

Ref No	Lead Department	Lead Service	Function Description	Examples of Records	Retention Periods (Authority) Officer decision	Retention Periods (Authority) Legislation	Legislation/Guidance	Indicative Protective Marking	Disposal method
<b>Section 1 - Communications</b>									
<b>1.1</b>	<b>CCS</b>	<b>Communi</b>	<b>Publications</b>						
1.1.1	CCS	Communi cations	The process of designing information for publication		Destroy six months after publication has been distributed and all administrative use is concluded		RGLA 2.21	Official	Dispose
1.1.2	CCS	Communi cations	Photographs	Photo consent forms Photos	2 years			Official - Sensitive	Secure
1.1.3	CCS	Communi cations	The published work of the council	Newsletters Annual reports Strategy summaries	Five copies from initial print run to be archived as a permanent record.		RGLA 2.21	Not protectively marked	Dispose
<b>1.2</b>	<b>CCS</b>	<b>Communi</b>	<b>Media relations</b>						
1.2.1	CCS	Communi cations	Interaction with the media	Enquiries Releases Statements Briefing papers	All logged electronically on Newsflash		RGLA 2.21	Official	Secure
1.2.2	CCS	Communi cations	Media publications concerning the council	Press cuttings Media reports	All logged electronically. Physical clippings retained for one year from date of publication.		RGLA 2.21	Not protectively marked	Dispose
<b>1.3</b>	<b>CCS</b>	<b>Communi</b>	<b>Marketing</b>						
1.3.1	CCS	Communi cations	Developing and promotion of the council's campaigns and events		3 years		RGLA 2.21	Official	Secure
<b>1.4</b>	<b>CCS</b>	<b>Communi</b>	<b>Civic and royal events</b>						
1.4.1	CCS	Communi cations	Recording of ceremonial events and civic occasions	Visitors book Audio recordings Video recordings Photography	Permanent			Not protectively marked	Archive
<b>1.5</b>	<b>CCS</b>	<b>Communi</b>	<b>Web development</b>						
1.5.1	CCS	Communi	Archived web pages		Date pages archived + 3 years then review			Not protectively	Archive
<b>Section 2 - Customer Information Centre</b>									
2.1	CCS	CIC	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Reports, returns, correspondence, area forum queries	5 years		RGLA 2.15, RGLA 2.16	Official	Secure
2.2	CCS	CIC	The management of detailed and routine responses on council actions, policy or procedure e.g.council tax administration, housing benefit administration, council tax support, administration, non-domestic rates, choice based lettings	Reports, returns, correspondence, Ombudsman	1 month		RGLA 2.4, RGLA 2.7	Official	Secure
2.3	CCS	CIC	Collection of data to establish if customers are eligible for homeless assistance	Forms, eforms, health and financial paperwork and emails	Housing Services retention policy			Official - Sensitive	Secure
2.4	CCS	CIC	Collection of data to provide services for older people, Careline alarms, keysafes and housing adaptations	Forms, eforms, health and financial paperwork and emails	IEG4 eforms and Careline and Care and Repair retention strategy			Official - Sensitive	Secure
2.5	CCS	CIC	Collection of data for customers making requests for food and health and safety	Eforms and IDOX records	Food, Health and Safety retention policy			Official - Sensitive	Secure
2.6	CCS	CIC	Collection of data for customers making requests for service or complaining about a nuisance	Eforms and IDOX records	Community Safety retention policy			Official - Sensitive	Secure
2.7	CCS	CIC	Collection of data for customers applying for licenses	Eforms and IDOX records	Licensing retention policy			Official - Sensitive	Secure
2.8	CCS	CIC	Collection of data for customers complaining about rented properties or granting of licenses for HMOs or caravans	Eforms and IDOX records	Housing Standards retention policy			Official - Sensitive	Secure
2.9	CCS	CIC	Collection of data from customers paying council bills or invoices	Eforms	7 years			Official - Sensitive	Secure
2.10	CCS	CIC	Registration of citizens on the electoral roll	Eform	Electoral Services retention policy			Official - Sensitive	Secure
2.11	CCS	CIC	Setting up customer payment plans for accounts receivable	Eform	Financial Services retention policy			Official - Sensitive	Secure
2.12	CCS	CIC	Customers supplying or requesting information/service	Emails	1 month			Official - Sensitive	Secure
<b>Section 3 - Democratic Services</b>									
<b>3.1</b>	<b>CCS</b>	<b>Democra</b>	<b>Electoral Registration</b>						
3.1.1	CCS	Democra tic	Electoral Registration has a separate policy. This should be referred to for retention of documents relating the Electoral Register, election results and ballot papers.						
<b>3.2</b>	<b>CCS</b>	<b>Democra</b>	<b>Declarations</b>						
3.2.1	CCS	Democra tic	Member Acceptance of Office	Bound register	Permanent	Permanent	LGCS	Not protectively	Archive
3.2.2	CCS	Democra tic Services	Members Registration of Interest	Declarations of all current members retained.	In the event of a Members' resignation/retirement/ non election declarations are required to be retained for a period of 18 months.	Date of next election + 6 years	Local Government Act 1972 Section 94 (1)	Not protectively marked	Dispose
3.2.3	CCS	Democra tic	Members Allowances	Travel and subsistence claim forms	Current year + 6.	Date of next election + 6 years		Not protectively marked	Dispose
3.2.4	CCS	Democra tic	Parish Clerk registers of interests	Contact details and disclosure details	Under review			Official - Sensitive	Secure
<b>3.3</b>	<b>CCS</b>	<b>Democra</b>	<b>Council and committee meetings</b>						
3.3.1	CCS	Democra tic Services	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.	Minute Books and Indexes.	Permanent Transfer to Place of Deposit after 6 years	Permanent. Consider for Historic Records	RGLA 1.4 Local Government Act 1972 Section 100C	Not protectively marked	Archive
3.3.2	CCS	Democra tic Services	Agenda and non confidential reports considered by each Council, Cabinet, Committee and Panel meetings		Council year + 5 years	Permanent. Consider for Historic Records	RGLA 1.4 Local Government Act 1972 Section 100C	Not protectively marked	Dispose
3.3.3	CCS	Democra tic Services	Background Papers		Council Year + 4 years		Local Government Act 1972 Section 100D	Not protectively marked	Dispose
3.3.4	CCS	Democra tic	Constitution		Permanent			Not protectively	Dispose
3.3.5	CCS	Democra tic	Notice of meetings			Date of meeting + 1 year	Public Bodies (Admission to Meetings) Act 1960	Not protectively	Dispose

3.3.6	CCS	Democrat Services	Audio/Video Tapes of meetings			Date of meeting + 2 years	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Not protectively marked	Dispose
3.3.7	CCS	Democrat Services	External user contact details for sending agendas and minutes	Records relating to external users of the Mod Gov system	Under review			Official - Sensitive	Secure
3.3.8	CCS	Democrat Services	Records relating to Licensing hearings	Contact details for Licence holders, objectors, convictions, medical history, decision notices and related personal data	Under review			Official - Sensitive	Secure
<b>3.4</b>	<b>CCS</b>	<b>Democrat</b>	<b>Partnership, agency and external meetings</b>						
3.4.1	CCS	Democrat Services	Preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, <u>where the council legally owns the record.</u>	Documents establishing the committee Agendas and Minutes Reports Recommendations Supporting docs- such as briefing and discussion papers	6 years after the end of the financial year in which the records were created	Permanent. Consider for Historic Records	RGLA 1.6	Not protectively marked	Dispose
