	Destroy - 7 years after last action	RGLA 7.22
Tax payments		Taxation records	Activities involved in managing the payment of taxes by the authority.	Destroy 5 years after the end of the financial year	Limitation Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7
Payroll and pensions			Information on payroll and pensions.		
Pay		Payment of employees	Activities involved in the administration of remuneration to staff of the authority.	Destroy 7 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998.

RGLA 7.9

Pay	Summary pay reports	Non-accountable processes relating to payment of employees.	Destroy after administrative use is concluded	RGLA7.10
Pensions		Activities involved in the administration of pension schemes for current and former employees.	Destroy - 6 years from last pension payment	RGLA6.2

## Health & Safety

Campaigns

Campaigns to promote compliance to health and safety policies.

Material Superseded + 6 years

Based on Limitation of legal action. No retention period stated within COSHH. Based on Limitation Act

Compliance

Information on compliance with health and safety legislation.

Strategy and planning

System processes

Establishment of a strong health and safety work culture in order to ensure compliance with health and safety legislation and provide a safe and healthy working environment for employees.

Destroy - 1 year after process ceases or is superseded

RGLA 9.6

Strategy and planning

Health and Safety Policy

Health and safety policies.

Indefinite

Health and Safety at Work etc. Act 1974 s. 2(3)

Training

Documentation relating to health and safety training.

6 years after superseded

Based on Limitation of legal action. No retention period stated within COSHH. Based on Limitation Act.

Monitoring

Monitoring of health and safety at work.

Accidents and incident reporting

Information about the reporting of individual accidents and actions resulting from them.

Indefinite

Aligns to keeping of Occupational Health records; exceeds 3 years from date of last entry: Social Security (claims and payments) Regulations 1987, Reg 25(3). Reporting of injuries, deceases and dangerous occurrences regulations 2013 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 RGLA 9.9 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. RGLA 9.10

Accidents and incident reporting

Accident books - adult

Registers of accidents and incidents.

Destroy - 3 years from closure

Accidents and incident reporting

Accident books - children

Registers of accidents and incidents.

Destroy -25 years from closure

Asbestos inspections		Monitor the condition of known asbestos products within buildings.	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 2012. RGLA 9.4
Equipment	Safety inspections	Process of inspecting equipment to ensure it is safe.	Destroy - 6 years after equipment is de-commissioned	
Hazardous substances	COSSH inspections	Control and monitor the use of hazardous substances at work.	Permanent - offer to archivist	Control of Substances Hazardous to Health Regulations 2002
Health and safety inspections		Activities relating to internal or external inspections examining the authority's health and safety provision.	6 years after superseded	Limitation of legal action. Based on Limitation Act
Radiation	Radon Monitoring	Monitoring of radiation.	Destroy - 40 years from last action	The Ionising Radiations Regulations 2017. RGLA 9.5
Risk management		Management of health and safety risks.		
Risk assessments		Activities relating to risk assessments carried out by the authority. Includes workplace assessments.	Destroy - 3 years after last assessment	Management of Health and Safety at Work Regulations 1999. RGLA 9.7

## Housing

Advice

Advice to homeowners  
and tenants

Enforcement

Assessment- housing  
standards

Safety inspections

Estate management

Business premises

Provision of housing advice.

Help and advice to private  
tenants or landlords.

The enforcement of housing  
standards within the local area.

Assessment of housing  
standards.

Safety inspections on homes in  
multiple occupation.

Documentation on the  
management of housing estates.

Documentation relating to the  
inspection and monitoring of the  
environment of business  
premises.

Garage application

Garage rental

Tenant file

Housing inspections

Neighbour disputes

Housing provision

Allocations

Applications for garage space.

Documentation relating to  
garage rental and allocation.

Documentation relating to the  
inspection and monitoring of the  
environment of the council  
housing estate.

Documentation relating to the  
resolution of neighbour disputes  
involving council tenants.

Information relating to the  
provision of housing.

Information relating to the  
process of allocating property  
(homes and garages) to  
applicants on the waiting list.