3.4.2	CCS	Democrat Services	Preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, <u>where the council does not own the record</u>	Documents establishing the committee reports Recommendations Supporting documents such as briefing and discussion papers	7 years after last action	Destroy 3 years after last action	RGLA 1.6	Not protectively marked	Dispose
<b>3.5</b>	<b>CCS</b>	<b>Democrat</b>	<b>Honours and submissions</b>						
3.5.1	CCS	Democrat Services	Preparing of honours submission	Honours nomination form Covering documentation Letters of support Referral for comment from Lord Lieutenant	5 years after last action	Destroy 5 years after last action	RGLA 1.8	Official	Secure
<b>3.6</b>	<b>CCS</b>	<b>Democrat</b>	<b>Political party papers</b>						
3.6.1	CCS	Democrat Services	Undertaking representation of the local authority – council representatives	Leader of opposition papers Leader of council papers Party Political Group filing system and leaders records	3 years after last action	Destroy 3 years after last action	RGLA 1.9	Official	Secure
<b>3.7</b>	<b>CCS</b>	<b>Democrat Services</b>	<b>Contact details</b>						
3.7.1	CCS	Democrat Services	Records relating to contacts for the council's governance framework	Register of Members addresses Honorary Aldermen Members of Parliament and European Parliament Self-registered users of Mod Gov Parish Clerks Outside Bodies List Records of former councillors Records relating to distribution lists for meetings	Date of next election + 2 years		Local Government Act 1972 Section 94 (1)	Official	Secure
<b>3.8</b>	<b>CCS</b>	<b>Democrat Services</b>	<b>Independent Remuneration Panel</b>						
3.8.1	CCS	Democrat Services	Records created by the Independent Remuneration Panel		Date of meeting + 6 years			Official	Secure
<b>3.9</b>	<b>CCS</b>	<b>Democrat Services</b>	<b>Members code of conduct</b>						
3.9.1	CCS	Democrat Services	Records relating to the creation and maintenance of the Members Code of Conduct		Date code of conduct superseded + 6 years [one reference copy of each version of the code of conduct should be retained]			Not protectively marked	Dispose
<b>3.10</b>	<b>CCS</b>	<b>Democrat Services</b>	<b>Member training</b>						
3.10.1	CCS	Democrat Services	Records relating to the creation and management of Member induction and Member training		Current year + 6 years			Official	Secure
<b>3.11</b>	<b>CCS</b>	<b>Democrat Services</b>	<b>Delegation</b>						
3.11.1	CCS	Democrat Services	Records relating to the allocation and delegation of the powers and functions given to the Council in accordance with the Local Government Act 2000 (Constitutions)(England) Direction 2000			Date delegation ends + 7 years	Local Government Act 2000 (Constitutions)(England) Direction 2000	Not protectively marked	Dispose
<b>3.12</b>	<b>CCS</b>	<b>Democrat Services</b>	<b>Forward plan</b>						
3.12.1	CCS	Democrat Services	Records relating to the management and publication of the Forward Plan of Key Decisions		Permanent			Not protectively marked	Archive
<b>3.13</b>	<b>CCS</b>	<b>Democrat Services</b>	<b>Wards and boundaries</b>						
3.13.1	CCS	Democrat Services	Records created by the process of managing wards and boundaries			Permanent	Electoral Registration and Administration Act 2013	Official	Secure

3.14	CCS	Democrat Services	<b>Internal meetings</b>							
3.14.1	CCS	Democrat	Records for preparing business for strategic	Management Team	Indefinitely		RGLA 2.4	Official	Secure	
3.14.2	CCS	Democrat Services	Records for preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Corporate Cross Cutting Groups Departmental Coordinators Minutes	5 years		RGLA 2.4	Official	Secure	
3.15	CCS	Democrat Services	<b>Corporate complaints</b>							
3.15.1	CCS	Democrat	Records relating to corporate complaints	Complaint form, contact information, responses and correspondance	Under review			Official - Sensitive	Secure	
3.16	CCS	Democrat Services	<b>MP enquiries</b>							
3.16.1	CCS	Democrat	Records relating to MP enquiries	Names, addresses, contact details ,details of enquiry, responses	Under review			Official - Sensitive	Secure	
3.17	CCS	Democrat Services	<b>Ombudsman enquiries</b>							
3.17.1	CCS	Democrat	Records relating to Ombudsman enquiries	Names, addresses, contact details ,details of enquiry, responses	Under review			Official - Sensitive	Secure	
3.18	CCS	Democrat	Records relating to Election staffing lists	Names, addresses, passport, National Insurance numbers, telephone numbers	Under review			Official - Sensitive	Secure	
<b>Section 4 - Community Safety and Neighbourhood Nuisance</b>										
4.1	CCS	Communit y Safety	All records relating to Statutory Nuisance complaint handling.	Contact details, case notes, evidence	Dependent on outcome of case Suggest Informal case closure = 3months FPN - 2 yrs after date of issue Simple Caution - 6 yrs after date of Caution Prosecution / Appeal / Injunctions - 6yrs after last court action ASBO's - all ASBO's either expired or transferred to Civil Injunction CPW's - 3months after date of compliance CPN's - 2yrs after date of compliance Planning / Licensing - In line with data retention policy of these services (need to consider information not stored on public registers)		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
4.2	CCS	Communit y Safety	All records relating to Anti-social Behaviour case management				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
4.3	CCS	Communit y Safety	All records relating to Waste enforcement case management				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
4.4	CCS	Communit y Safety	All records relating to Public Health Acts and other				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
4.5	CCS	Communit y Safety	All records relating to Service of statutory notices				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
4.6	CCS	Communit y Safety	All records relating to Prosecution of cases and				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
4.7	CCS	Communit y Safety	All records relating to Injunctions and other other ASB interventions.				Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
<b>Section 5 - Information Communications Technology and Records Management</b>										
5.1	CCS	ICT	<b>Information communication and technology</b>							
5.1.1	CCS	ICT	Records relating to network maintenance	Contact details for internal directory/network access, ICT support logs		Date of maintenance + 6 years	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
5.1.2	CCS	ICT	Records relating to the Information Security Management System	Policy documents, guidelines and procedures documents, incident records, risk assessment reports, exception records, contact details	Permanent			Official - Sensitive	Secure	
5.1.3	CCS	ICT	Records regarding ICT contracts, software licenses, agreements.		Destroy 7 years after sale or disposal of asset			Official - Sensitive	Secure	
5.1.4	CCS	ICT	Records relating to the ICT management framework	Strategy and policy documents, guidance documents, terms of reference documents	2 years			Official	Secure	
5.2	EP	Office Manager	<b>Information and records management</b>							
5.2.1	EP	Office Manager	All records relating to the development of the Corporate Retention Schedule		Current year + 3 years then review		TNA Retention and Disposal Guidance	Official	Secure	
5.2.2	CE	Legal	All information relating to the logging, tracking and monitoring of data breaches		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure	
5.2.3	CE	Legal	All records relating to the responses to data breaches		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure	
5.2.4	CCS	ICT	Records relating to Information Asset Surveys/Information Audits		Date of audit + 3 years then review			Official - Sensitive	Secure	
5.2.5	CCS	ICT	Records relating to the destruction of ICT systems			Date of disposal of system + 6 years	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure	
5.2.6	EP	Office Manager	All records relating to the development and implementation of the Records Management Policy		Current year + 3 years then review		TNA Retention and Disposal Guidance	Official	Secure	
5.2.7	EP	Office	Recording the disposal of records	Disposal logs and certificates	6 years after last action			Official	Secure	
<b>Section 6 - Corporate planning, policy and performance</b>										
6.1	CCS	PPP	<b>Corporate planning &amp; reporting</b>							
6.1.1	CCS	PPP	All records relating to corporate planning and reporting activities for the council	Corporate plans, strategic plans, business, departmental and service plans, annual and quarterly reports	6 years		RGLA 2.4 Local Government Act 1972 s100c	Not protectively marked	Dispose	
6.1.2	CCS	PPP	All records relating to the council's corporate risk register	Risk register, update reports, administration	6 years		Limitation Act 1980	Official - Sensitive	Secure	
6.2	CCS	PPP	<b>Statutory returns</b>							
6.2.1	CCS	PPP	All records relating to the process of preparing information to be passed on to central government as part of statutory requirements.	Reports to central government, National Indicators, transparency datasets	6 years		RGLA 2.5 Local Government Finance Act 1992	Official	Secure	
6.3	CCS	PPP	<b>Policy development, procedures, strategy and structure</b>							
6.3.1	CCS	PPP	All records relating to the process that develops policies, procedures, strategies and structures for the council	Policy, procedure, precedent, instructions, organisation charts, departmental information, policy framework, policy register, key policies	6 years		RGLA 2.1, RGLA 2.6	Official	Secure	
6.3.2	CCS	PPP	All records that relate to the monitoring and reviewing strategic plans, policies or procedure.	Performance management framework, quarterly and annual performance reports	6 years		RGLA 2.17	Official	Dispose	
6.3.3	CCS	PPP	All records that to the management of detailed responses on Council actions, policy or procedure.	Reports, returns, correspondance, Ombudsman	6 years		RGLA 2.4	Official	Secure	
6.4	CCS	Communi	<b>Public consultation</b>							
6.4.1	CCS	Communi	Consulting the public and staff in the development of	Consultation and research surveys, staff surveys,	5 years		RGLA 2.8	Official	Dispose	

6.4.2	CCS	Communications	Consulting the public and staff in the development of minor policies of the council	Draft reports, consultation documents	1 year from closure		RGLA 2.9	Official	Secure
<b>6.5</b>	<b>CCS</b>	<b>PPP</b>	<b>Quality and performance management</b>						
6.5.1	CCS	PPP	Records assessing, monitoring or reviewing the quality, efficiency, or performance of a council service or unit	Reports to Management Team, scrutiny panels, audit and inspection reports, business cases, service reviews	6 years		RGLA 2.17, RGLA 2.18 Local Government Finance Act 1992	Official	Archive
<b>6.6</b>	<b>CCS</b>	<b>PPP</b>	<b>Partnership activities</b>						
6.6.1	CCS	PPP	All records relating to the development, implementation and monitoring of a community strategy and related partnership projects	Strategy, action plans, monitoring reports, general correspondence	6 years		Local Government Finance Act 1992	Official	Secure
6.6.2	CCS	PPP	All records relating to the administration of Community Information Points	Contact details, correspondence	3 years			Official - Sensitive	Secure
<b>Section 7 - Personnel</b>									
<b>7.1</b>	<b>CCS</b>	<b>PPP</b>	<b>Core personnel information</b>						
7.1.1	CCS	PPP	All records relating to Personnel and Payroll for employees of the Council, Alive Management Limited and joint employees of Alive Management Limited and Alive Leisure	Personnel file, job application form, equal opportunities monitoring form, rehabilitation of offenders form, pre-employment medical questionnaire, references, qualification certificates, bank account details, health and medical information, employment history, emergency contacts and next of kin, ID photo, eligibility to work in the UK, contract detail, commencement form, termination of employment, retirement gifts/ long service awards, BUPA, apprenticeships	Under review	6 years	Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records) Limitation Act (1980)	Official - Sensitive	Secure
7.1.2	CCS	PPP	Records relating to staff working with children and vulnerable adults and the Disclosure and Barring Service	Confidential file used to hold completed DBS checks	6 months - originals of checks 3 years - umbrella body			Official - Sensitive	Archive
	CCS	PPP		HR system	A record that a CRB check has been undertaken is retained indefinitely	Termination + 6 years	Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive
7.1.3	CCS	PPP	All records relating to general correspondence with employees/former employees	Personal data, correspondence	Under review			Official - Sensitive	Secure
<b>7.2</b>	<b>CCS</b>	<b>PPP</b>	<b>Employee relations records</b>						
7.2.1	CCS	PPP	Records of consultation and/ negotiation with recognised trade unions relating to employee relations matters	Minutes from Senior Management/Trade Union meetings Evidence of consultation for specific projects Minutes from Joint Employee Committee meetings Minutes/notes from meetings to discuss specific projects/incidents Local Agreements (contained within Employee Handbook)	Indefinite	Routine - Destroy 2 years after use is concluded Strategy - Permanent	RGLA 6.6 RGLA 6.5	Official	Archive
7.2.2	CCS	PPP	Records of disciplinary, grievances and harassment investigations	Correspondence relating to investigation Investigating Officers report and supporting documentation (including witness statements where applicable) Records of meetings/hearings undertaken as part of an investigation Record of the outcome of any hearing (including if the case is unfounded) Records of any appeal processes	Records of investigations held permanently on personal file Warnings to be disregarded in relation to disciplinary procedures after the timescale agreed in the decision of the hearing panel chair			Official - Sensitive	Archive
7.2.3	CCS	PPP	All records relating to employee relations cases	Contact details, case files, administration	Under review			Official - Sensitive	Secure
<b>7.3</b>	<b>CCS</b>	<b>PPP</b>	<b>Equal opportunities monitoring</b>						
7.3.1	CCS	PPP	As per 7.1	Equal Opportunities Monitoring form	As per 7.1			Official - Sensitive	Archive
<b>7.4</b>	<b>CCS</b>	<b>PPP</b>	<b>Occupational health</b>						
7.4.1	CCS	PPP	Records of specific activities undertaken to check or ensure the health of an employee	Pre-employment medical questionnaire Occupational health referral forms and associated medical reports Records of adjustment to work place Records of pre-employment meetings Records of meetings to discuss specific issues	Permanent Details retained on Employee Personal File	Cause of Action + 3 years	Limitation Act 1980 (c. 58). Section 11(4): Special time limit for actions in respect of personal injuries	Official - Sensitive	Archive