Assessment - housing needs			Assessment of whether applicant is eligible for services or judgement about what service we should provide.		
Homelessness			Process in providing short term and emergency accommodation for homeless people.		
Hostel providers			Documentation relating to hostel providers and youth hostels in general.		
Housing applications			Documents related to housing applications.		
Housing applications		Unsuccessful applications	Documents related to unsuccessful housing applications.	Destroy - 7 years from closure	RGLA3.27
Housing applications		Council housing register	The register of individual housing applications.	Permanent - offer to archivist	RGLA3.26
Housing exchanges		Mutual exchange list	Current register of properties available for exchange.		
Housing stock requirements			Information on amount and type of housing stock required.	Destroy - 4 years after last action	RGLA8.10
Landlord accreditation			Landlord accreditation schemes.		
Sheltered housing			Information on the provision of sheltered housing.		
Housing stock			Information relating to housing stock. Property may be identified by address and by the UPRN.		
Demolition	Property file		Demolition of housing stock.		
Emergency maintenance	Property file		Emergency or unplanned maintenance to council housing.		
Housing grants	Property file	Grants over £50,000	Documentation relating to housing grants.	Destroy - 12 years after last payment	Limitation Act 1980. RGLA 7.19
Housing grants	Property file	Grants under £ 50,000	Documentation relating to housing grants.	Destroy - 6 years after last payment	Limitation Act 1980.

Leases	Property file		Documentation relating to housing deeds.		
Planned maintenance	Property file		Program of maintenance to council housing over the next maintenance period.		
Private housing grants	Property file		Provision of grant assistance to improve the condition of private housing.		
Property adaptations	Property file		Details of properties adapted to clients' needs.		
Repairs and renovation	Property file		Documents relating to repairs and renovations of housing.		
Risk assessment		Asbestos Register	Register of asbestos in council housing.	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 2012. RGLA 9.4
Unauthorised occupants			Squatters and unauthorised occupants.		
Managing tenancies			Information relating to the tenancy.	Destroy - 12 years from termination of tenancy	RGLA3.28
Adaptations	Property file		Discretionary assistance to disabled and elderly council tenants for their dwellings and gardens outside of normal tenancy arrangements.		
Adaptations grants	Property file		Provision of grant assistance to the adapting of homes.		
Advice	Tenant file		Advice given to council tenants.		
Agreements	Tenant file	Ordinary Tenancy	Documentation relating to the tenancy agreement.	Destroy - 6 years after tenancy has expired	Limitation Act 1980
Agreements	Tenant file	Tenancy under seal	Documentation relating to the tenancy agreement.	Destroy - 12 years after tenancy has expired	Limitation Act 1980

Approving alterations	Property file	Permission requested by tenants to undertake alterations.		
Assessment - housing needs	Tenant file	Assessment whether applicant is eligible for services or judgement about what service we should provide.		
Breaches	Tenant file	Documentation relating to the notification and enforcement of breaches of council tenancy agreements. Includes rent arrears.		
Evictions	Tenant file	Documentation relating to evictions of specific tenants.		
Housing repairs	Tenant file	Housing repairs documentation relating to specific properties.		
Insurance		Contents insurance for council tenants.		
Rent arrears	Tenant file	Documentation relating to the notification and enforcement of breaches of council tenancy agreements. Includes rent arrears.	Destroy 7 years after closure	RGLA 7.18
Rent setting		Documentation relating to rent setting of housing.		
Right to buy	Tenant file	Documentation relating to tenants' statutory right to purchase council housing.	Destroy - 12 years after sale of house	RGLA7.17
Temporary accommodation	Tenant file	Provision of temporary accommodation.		
Tenancies	Tenant file	Personal details relating to tenancies held.		
Welfare services	Tenant file	Services associated with disadvantaged persons to enable them to continue living in their homes/community.		



## Human Resources

Administering employees			Employee files usually have several identifiers, name and date of birth, NI number etc.		
Counselling	Employee files		Documentation relating to counselling offered to an employee.	Destroy - 6 years from termination of employment	RGLA6.4
Absence monitoring	Employee files		Records documenting an employee's absence due to sickness.	Destroy - 3 years from end of current tax year	
Discipline	Employee files		Documentation relating to the discipline of employees.	Destroy - 6 years from termination of employment	RGLA6.4
Discipline	Employee files	Final warnings	Disciplinary warnings - final.	Destroy - 18 months after warning expires	RGLA 6.7
Discipline	Employee files	No warning given	Proceedings where it proven to be unfounded.	Destroy immediately	RGLA 6.8
Discipline	Employee files	Oral warnings	Disciplinary warnings - oral.	Destroy - 6 months after warning	RGLA 6.7
Discipline	Employee files	Warnings involving children	Disciplinary warnings - behaviour to children.	Keep on personnel file permanently	RGLA 6.7
Discipline	Employee files	Written warnings	Disciplinary warnings - written.	Destroy - 12 months after warning	RGLA 6.7
Disclosure of interest			Register of declared interests of employees in relation to anything being transacted or discussed by the authority.		
Employee details	Employee files		Documentation relating to individuals general or specific conditions of employment.	Destroy - 6 years from termination of employment	RGLA6.4
Employment conditions	Employee files		Documentation relating to individuals general or specific conditions of employment.	Destroy 2 years after employee ceases employment	
Grievances	Employee files		Documentation relating to grievances between the employer and employee's.	Destroy - 6 years from termination of employment	RGLA6.4