<b>7.5</b>	<b>CCS</b>	<b>PPP</b>	<b>Recruitment</b>						
7.5.1	CCS	PPP	The selection of successful candidates to vacancies within the organisation	Job application form Equal opportunities monitoring form Rehabilitation of Offenders disclosure form Copies of qualification certificates Confirmation of eligibility to work in the UK References Medical Enquiry Form Interview notes	Permanent - successful applicant Details retained on Employee Personal File and key records also held on HR system	6 years minimum requirement	Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
7.5.2	CCS	PPP	Records of unsuccessful job applicants for vacancies within the organisation	Job application form Equal opportunities monitoring form Rehabilitation of Offenders disclosure form Interview notes (if selected for interview) Copies of qualification certificates Confirmation of eligibility to work in the UK References	6 months	Destroy 1 year after recruitment finalised	RGLA 6.11	Official - Sensitive	Secure
<b>7.6</b>	<b>CCS</b>	<b>PPP</b>	<b>Staff monitoring (general)</b>						

7.6.1	CCS	PPP	Performance	Correspondence/reports relating to probationary periods Performance/improvement plans (where applicable) Records of performance as assessed via annual appraisal process	Permanent Details retained on Employee Personal File Records of performance ratings also held on HR system	6 years minimum requirement	Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records) Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive
7.6.2	CCS	PPP	Leave/attendance records	Sickness absence records (absence information, fit to work notes, occupational health correspondence and reports, review meetings) Special leave requests Jury/Study Leave Records of return to work discussions Annual leave requests Records of maternity, paternity, parental and adoption leave Record of KIT days	Permanent Details retained on Employee Personal File Records also held on CIPHR and Etarmis		Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
7.6.3	CCS	PPP	Stress risk assessments	Completed forms referred to Personnel/Safety and Welfare	Permanent. Details retained on Employee Personal File.			Official - Sensitive	Archive
7.6.4	CCS	PPP	All records relating to flexible working requests	Submissions from employee, assessments, correspondence	Under review			Official - Sensitive	Secure
7.6.5	CCS	PPP	All records relating to professional memberships	Personal data, membership requirements and evidence	Under review			Official - Sensitive	Secure
7.6.6	CCS	PPP	All records relating to building security	Personal data, photograph	Under review			Official - Sensitive	Secure
7.6.7	CCS	PPP	All records relating to audits	Personal data, union membership, pension information	Under review			Official - Sensitive	Secure
7.6.8	CCS	PPP	All records relating to service reviews	Personal data, structure plans, correspondence, business cases	Under review			Official - Sensitive	Secure
7.6.9	CCS	PPP	All records related to establishment	Personal data, salaries, grades, allowances, post filling forms, change of post forms, budgets	Under review			Official - Sensitive	Secure
7.6.10	CCS	PPP	All records relating to gender pay gap	Name, gender, salary, payroll related information	Under review			Official - Sensitive	Secure
7.6.11	CCS	PPP	All records relating to employment monitoring	Personal data, job title, grade, salary, allowances	Under review			Official - Sensitive	Secure
<b>7.7</b>	<b>CCS</b>	<b>PPP</b>	<b>Termination of employment</b>						
7.7.1	CCS	PPP	Records relating to the termination of employment of an employee	Correspondence to/from employee regarding arrangements for termination Redundancy payment calculations (if applicable) Pension estimates (if applicable) Correspondence/records of any meetings leading to a dismissal (if applicable)	Permanent Details retained on Employee Personal File Record of leaving date and leaving reason held on HR system		Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
<b>7.8</b>	<b>CCS</b>	<b>PPP</b>	<b>Training and development</b>						
7.8.1	CCS	PPP	Records relating to training/development activities undertaken by employees	Record of date(s), course title and costs	CPD – Permanently recorded on CIPHR. Administration paperwork retained (1 full previous year and 1 rolling year).		Employment Practices Data Protection Code Part 1: Recruitment & Selection (March 2002). Section 2.1: Collection and keeping general records (Employee Records)	Official - Sensitive	Archive
	CCS	PPP			In House – Permanently recorded on CIPHR. Administration paperwork retained (2 full previous years and 1 rolling year)			Official - Sensitive	Archive
7.8.2	CCS	PPP	Records relating to qualification training undertaken by employees	Post entry training scheme application form Records of costs incurred Correspondence with employee/qualification provider Evidence of progress/ completion of qualification	Permanently recorded on CIPHR and completed paperwork is retained in Employee Personal File. Post Entry paperwork is kept in A4 files in locked cupboard until the employee has passed the qualification, then it is finalised and filed away.			Official - Sensitive	Archive
<b>7.9</b>	<b>CCS</b>	<b>PPP</b>	<b>Appointments of statutory officers</b>						
7.9.1	CCS	PPP	Appointment of an individual for a statutory position	As per 7.1	As per 7.1			Official - Sensitive	Archive
<b>7.10</b>	<b>CCS</b>	<b>PPP</b>	<b>Miscellaneous employment records</b>						
7.10.1	CCS	PPP	Death in Service beneficiaries	Completed form	Details retained on personal file – kept until superseded by updated form		Pensions Act 2008. Section 60	Official - Sensitive	Archive
7.10.2	CCS	PPP	Eye Tests	Record of test dates	Permanent – held on HR system			Official - Sensitive	Archive
7.10.3	CCS	PPP	Bank/Building society references	Correspondence to/from external organisation	Permanent – held on personal file			Official - Sensitive	Archive
7.10.4	CCS	PPP	All records relating to TUPE case files	Personal data, case files and correspondence	Under review			Official - Sensitive	Secure
7.10.5	CCS	PPP	All records relating to queries from statutory agencies	Personal data, correspondence		6 years plus current tax year		Official - Sensitive	Secure
7.10.6	CCS	PPP	All records relating to job evaluation appeals	Personal data, job descriptions, proposals, appeal case files	Under review			Official - Sensitive	Secure
<b>7.11</b>	<b>CCS</b>	<b>PPP</b>	<b>Pay, payroll and pension records</b>						
7.11.1	CCS	PPP	Starters, Leavers and Transfers	As per 7.1	As per 7.1		Taxes Management Act (1970). Section 12 B	Official - Sensitive	Archive
7.11.2	CCS	PPP	Change of personal details (including bank account, address, name, tax circumstances, voluntary/statutory deductions)	Change form, letter, copy of marriage certificate, copy of decree absolute, P45, P46, deduction authorisation forms. Personal data, earning details, student loans, sickness absence, attachment of earnings orders.	As per 7.1		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive
	CCS	PPP		Age exception certificate	Original returned to employee on termination of employment.			Official - Sensitive	Archive