Individual training records	Employee files		Documentation relating to an individual's training record and any work experience undertaken within the authority.	Destroy - 6 years from termination of employment	RGLA6.4
Individual training records	Employee files	Proof of completion	Documentation relating to proof of training course completion.	Destroy - 7 years after course completed	RGLA6.21
Induction			Documentation relating to the process and undertaking of induction for new employees or councillors	Destroy - 2 years after closure	
Job evaluation			Documentation relating to the approach to performance appraisals		
Leave	Employee files		Documentation relating to requested employee leave: annual, study, carers, special, compassionate, unpaid leave etc.	Destroy - 2 years after action completed	RGLA6.13
Medical assessments	Employee files		Documentation regarding medical assessments and general information on healthy living.	Destroy - 75 years after date of birth	RGLA6.10
Maternity/paternity	Employee files		Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Destroy - 3 years from end of current tax year	
Reporting			Reports related to working hours and terms and conditions.		
Termination			Documentation relating to the leaving process: resignation, termination other than pension.	Destroy - 6 years from termination of employment	RGLA 6.16
Employee relations			Information on employee relations.		
Disciplinary matters reporting			Summary management information relating to disciplinary matters.		
Trade union liaison		Strategy	Matters relating to the relationship with recognised	Permanent - offer to archivist	RGLA 6.5

			unions.		
Trade union liaison		Routine matters	Documentation relating to liaison with unions and employee representative organisations.	Destroy - 2 years after use is concluded	RGLA 6.6
Equal opportunities			Information on equal opportunities		
Equalities and diversity			Equality and diversity documents which include information on fair treatment of employees and general guidelines.	6 years from last action	Business need for reference. Limitation period for legal action
Equalities and diversity		Investigations	Investigation and reporting on specific cases.	Destroy - 5 years after action completed	RGLA 6.9
Monitoring employees			Information on monitoring employees.		
Performance appraisal		Probationary reports and performance plans	Documentation relating to the performance appraisal of an employee, including performance related pay if applicable.	Destroy - 5 years after action completed	Common Practice
Reporting			Staff statistic documentation.	Destroy - 5 years after action completed	RGLA 6.12
Staff directory			Employee/sectional contact details.	Permanent - offer to archivist	RGLA 6.1
Occupational health			Occupational health records.		
Absence reporting			Aggregated management information on absences, for instance, working days lost to various sickness categories.	Destroy - 2 years after action completed	RGLA 6.13
Occupational health		Staff health records	Documentation relating to occupational health and safety.	Destroy - 75 years after date of birth	RGLA6.10
Occupational health	Employee files	Training	Occupational health and safety training.	Destroy - 50 years after training completed	RGLA6.19
Personal risk assessments	Employee files		Including restrictions i.e. cannot lift or desk work only.		

Sickness monitoring	Employee files		Documentation relating to sickness absence, including medical certificates.	Destroy - 6 years from termination of employment	RGLA 6.4
Major injuries			Documentation relating to major injuries.	Destroy - 40 years after termination of employment	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 reg. 7; Limitation Act 1980
Recruitment			Recruitment of staff.		
Authorisation			Authorisation to recruit for a position.	Destroy - 5 years after recruitment finalised	
Job descriptions			The job description and person specifications for current posts.	Destroy - 2 years after superseded	
Recruitment			Process relating to the recruitment of an employee to the authority.	Destroy - 6 years from termination of employment	RGLA6.4
Recruitment	Position	Unsuccessful candidates	Documents relating to unsuccessful candidates.	Destroy - 6months after recruitment finalised	
Recruitment	Position		Selection for a position.	Destroy - 1 year after recruitment finalised	RGLA 6.11
Recruitment process			Documentation relating to the recruitment process.		
Secondment	Secondment files		Documentation relating to the process of secondments to or from the authority.	Destroy - 6 years from termination of employment	RGLA6.4
Volunteers	Volunteer files		Documentation relating to volunteers available to or used by the council, including risk assessments.	Destroy - 6 years from termination of employment	RGLA6.4



Terms and conditions of employment	Terms and conditions for employees.		
Staff benefits	Documentation relating to staff benefits.	6 years from last action	Business need for reference. Limitation period for legal action
Staff facilities	Documentation regarding facilities for staff including proposals for leisure facilities and eateries.		
Staff recognition	Staff recognition documentation.	6 years from last action	Business need for reference. Standard retention rule for Finance and Accounting records. Limitation period for legal action.
Terms and conditions	The general terms and conditions of employment with the council.	Indefinite	Business need for reference. Limitation period for legal action.
Training	Training information. Training courses are typically identified by name and date.		
Driver training	Driver training documentation.		
Reporting	Performance management relating to training and development, including feedback statistics.	6 years	Business need for reference. Limitation period for legal action

Support training			Training provided to support individuals or organisations working with or for clients.		7 Years after action completed
Training courses	Training course files	Course administration	Training documentation relating to specific courses and sessions.	Destroy - 2 years after action completed	RGLA 6.17
Training courses	Training course files	Courses concerning children	Training courses concerning children.	Destroy - 35 years after course completed, or last entry	RGLA 6.18
Training courses	Training course files	Training materials	Training course materials.	Destroy - 1 year after course superseded	RGLA 6.20
Training courses	Training course files		Documentation relating to training courses and initiatives.	Destroy - 2 years after action completed	RGLA 6.17
Training plan		Corporate training plan	Listing of corporate training activities and forward plans. Includes health and safety training.	6 years after action complete	Business need for reference. Limitation period for legal action
Workforce planning			Information on workforce planning.		
Workforce development planning		Financial rewards	Documentation relating to workforce management.	Destroy - 7 years after action completed	RGLA 6.15
Workforce development planning		Strategy	Documentation relating to workforce management and salaries.	Destroy - 3 years after action completed	RGLA 6.14

## Information Technology

Infrastructure		Information relating to the infrastructure.		
Disposal	Assets under £ 50,000	Documentation relating to the process of disposal of hardware and software belonging to this authority.	Destroy - 6 years after all obligations/entitlements concluded	Limitation Act 1980. RGLA 7.29
Disposal	Assets over £ 50,000	Documentation relating to the process of disposal of hardware and software belonging to this authority.	Destroy - 12 years after all obligations/entitlements concluded	Limitation Act 1980. RGLA 7.29
Fault reporting		Customer (public) reporting of faults relating to council services.		
Licensing		Documentation in relation to software licensing.		
Help Desk Support		Help desk support information relating to specific systems or pieces of software.	6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Information security		Data security information and documentation.	6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Network maintenance		Documentation relating to the maintenance and support of the network.	6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action

Server maintenance		Documentation relating to system servers and their maintenance.	6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Spatial data management		Documentation relating to geographic information systems.		
Storage		Documentation relating to storage systems and servers.		
Strategy		Documentation relating to an ICT Strategy.	6 years from last action	Legal evidence. Business need for reference. Limitation period for legal action
Web development		Includes development of Internet, Intranet and Extranet.	6 years	Legal evidence. Business need for reference. Limitation period for legal action
System support		Documentation relating to a specific application. System logs may be identified by application, hardware etc.		
Change Control	System log	Documentation relating to planned changes to a specific system.	Destroy - 2 years after system no longer used	
Configuration management	System log	Documentation relating to the configuration of the system.	Destroy - 2 years after system no longer used	

Data Management	System log	Documentation relating to the management of specific systems data which includes back-ups, mirroring, and systems interfaces.	Destroy - 2 years after system no longer used
Design and Construction	System log	Documentation relating to the design and construction of systems.	Destroy - 2 years after system no longer used
Development	System log	Documentation relating to the development of systems and software. Includes web technology development, programming.	Destroy - 2 years after system no longer used
Implementation	System log	Documentation relating to systems implementation	Destroy - 2 years after system no longer used
Integration and interfaces	System log	Documentation in relation to data conversion, data matching, data mapping and system interfacing.	Destroy - 2 years after system no longer used
Maintenance	System log	Documentation relating to the maintenance and support of software and systems. Includes website.	Destroy - 2 years after system no longer used
Manuals	System log	Manuals and user information relating to specific systems and software.	Destroy - 2 years after system no longer used

## Information Management

Access to information

Data protection

Subject Access Request

Providing access to Council information.

Process around the request under data protection.

Destroy when information no longer required

Data protection

Notification

Process of notifying the Information Commissioner on breaches.

Destroy - 3 years after previous notification

Environmental information

Information requests

Access status records

Statistical data about the number of requests answered and their outcomes etc. Details of access decisions.

Destroy - 10 years after data created

TNA Retention and Disposal Guidance 14.

Environmental information

Information requests

Information scheduled for destruction

Information subject to an EIR request but scheduled for destruction.

Destroy - 6 months after last correspondence

TNA Retention and Disposal Guidance 14.