7.11.3	CCS	PPP	Statutory Payments. Records of SMP, SSP, SPP, SAP payments made and leave taken	Correspondence to/from employee Statutory forms Mat B1, SC3 etc held on Personnel file as per 7.1 Records of payments made and calculations held by outsourced payroll provider	As per 7.1			Official - Sensitive	Archive
7.11.4	CCS	PPP	Overpayment documentation	Correspondence to/from employee held on Personnel file as per 7.1	As per 7.1		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Archive

7.11.5	CCS	PPP	All records relating to Real Time Information submissions to HMRC and personal payroll history. Record of pay history, performance related pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave. Tax and NI deductions, payroll reconciliation	Timesheets and other input documentation. Fit notes and other sickness forms. Details relevant to personnel are recorded on CIPHR. Electronic records held on payroll system by outsourced payroll provider.	Held on site for current year then sent to storage for a further 6 years.			Official - Sensitive	Archive
7.11.6	CCS	PPP	All records relating to pensions and pension estimates	Employee & employer forms held on Personnel file as per 7.1. Bandings information held on CIPHR. Contributions records held on payroll system by outsourced payroll provider.	As per 7.1			Official - Sensitive	Archive
7.11.7	CCS	PPP	Travel & Subsistence claims	Claims held by outsourced payroll provider. Personal data, receipts, vehicle information and mileage, driving licence, insurance, MOT				Official - Sensitive	Archive
7.11.8	CCS	PPP	Year end processes and statement of accounts	Collated information on individual taxable benefits, PSA calculations, Dispensation & PSA documentation, payment records.	Held on site for current year and then stored off site for a further 6 years.			Official - Sensitive	Archive
	CCS	PPP		Pension returns, P11D, P9D, P14 P35, P60 etc stored electronically by outsourced payroll provider.				Taxes Management Act (1970). Section 12 B	Official - Sensitive
<b>7.12</b>	<b>CCS</b>	<b>PPP</b>	<b>Safeguarding policy and referrals</b>						
7.12.1	CCS	PPP	Records relating to the development, implementation and monitoring of the council's safeguarding policy and action plan	Policy, strategy, action plan, monitoring reports, research, staff surveys	Awaiting clarification from Legal Services		6 years Limitation Act 1980	Official - Sensitive	Secure
7.12.2	CCS	PPP	Records relating to the administration and coordination of the council's Safeguarding Group	Agendas, minutes, reports			6 years Limitation Act 1980	Official - Sensitive	Secure
7.12.3	CCS	PPP	Records relating to safeguarding referrals	Paper files, spreadsheet, NSAB forms, NCSB forms, VTR forms, HSB referrals			75 years Limitation Act 1980	Official - Sensitive	Secure
<b>7.13</b>	<b>CCS</b>	<b>PPP</b>	<b>Employee welfare and wellbeing</b>						
7.13.1	CCS	PPP	Health referrals, including medical reports from doctors or consultants, corres with the appointed	Letters	All kept on personal files.		Limitation Act 1980 (Section 2)	Official - Sensitive	Archive
7.13.2	CCS	PPP	Papers relating to any injury on duty	Correspondence				Official - Sensitive	Archive
7.13.3	CCS	PPP	Medical/Self Certificates – unrelated to industrial injury	Incident Reporting Form	3 years			Official - Sensitive	Secure
7.13.4	CCS	PPP	Driving At Work Forms - Driving risk assessments	2 <sup>nd</sup> Party Claims				Official - Sensitive	Secure
7.13.5	CCS	PPP	Display Screen Equipment Reports		3 years			Official	Secure
7.13.6	CCS	PPP	New and Expectant Mother Risk Assessments		Current year + 2 years	Life of assessment + 4 years	Limitation Act 1980 (Section 11)	Official	Secure
7.13.7	CCS	PPP	Stress Assessments (individual or teams)			Life of assessment + 4 years		Official	Secure
7.13.8	CCS	PPP						Official	Secure
7.13.9	CCS	PPP						Official	Secure
<b>Section 8 - Revenues and Benefits</b>									
<b>8.1</b>	<b>FS</b>	<b>Revenues &amp; Benefits</b>	<b>Benefits</b>						
8.1.1	FS	Revenues & Benefits	Records relating to the assessment and payment of benefit and support claims, discretionary payments, recovery of overpaid benefits, provision of benefits advice and the prevention and detection of fraud.	Claim forms, income details, rent information, identity paperwork, medical forms, housing information, personal information	7 years		HMRC - Compliance Handbook Manual CH15400 Limitation Act 1980	Official - Sensitive	Secure
8.1.2	FS	Revenues & Benefits	Regulation of Investigatory Powers Act authorisations for the use of surveillance			5 years from date of completion	Criminal Procedure and Investigations Act 1996 Codes of Practice (Part 5) and Department of Work and Pensions Guidance.	Official - Sensitive	Secure
8.1.3	FS	Revenues & Benefits	Documents received by Benefit Service in support of a benefit claim. Documents include claim form and any supporting evidence			Current + 6 years		Official - Sensitive	Secure
8.1.4	FS	Revenues & Benefits	Telephone calls received by Benefit Service in support of a specific benefit claim.			Current + 6 years		Official - Sensitive	Secure
8.1.5	FS	Revenues & Benefits	Actual Housing & Council Tax claim records			Current + 6 years		Official - Sensitive	Secure
8.1.6	FS	Revenues & Benefits	Government returns (DHP, mid-year and final subsidy returns)			Current + 6 years		Official - Sensitive	Secure
8.1.7	FS	Revenues & Benefits	Customer Information System (CIS) – client records			18 months		Official - Sensitive	Secure
8.1.8	FS	Revenues & Benefits	Case closed - no investigation conducted or no fraud established. (includes physical evidence gathered, interview tapes and electronic information held on Civica)			2 years from completion of the investigation.	Criminal Procedure and Investigations Act 1996 Codes of Practice (Part 5) and Department of Work and Pensions Guidance.	Official - Sensitive	Secure
8.1.9	FS	Revenues & Benefits	Case closed - fraud established but no further action to be taken			2 years	Criminal Procedure and Investigations Act 1996 Codes of Practice (Part 5) and Department of Work and Pensions Guidance.	Official - Sensitive	Secure
8.1.10	FS	Revenues & Benefits	Case closed – sanction applied. This could be a caution, administration penalty or prosecution for an offence (including physical evidence gathered, interview tapes and electronic information held on Academy)			6 years from date of case closure		Official - Sensitive	Secure
8.1.11	FS	Revenues & Benefits	Case closed – prosecution for an offence but individual is then acquitted (including evidence gathered, interview tapes and electronic information held on Civica)			2 years from date of acquittal.		Official - Sensitive	Secure

8.1.12	FS	Revenues & Benefits	QB50 notebooks			5 years from date of completion	Criminal Procedure and Investigations Act 1996 Codes of Practice (Part 5) and Department of Work and Pensions Guidance.	Official - Sensitive	Secure
8.1.13	FS	Revenues & Benefits	Vehicle Information and Communications System (VICS) visiting records			Current year + 6 years	DWP requirement	Official - Sensitive	Secure
<b>8.2</b>	<b>FS</b>	<b>Revenues</b>	<b>Business rates &amp; Council Tax correspondence</b>						
8.2.1	FS	Revenues & Benefits	Records relating to the billing, collection and recovery of council tax, business rates and Business Improvement District Levy due to be collected by the council and prevention of fraud.	Notices, objections, applications, correspondence, rate certificates, notices of acquisition and disposition, property files, appeals	7 years after last action		Limitation Act (1980) Section 4A (5)	Official	Secure