Environmental information

Information requests

Individual transaction records

Case file records detailing the EIR request, the consideration of possible exemptions and subsequent appeals.

Destroy - 3 years after date of creation

TNA Retention and Disposal Guidance 14.

Environmental information

Information requests

Policy records

Procedures for handling EIR requests and other documents regarding practical implementation of EIR.

Destroy - 5 years after procedures have been superseded

TNA Retention and Disposal Guidance 14.

Freedom of information

Information requests

Access status records

Statistical data about the number of requests you answered and their outcomes etc. Details of access decisions.

Destroy - 10 years after data created

TNA Retention and Disposal Guidance 14.

Freedom of information

Information requests

Information scheduled for destruction

Information subject to a FOI request but scheduled for destruction.

Destroy - 6 months after last correspondence

TNA Retention and Disposal Guidance 14.

Freedom of information

Information requests

Individual transaction records

Case file records detailing the FOI request, the consideration of possible exemptions and subsequent appeals.

Destroy - 3 years after date of creation

TNA Retention and Disposal Guidance 14.

Freedom of information	Information requests	Policy records	Procedures for handling FOI requests and other documents regarding practical implementation of FOI.	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
Freedom of information		Publication Scheme	The publication scheme that is required under the Freedom of Information Act 2000.	Permanent - offer to archivist	
Knowledge management			Information related to education and training.		
Information asset management		Information asset register	List of information assets.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Information asset management		Record surveys	Information relating to an audit of records of various types.	6 years	Business need for reference. Limitation period for legal action.
Information asset management		Circulation lists	Information in regards circulation lists, address books etc.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Records management			Information on managing the records of the authority.		
Compliance		Classification schemes	Information and data standards	Permanent - offer to archivist	RGLA 2.10

Forms development		Manual and electronic forms design.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Image capture		Audio visual library information.	Not Currently Used - Read Only	
Retention scheduling	Disposal certificates	Information regarding disposal of the council's records.	Destroy - 12 years after last action	RGLA 2.12
Tracking	Issues log	Information regarding tracking and tracing the movement of information from records, archives and libraries.	Superseded + 2 years	Business need for reference. Limitation period for legal action.
Registration		Registers.		
Statutory registers	Register	Statutory data registers.	Permanent - offer to archivist unless specific legislation requires otherwise	Limitation Act 1980



## Legal Services

### Advice

Information on advice provided.

Provision of legal advice		Providing advice to clients and services which are legally privileged relating to all aspects of the legal system.	Destroy - 6 years after last action, major precedent - offer to archivist for review	Limitation Act 1980. RGLA 4.2
Witness support		Witness support schemes.	Indefinite	Based on ongoing precedent and evidential value
Bylaws		Local bylaws.		
Enactment		The process of making local laws.	Permanent - offer to archivist	RGLA 9.22
Enforcement		The process of administering and enforcing bylaws.	Destroy - 2 years after matter is concluded	RGLA 9.23
Land and highways		Information on land and highways.		
Land registration		Land registration.		
Land charges		Searches and title investigations.		
Land charges		Legal documentation relating to land charges.		
Litigation	Searches	Process dealing with civil and criminal litigation, debt recovery, commercial litigation.		
Civil	Registers	Civil litigation.	Permanent	
Commercial		Commercial litigation.		

Criminal	Case files		Criminal litigation.	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Debt recovery	Case files		Debt recovery.	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Precedent cases	Case files		Judgments relied on to fight current cases - setting standards to work within.	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
Management of legal activities	Case files		Management of legal activities.	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
				Indefinite	Based on precedential and evidential value
Agreements			Agreements including non-contractual agreements between public bodies.		
Conveyancing			Commercial and other leases, Title investigations, Disposal of Freehold and Leasehold properties, Right to Buy applications etc.		
Conveyancing		Agreements	Private right of way, right to light (an easement benefits one piece of land by exercising rights over another piece of land owned by another) procedures are in place to ensure the efficient and lawful use of easements.	Destroy - 6 years after agreement ends	RGLA 4.3
Conveyancing	Deeds	Conveyance	Documentation relating to the rental agreements of council buildings, council houses, allotments, garages, commercial properties, way leaves and land.	Destroy - 12 years after closure	Limitation Act 1980. RGLA 4.4

Copyright	Deeds	Easements	Information on who owns the information. For example, ensuring no breaches of copyright.		
Drafting		Tenancy Agreements	A range of pro-forma legal agreements used in all areas of law.	Destroy - 12 years from termination of tenancy	RGLA 3.28
Trusts		Intellectual Property Rights	Documentation related to legal services and trusts.		
Planning controls		Pro-forma agreements	Information on planning controls.		
Certificate of Lawful Use or Development			Lawful development certificate.	Permanent-offer to archivist	
Section 106 agreements		Certificate	Section 106 Agreement.	Permanent - offer to archivist	Town and Country Planning Act 1990
Section 106 agreements		Other documentation	Files relating to a planning obligation or legal agreement made under section 106 Town and County Planning Act 1990.	Destroy - 12 years from date of agreement	Limitation Act 1980
		Agreement		Permanent - offer to archivist	Town and Country Planning Act 1990
		Other documentation		Destroy - 12 years from date of agreement	Limitation Act 1980

## Leisure

Allotments		Information relating to the provision of allotments.	
Community facilities		Community centres and halls.	
Equipment		Hire items of equipment for events.	
Grants		Provision of grants to village halls and other local facilities.	
Venues		Details on any venues the local authority may have available for private/business hire.	Superseded + 2 years
Leisure promotion		Promotion of leisure activities and events.	
Countryside events	Programmes and events	Information related to countryside programmes and events.	
Exhibitions	Programmes and events	Exhibitions arranged by or held on Council premises.	3 Years
Inclusion		Activities and events targeted at specific groups of people.	
Parks and gardens events	Programmes and events	Information related to parks and gardens.	6 years after event
Play schemes		Documentation relating to play schemes.	
Parks and open spaces		Information about parks and open spaces owned by the local authority.	
Maintenance		Maintenance of parks and open spaces.	

Playgrounds		Playgrounds and play areas.	
Sports facilities		Documentation attached to general sport facilities.	
Bookings		Documentation related to general sports bookings.	
Bookings	Facilities	Documentation related to the booking of specific sporting facilities.	
Bookings	Classes	Documentation related to membership of sports classes and training regimes.	
Equipment hire		Details of sports equipment that is available for hire.	
Membership		Information related to general sports membership.	
Membership	Golf courses	Information related to the membership of golf clubs.	
Membership	Leisure centres	Information regarding leisure centre membership.	
Sports		Information related to sports and recreation services.	
Sports development		Information related to sport development programmes.	6 years
Clubs and societies		Documentation associated with sports clubs.	
Tourism		Information for tourists.	
Tourist accommodation		Information about tourist facilities in the local area. Includes lists of visitors' accommodation available locally and information relating to the accreditation of such accommodation.	Destroy when superseded + 2 years

Tourist accommodation	Accreditation process	Process of accrediting visitor accommodation.	Successful applications - 2 years after accreditation period ends Unsuccessful applications - 1 year from decision
Tourist accommodation	Registers	Information related to tourist accommodation registers.	
Visitor information		Leisure and cultural services provided or supported by the council for the community. Specifically includes visitor attractions.	
Visitor information	Maps and directions	Maps, direction and locations available for public leisure.	Offer to archivist when superceded

## Management

Ceremonial		Ceremonial events.	
Civic and royal events	Visitors book, tapes, photographs	Documentation relating to civic functions or visits by royalty to the local area.	Permanent - offer to archivist
Civic and royal events	Planning and organising an event	Information on planning and organising an event.	Destroy - 7 years after use
Corporate gifts		Documentation relating to the provision of corporate gifts.	
Communication support		Supporting communication with and around the Council.	
Interpreting and translation	Translation	Language translation services.	
Mail processing		Processes connected with handling mail and associated communications.	Superseded + 6 years
Publication	Publications	Guides, books and other publications that the council makes available on a chargeable basis.	
Publications received	Publications	Information management publications.	
Staff communications		Staff communication documentation.	4 years
Corporate communication		Communication with the public.	
Campaigns		Documentation relating to the promotion of a business through publicity campaigns.	Permanent ( transfer to archive)
Corporate branding		Documentation relating to the process of creating and the use of a corporate image and relevant guidance within the authority.	Superseded + 6 years
Corporate publicity		Documentation relating to corporate publicity.	6 years

Graphic design	Designing setting information	Documentation relating to graphic design requirements of the authority.	Destroy - 3 years from last action
Marketing	Marketing planning and campaigns	Documentation relating to the marketing of the council or a specific function or service.	Permanent - offer to archivist
Media cuttings	Media cuttings	Compilation of media in which the local area or authority is mentioned.	Permanent - offer to archivist
Media liaison	Interaction with Media	Documentation relating to liaison between the council and local media.	Destroy - 3 years from closure
Media releases		Information released to the media.	6 years
Public relations		Documentation relating to public relations.	
	Media reports	Media reports.	Permanent - offer to archivist
	Published work	Published work.	Destroy after use is concluded - one copy to archive
	Statistics, trends and customer satisfaction data	Statistics.	Destroy - 10 years after use concluded
Enquiries and complaints		Enquiries and complaints to the Council.	
Appeals		Formal complaints received and response to the complaint. Includes the FOI, EIR and data protection complaints process.	6 Years from closure
Complaints	Reports and correspondence	Complaints which result in significant changes of policy.	Permanent - offer to archivist
Complaints	Registers	Summary form of complaints.	Permanent - offer to archivist