<b>Section 9 - Internal Audit</b>									
9.1	FS	Internal	Core audit files and reports – hard copy.		Current + previous audit.			Official - Sensitive	Secure
9.2	FS	Internal	Core audit files and reports – electronic.		Current + last 3 audits.			Official - Sensitive	Secure
9.3	FS	Internal	Non-Core audit files and reports – hard copy.		Current year only.			Official - Sensitive	Secure
9.4	FS	Internal	Non-Core audit files and reports – electronic.		Current + previous audit.			Official - Sensitive	Secure
9.5	FS	Internal	Allegations with no further action taken.		Retain for a period of 1 year.			Official - Sensitive	Secure
9.6	FS	Internal	Investigation files including electronic records where		Retain for a period of 2 years following the conclusion of the			Official - Sensitive	Secure
9.7	FS	Internal	Investigation files including electronic records where		Retain for a period of 2 years following the conclusion of the			Official - Sensitive	Secure
9.8	FS	Internal	Investigation files including electronic records		Retain for a period of 5 years following the acceptance of the			Official - Sensitive	Secure
9.9	FS	Internal	Investigation files including electronic records		Retain for a period of 5 years following the acceptance and			Official - Sensitive	Secure
9.1	FS	Internal	Investigation files including electronic records		Retain for a period of 7 years following the successful			Official - Sensitive	Secure
9.11	FS	Internal	Investigation files including electronic records		Retain for a period of 7 years following the disciplinary action			Official - Sensitive	Secure
9.12	FS	Internal	RIPA Surveillance Records and QB50 pocket		Retain for 5 years from the date of the last entry.			Official - Sensitive	Secure
9.13	FS	Internal	Audit Management Files.	Strategic Audit Plan, Reports to Committee.	Current + 2 years.			Official - Sensitive	Secure
9.14	FS	Internal	Audit Charter & Strategy.		Current + 1 year.			Official - Sensitive	Secure
9.15	FS	Internal	Audit Manual.		Current only.			Official - Sensitive	Secure
9.16	FS	Internal	CIPFA matrices.		Current + 1 year where a new version has been released.			Official - Sensitive	Secure
<b>Section 10 - Procurement, quotations and tendering</b>									
<b>10.1</b>	<b>FS</b>	<b>Procurement</b>	<b>Pre-contract advice</b>						
10.1.1	FS	Procurement	The process of calling for and evaluating expressions of interest.	Pre Qualification Questionnaire (PQQ) PQQ evaluation spreadsheet	Destroy 6 months after contract let or not proceeded with.		RGLA 4.5	Official	Secure
<b>10.2</b>	<b>FS</b>	<b>Procurement</b>	<b>Specification and contract development</b>						
10.2.1	FS	Procurement	Tender Specification	Invitation to quote or tender including specification. Note: For project files containing drafts leading to a final version these records can be destroyed.	1 year after contract has been completed			Official	Secure
<b>10.3</b>	<b>FS</b>	<b>Procurement</b>	<b>Tender issuing and return</b>						
10.3.1	FS	Procurement	Return of Tender process and tender opening	Opening Record Book	Indefinite		Limitation Act (1980) Section 4A (5)	Official	Archive
	FS	Procurement		Tender Envelope	Forms part of main contract		RGLA 4.7	Official	Secure
<b>10.4</b>	<b>FS</b>	<b>Procurement</b>	<b>Evaluation of tender</b>						
10.4.1	FS	Procurement	Summary tender evaluation criteria	Evaluation spreadsheet	Destroy at end of contract or after 6 months Contracts Under Seal – paper copy Destroy 12 years after the terms of contract have expired Electronic Copies of both types. Retain for 12 years (Statutory)		Limitation Act (1980) Section 4A (5)	Official	Secure
10.4.2	FS	Procurement	Successful Tender Document	Tender Documents	Ordinary Contracts – Paper copy		Limitation Act (1980) Section 4A (5)	Official	Secure
	FS	Procurement		Quotations	Destroy 1 year after the terms of contract or any warranties have expired Contracts Under Seal – paper copy Destroy 12 years after the terms of contract have expired Electronic Copies of both types. Retain for 12 years (statutory)		Limitation Act (1980) Section 4A (5)	Official	Secure
10.4.3	FS	Procurement	Unsuccessful Tender Document	Tender documents Quotations	Destroy at end of contract or 3 years after start of contract. Whichever is soonest.		RGLA 4.10	Official	Secure
<b>10.5</b>	<b>FS</b>	<b>Procurement</b>	<b>Post tender negotiation</b>						
10.5.1	FS	Procurement	The process in negotiation of a contract after a preferred tender is selected	Clarification of contract Post tender negotiation minutes	To be kept as part of the contract		Limitation Act (1980) Section 4A (5) Limitation Act (1980) Section 4A (5)	Official Official	Secure Secure
<b>10.6</b>	<b>FS</b>	<b>Procurement</b>	<b>Awarding of contract</b>						
10.6.1	FS	Procurement	The process awarding of contract	Under £100k. Purchase Order	Current + 6 years in accordance with Financial Regulations Contracts Under Seal – paper copy Destroy 12 years after the terms of contract have expired		Limitation Act (1980) Section 4A (5)	Official	Secure
	FS	Procurement		Over £100k. Signed contract	Electronic Copies of both types. Retain for 12 years (Statutory)		Limitation Act 1980 Section 8	Official	Secure
<b>10.7</b>	<b>FS</b>	<b>Procurement</b>	<b>Contract management</b>						
10.7.1	FS	Procurement	Contract management operation and monitoring	Service Level Agreements Contract and Statistical Monitoring Reports Complaints Disputes on payment	6 months after the terms of contract have expired		Limitation Act (1980) Section 4A (5)	Official	Secure
10.7.2	FS	Procurement	Amendment of contract	Minutes and papers of meetings Changes to requirements Variation forms Extension of contract	To be passed to Legal services to be stored with the contract.		Limitation Act 1980 Section 8	Official	Secure
<b>Section 11 - Finance (This Schedule is also part of the Council's Financial Regulation. All are Current Year + 6 years unless otherwise indicated)</b>									
<b>11.1</b>	<b>FS</b>	<b>Accountancy</b>	<b>Accounts &amp; audit reporting</b>						
11.1.1.	FS	Accountancy	Records for the process of consolidating financial transactions on an annual basis for corporate reporting purposes	Consolidated annual reports and financial statements Statement of financial position Operating statements General ledger Grant claims / returns		Current Year + 6 years	Limitation Act (1980) Section 4A (5) HMRC - Compliance Handbook Manual CH15400	Official	Secure
11.1.2	FS	Accountancy	Process that supports and consolidates financial transactions on a periodic less than annual basis, superseding those from the previous period. NOT journals, subsidiary ledgers or cash books	Consolidated monthly and quarterly reports & financial statements Working papers for the above Monthly accrual statements Cashflow statements Creditor listings and reports Debtor listings & reports				Official	Secure
<b>11.2</b>	<b>FS</b>	<b>Accountancy</b>	<b>Financial transactions management</b>						

11.2.1	FS	Accountancy	Management of the approvals process for purchase, including investigations	Appointments & delegations Audit investigations		Current Year + 6 years	Limitation Act (1980) Section 4A (5) Local Government Finance Act 1992 HMRC - Compliance Handbook Manual CH15400	Official	Secure							