Complaints			Identification of a specific complaint to the council.	10 Years from closure
Complaints to Ombudsman			Documents related to Ombudsman complaints.	10 Years from closure
Compliments	Complaint files		Compliments and comments and response received and response to them.	6 Years
Customer profiling		Customer profiles	Information provided by an individual or organisation that includes personal preferences.	Destroy when no longer applicable
Customer satisfaction		Customer satisfaction surveys	Feedback on council performance in relation to services or other aspects of council business.	6 Years
External audits			The external activities (usually carried out by district audit) associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.	10 Years from closure (12 months for working documents)

Partnership and agency working		Business for partnership and agencies where local authority owns the record	Documentation relating to agency working.	Permanent - offer to archivist
Partnership and agency working		Business for partnership and agencies where local authority does not own the record	Activities are often organised into projects.	Destroy - 3 years after last action
Project management			Information obtained by reviewing the project.	
Closure		Lessons learned	Document created at the start of the project to indicate how it will be run.	
Governance	Project files	Project initiation document	Planning documentation.	
Governance	Project files	Unit or team plans	Unforeseen events requiring action.	
Initiation and delivery	Project files	Issues log	Information related to planning a business operation or service.	
Start up	Project files	Business case	Information on quality and performance.	
Quality and performance	Project files		Assessments.	
Assessments			Best value reviews.	Destroy - 2 years from closure
Best value reviews			Documentation relating to the external inspections received by the authority in relation to corporate or	Destroy - 5 years from closure

		service specific performance management.	
Process mapping	Process maps	The process of preparing information to be passed on to central government as part of statutory requirements	
Statutory returns		Reports to government.	
Reports to government			Destroy - 7 years from closure
Corporate initiatives		Documentation relating to corporate initiatives. Organisational structure of the school library service.	
Organisational structure		Documentation relating to policies and procedures of the council.	Destroy - 5 years after initiative ends
Policies and procedures		The process of consultation with the public.	
Public consultation			Permanent - offer to archivist

## Planning & Building Control

### Building Control

### Documentation relating to the enforcing of building regulations

Application processing			Application files containing application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports and contravention notices.	Destroy after 15 years	DCLG Building Control Performance Standards 2017
Application processing	Application files	Pre-application discussion	Correspondence before an application is submitted.	2 years	Building Act 1984
Dangerous Structures		Files	Papers relating to action taken under Building Act 1980	6 years	
Registration		Building control register	Building control register sheets.	Permanent - offer to archivist	

## Development Management

Planning application processing	Application files/Planning Register	Application files containing pre-application discussions, application forms, certificates, plans, drawings, correspondence, reports, photographs and Decision Notices	Permanent-record of planning history	
Planning Appeals	Appeals files	Documentation related to planning appeals.	Destroy - 10 years from conclusion of appeal	Limitation Act 1980
Conservation Areas	Orders, Sites and Monuments Register	Information regarding specific sites and monuments.	Permanent	Planning (Listed Buildings Conservation Areas) Act 1990 RGLA 10.3
Planning Enforcement	Enforcement notices, files and registers	The enforcement of demolition guidelines and laws.	Permanent	
Trees	Tree preservation orders	Tree preservation orders.	Permanent - offer to archivist	
Trees	Tree works	Information containing reference to listed tree-life.	Destroy - 5 years after application decision	RGLA 10.6

**Planning Policy**

Local Plans, policies and SPD's

Plan preparation documents

Natural environment

Policies

Natural environment

**Local planning documentation.**

Census data

Permanent

Consultation responses

Retain until adoption +3 months

Development plan evidence base

Indefinite

Consultancy studies

Permanent - offer to archivist

The process of maintaining the countryside and developing open spaces for public amenity.

Destroy - 7 years after administrative use concluded

RGLA 10.7

Planning schemes

Consultation

The process of receiving, considering and responding to submissions and objections to planning schemes and amendments.

Destroy 15 years after decision.  
Offer controversial or high profile schemes to Archivist

RGLA 10.5

## Procurement

Contracting

Approved suppliers

Documentation relating to contracts.

Maintaining a list of approved suppliers to the local authority.

Superseded + 6 years

Business need for reference. Limitation period for legal action. Standard retention rule for financial and accounting records.

Contract awards

Information of who was successful in obtaining a contract or contracts we undertake for others.

Contract end + 6/12/15 years

Legal evidence dependent on contract type. Limitation Act.

Contract files

Ordinary contracts

Contract documents and any contract amendments.

Destroy - 6 years after the term of the contract has expired

Limitations Act 1980. RGLA 4.6

Contract files

Contracts under seal

Contract documents and any contract amendments where contract is under seal.

Destroy - 12 years after the term of the contract has expired

Limitation Act 1980. RGLA 4.6

Contract files

Post tender negotiation

Negotiation files related to specific contracts.

Destroy - 1 year after the term of the contract has expired

RGLA4.11

Contract files

Service level agreements, compliance reports, performance reports

Performance monitoring and review of awarded contracts.

Destroy - 2 years after the term of the contract has expired

RGLA4.13

Contract management

Contract monitoring

The monitoring of contracts.

Contract end + 6/12/15 years

Legal evidence dependent on contract type. Limitation Act.

Requisition

Purchase orders

Documentation on non tendered contracts.

Destroy - 7 years after the end of the financial year

RGLA 7.3



Market information			General information on products that the authority might consider purchasing.		
Product evaluation			Information on any products evaluated.		
Product information			Information held by the organisation on products with a view to purchase at a later stage (e.g. product literature).	3 years	Business need for reference. Limitation period for legal action.
Tendering			Inviting organisations to tender for contracts.		
	Tender files	Opening notice, tender envelope	Tender issuing and return.	Destroy - 1 year after start of contract	RGLA 4.7
	Tender files	Ordinary tender	Tendering of contracts, responses and their evaluation.	Destroy - 6 years after the term of the contract has expired	
	Tender files	Pre-tender advice	The process of calling for expressions of interest.	Destroy 2 years after contract let or not proceeded with	RGLA 4.5
	Tender files	Tender for contract under seal	Tendering of contracts, responses and their evaluation for contracts under seal.	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8
	Tender files	Unsuccessful tenders	Documentation relating to unsuccessful tenders.	Destroy - 1 year after start of contract	RGLA4.10
Tendering policies			Documentation relating to tendering policies.	Superseded + 6 years	Business need for reference. Limitation period for legal action.

## Risk Management and Insurance

Claims		Handling claims against the council.		
Claims processing	Claims records	Documentation relating to claims made against the council.	Destroy - 7 years after all obligations and entitlements are concluded	Limitation Act 1980. RGLA 8.21
Insuring against loss		Insuring against loss.		
Insurance	Insurance policies	Documentation relating to insurance policies.	Destroy - 7 years after the terms of the policy have expired	RGLA8.19
Insurance	Renewals	Renewal information.	Destroy - 5 years after the policy has been renewed	RGLA8.20
Insurance	Summary arrangements	Summary of arrangements relating to insurance.	Permanent - offer to archivist	RGLA8.18
Risk management		Management of risk.		
Business continuity planning		Documentation relating to business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business resilience plans.	Superseded + 6 years	Business need for reference. Limitation period for legal action.
Education	Campaigns	Campaigns related to risk management		
Risk assessment	Risk register	Consolidated listing of, and assessment of risks.		
Risk assessment	Valuations	Valuations as part of the risk assessment process.		

Parking

Permits

Documentation relating to parking permits, parking schemes, skips, scaffolding etc. Includes information relating to the development and management of controlled parking zones.

Destroy - 7 years after issue

## Waste

Waste collection	Information on waste collection.	Destroy - 2 years after last action	RGLA9.26
Abandoned vehicles	A vehicle which deemed to have been abandoned by its owner, as defined in the Refuse Disposal Amenity act 1978 and the Clean Neighbourhoods Act 2005.	Destroy - 2 years after last action	RGLA9.26
Bulky waste	The disposal of commercial waste, as defined in the Environmental Protection Act 1990.	Destroy - 2 years after last action	RGLA9.26
Controlled	The disposal of hazardous waste as defined in the Hazardous Waste Directive 2005 and the European Waste Catalogue.	Destroy - 6 years after last action	RGLA9.27
Domestic	The process of arranging the collection or transportation of home care waste.	Destroy - 2 years after last action	RGLA9.26
Trade	The process of arranging the collection or transportation of trade waste.	Destroy - 2 years after last action	RGLA9.26
Recycling	The establishment of public recycling receptacles.	Destroy - 5 years after use	