11.2.2	FS	Accountancy	Identification of the receipt, expenditure and write offs of public monies	Allowances, Creditors of Payroll Overpayments,	Where retained for reconciliation purposes. Merchant copies of credit/debit card receipts must not contain the full 16 digit PAN number. All but the last 4 digits of the PAN must be obscured as soon as the receipt is printed.			Official	Secure							
	FS	Accountancy		Merchant copies of credit/debit card receipts				Official	Secure							
	FS	Accountancy		Write off schedules				Indefinitely	Official	Archive						
11.2.3	FS	Accountancy	Process for the provision and support for individuals using public transport	Applications, Card issue, Rail warrants	6 years after the conclusion of the financial transaction that the record supports			Official	Secure							
11.2.4	FS	Accountancy	Processes that balance & reconcile financial accounts	Reconciliation (including bank) Summaries of accounts				Official	Secure							
<b>11.3</b>	<b>FS</b>	<b>Accountancy</b>	<b>Financial provisions, budgets and estimates</b>													
11.3.1	FS	Accountancy	Process of finalising council's annual budget	Annual budget	6 years after annual budget adopted by council	Current Year + 6 years	Limitation Act (1980) Section 4A (5)	Not protectively marked	Dispose							
11.3.2	FS	Accountancy	Process of developing council's annual budget	Draft budgets, Departmental budgets, Draft estimates				Official	Secure							
11.3.3	FS	Accountancy	Process of reporting which examines the budget in relation to actual revenue and expenditure	Monthly statements	Destroy after next year's annual budget has been adopted by council			Official	Secure							
<b>11.4</b>	<b>FS</b>	<b>Treasury</b>	<b>Loans and investments</b>													
11.4.1	FS	Treasury	Borrowing money to enable the council to perform its functions and exercise its powers	Loan files	7 years after the loan has been repaid	Current Year + 6 years	Limitation Act (1980) Section 4A (5)	Official	Secure							
	FS	Treasury		PWLB Year End Statements		Current Year + 6 years		Official	Secure							
11.4.2	FS	Treasury	Summary management of loans	Loan certificates and registers	5 years	Current Year + 6 years		Official	Secure							
11.4.3	FS	Treasury	Investing money to generate income.	Investment files	6 years after the investment has been repaid	Termination + 5 years	The Money Laundering Regulations 2007 No. 2157. Section 19(1)	Official	Secure							
11.4.4	FS	Treasury	Summary management of investments	Investment certificates and registers	6 years			Official	Secure							
<b>11.5</b>	<b>FS</b>	<b>Accountancy</b>	<b>Housing</b>													
11.5.1	FS	Accountancy	Mortgages	Mortgage agreements	Last payment + 6 years if signed		Limitation Act (1980) Section 4A (5)	Official	Secure							
	FS	Accountancy		Correspondence	Last payment +12 years if unsigned			Official	Secure							
11.5.2	FS	Accountancy	"Right to Buy"	Agreement concerning sale	2 years after sale of house			Official	Secure							
11.5.3	FS	Accountancy	Home Improvement Grants	Agreement to pay loan	6 years after last payment for grants under £50,000			Official	Secure							
	FS	Accountancy		Details of payments	12 years for over £50,000			Official	Secure							
<b>11.6</b>	<b>FS</b>	<b>Accountancy</b>	<b>Council Tax valuation</b>													
11.6.1	FS	Accountancy	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists	Valuation lists-Permanent.		Limitation Act (1980) Section 4A (5)	Official	Secure							
	FS	Accountancy		Correspondence	10 years after the year in which the valuation was made			Official	Secure							
	FS	Accountancy		Objections				Official	Secure							
	FS	Accountancy		Reports				Official	Secure							
<b>11.7</b>	<b>FS</b>	<b>Accountancy</b>	<b>Property history</b>													
11.7.1	FS	Accountancy	Recording of information for rateable properties identifying the person or company rated, value of the property. Note: records containing primarily accounts information and not being a source of property history, should be disposed of according to the appropriate record class within the Accounts & Audit function	Rate books	7 years.		Limitation Act (1980) Section 4A (5)	Official	Secure							
	FS	Accountancy		Rate cards	Tenants Details 20 years			Official	Secure							
	FS	Accountancy		Register of rateable properties				Official	Secure							
<b>11.8</b>	<b>FS</b>	<b>Accountancy</b>	<b>Summary assets management</b>													
11.8.1	FS	Accountancy	See Property Management for real property assets. (Section 15)													
	FS	Accountancy	See Transport Management for vehicle assets. (Section 15)													
11.8.2	FS	Accountancy	Summary management reporting on the overall assets of the local authorities	Schedules of acquisitions	5 years		Limitation Act (1980) Section 4A (5)	Official	Secure							
	FS	Accountancy		Consolidated current asset reports				Official	Secure							
	FS	Accountancy		Annual reports				Official	Secure							
	FS	Accountancy		Summary of current assets	6 years after disposal of item/asset or last one in register			Official	Secure							
	FS	Accountancy		Asset registers				Official	Secure							
<b>11.9</b>	<b>FS</b>	<b>Accountancy</b>	<b>Asset monitoring and maintenance</b>													
11.9.1	FS	Accountancy	Management systems that allow the monitoring & management of assets in summary form	Subsidiary asset registers	10 years after the conclusion of the financial transaction that the record supports		HMRC - Compliance Handbook Manual CH15400	Official	Secure							
	FS	Accountancy		Reporting and reviewing assets status	Returns & reports on asset status	2 years after administrative use is concluded			Official	Secure						
11.9.2	FS	Accountancy		Inventories				Official	Secure							
	FS	Accountancy		Stocktaking				Official	Secure							
	FS	Accountancy		Acquisition and disposal reports & proposals				Official	Secure							
11.9.3	FS	Accountancy	Process of maintaining assets		7 years			Official	Secure							
11.9.4	FS	Accountancy	Process of maintaining plant & equipment	Service records, Plant files				Official	Secure							
<b>11.10</b>	<b>FS</b>	<b>Treasury</b>	<b>Bank records</b>													
11.10.1	FS	Treasury	Records related to banking and cheques	Cheques and associated records types, Paid and Presented Lists, Cheque numbers, Cancelled, Dishonoured, Stoppage of cheque, Record of open cheque books, Record of cheques drawn for payment, Bank deposits, Bank deposit book/slip/butts, Bank deposit summary sheets. Summaries of daily banking, cheque schedules, Register of cheques lodged for collection, Reconciliation files/sheets, Unpaid cheques, Daily list of paid cheques	Current Year + 6 years		HMRC - Compliance Handbook Manual CH15400	Official	Secure							
	11.10.2	FS								Treasury	Bank statements	Periodic reconciliation		Official	Secure	
	FS	Treasury									Bank certificates of balance			Official	Secure	
	11.10.3	FS								Treasury	Electronic banking and electronic funds transfer				Official	Secure
	11.10.4	FS								Treasury	Cash transactions, payment instructions, deposits and withdrawals				Official	Secure
	11.10.5	FS								Treasury	Securicor Records				Official	Secure
<b>11.11</b>	<b>FS</b>	<b>Accountancy</b>	<b>Expenditure records including accounts payable</b>													



11.11.1	FS	Accountancy	Records relating to expenditure	Cash books/sheets, Expenditure sheets, Petty cash records, Record/book/sheet/receipts, Postal cash book/ sheets, postage/courier account/cash records, Register of postage expenditure, Creditors history records, lists/reports, Credit notes, Postage paid records, postage books/sheets, Summary cash books	Current Year + 6 years		HMRC - Compliance Handbook Manual CH15400		
11.11.2	FS	Accountancy		Statements of accounts outstanding, outstanding	2 years			Official	Secure
<b>11.12</b>	<b>FS</b>	<b>Accountancy</b>	<b>Ledger records</b>						
11.12.1	FS	Accountancy	Records relating to general and subsidiary ledgers produced for preparing certified financial statements or published information	Budget Book Statement of Accounts	Indefinitely		HMRC - Compliance Handbook Manual CH15400	Official	Archive
11.12.2	FS	Accountancy		Other ledgers e.g. contracts, costs, purchases, etc. Creditors ledgers, Related records, Audit sheets – ledger postings / transfers, Journals prime records for the raising of charges, Journals routine adjustments, Trial balances & reconciliation, Year-end balances, reconciliation and variations to support ledger balances and published accounts	Current Year + 6 years			Official	Secure
<b>11.13</b>	<b>FS</b>	<b>Accountancy</b>	<b>Receipts and revenue records</b>						
11.13.1	FS	Accountancy	Receipt butts/books; office copies of receipts.	Cashiers', cash register, fines and costs, sale of publications and general receipt books/butts/records	Current Year + 6 years		HMRC - Compliance Handbook Manual CH15400	Official	Secure
11.13.2	FS	Accountancy	Cash registers	Butts/copies of cash register forms, Cash register reconciliation sheets, Cash register audit rolls, Analysis and summary records, Cash register reading books/sheets				Official	Secure
11.13.3	FS	Accountancy	Revenue records	Revenue cash books /sheets/records; receipt cash books/sheets				Official	Secure
11.13.4	FS	Accountancy	Debtors invoices – includes invoices paid and Source documents/records used for raising of					Official	Secure
11.13.5	FS	Accountancy	Debts/refunds	Records relating to unrecoverable revenue, debts and overpayments – include register of debts written off, register of refunds, etc				Official	Secure
<b>11.14</b>	<b>FS</b>	<b>Accountancy</b>	<b>Stores and services records</b>						
11.14.1	FS	Accountancy	Stores records	Delivery dockets Stock/stores control cards/sheets/records	2 years		Limitation Act (1980) Section 4A (5)	Official	Secure
11.14.2	FS	Accountancy	Stock/stores issue	Goods inwards books, records, Purchase order records, Purchase order books/records, Railway/courier consignment books/records, Stock transfer forms	6 years after disposal of item/asset, or last one in register				
11.14.3	FS	Accountancy	Assets	Requisition records, Asset registers, Assets/equipment	3 years			Official	Secure
11.14.4	FS	Accountancy	Financial statements	Ad Hoc Statements Statements/summaries prepared for inclusion in the quarterly and annual reports	1 year			Official	Secure
11.14.5	FS	Accountancy	Periodic financial statements prepared for management on a regular basis		2 years Destroy when cumulated into quarterly or annual reports			Official	Secure
<b>11.15</b>	<b>FS</b>	<b>Accountancy</b>	<b>Systems management</b>						
11.15.1	FS	Accountancy	Process to develop or extend the capabilities of a system.		Retain for life of system		RGLA 8.11	Official	Secure
11.15.2	FS	Accountancy	Process to implement a system.	Implementation plan	Review 6-12 months after Implementation			Official	Secure
11.15.3	FS	Accountancy	Process to support and administer a system.		5 years after last action			Official	Secure
<b>11.16</b>	<b>FS</b>	<b>Accountancy</b>	<b>Transport management</b>						
11.16.1	FS	Accountancy	Acquisition and disposal of vehicles through lease or purchase	Leases, Contracts, Quotes, Approvals Fleet authorisation numbers	7 years after the disposal of the vehicle	Destroy 6 years after disposal of the vehicle Destroy 6 years after disposal of the vehicle	Limitation Act (1980) Section 4A (5)	Official	Secure
11.16.2	FS	Accountancy	Managing allocation & maintenance of vehicles	Approvals as drivers Allocations & authorisations for vehicles Maintenance	7 years after the sale or disposal of the vehicle	Destroy 7 years after disposal of the vehicle Destroy 7 years after disposal of the vehicle	RGLA 8.15 RGLA 8.15	Official	Secure
11.16.3	FS	Accountancy	Recording vehicle usage	Vehicle usage reports	18 months – VOSA 7 years HMRC	Termination + 6 years	Limitation Act (1980) Section 4A (5)	Official	Secure
11.16.4	FS	Accountancy	Recording drivers usage	Vehicle log book	18 months – VOSA 7 years HMRC	Termination + 6 years		Official	Secure
<b>11.17</b>	<b>FS</b>	<b>Accountancy</b>	<b>Insurance policy management</b>						
11.17.1	FS	Accountancy	Summary management of insurance arrangements	Insurance register	Indefinite		Limitation Act 1980 (Section 2)	Official	Archive
11.17.2	FS	Accountancy	Insuring council officers, property, vehicles and equipment against negligence, loss or damage	Insurance policies Correspondence Schedules Valuations	Indefinite			Official	Archive
11.17.3	FS	Accountancy	Renewing insurance policies	Insurance policy Renewal records Correspondence	5 years after the insurance policy has been renewed			Official	Secure
11.17.4	FS	Accountancy	Insurance Claims Management	Claims records Correspondence	7 years after all obligations/entitlements are concluded, allowing for the claimant to reach 25 years of age			Official	Secure
<b>Section 12 - Legal Services</b>									
<b>12.1</b>	<b>CE</b>	<b>Legal</b>	<b>Data Protection Act</b>						
12.1.1	CE	Legal	Data subject access requests		3 years (6 years for Tribunal or ICO decision)		TNA Retention and Disposal Guidance	Official - Sensitive	Secure
12.1.2	CE	Legal	All paperwork relating to informal advice given about freedom of information and data protection matters		3 years (6 years for Tribunal or ICO decision)			Official	Secure
12.1.3	CE	Legal	System containing all information relating to the logging, tracking and monitoring of subject access requests made under the Data Protection Act 1998		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure

<b>12.2</b>	<b>CE</b>	<b>Legal</b>	<b>Environmental Information Regulations</b>						
12.2.1	CE	Legal	Information requests and responses	All paperwork relating to responses to Environmental Information Regulations	3 years (6 years for Tribunal or ICO decision)		TNA Retention and Disposal Guidance	Official	Secure
<b>12.3</b>	<b>CE</b>	<b>Legal</b>	<b>Freedom of Information Act</b>						
12.3.1	CE	Legal	Publication Scheme		Dynamic document and each version will replace the next		TNA Retention and Disposal Guidance	Not protectively marked	Disposal
12.3.2	CE	Legal	Freedom of information requests		3 years (6 years for Tribunal or ICO decision)			Official	Secure
12.3.3	CE	Legal	All paperwork relating to responses to freedom of information requests		3 years (6 years for Tribunal or ICO decision)			Official	Secure
12.3.4	CE	Legal	All records relating to internal reviews of responses to requests for information made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998		3 years (6 years for Tribunal or ICO decision)			Official	Secure
12.3.5	CE	Legal	All records relating to complaints made about responses to requests for information made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure
<b>12.4</b>	<b>CE</b>	<b>Legal</b>	<b>General Data Protection Regulations</b>						
12.4.1	CE	Legal	Privacy Impact assessments		3 years (6 years for Tribunal or ICO decision)		The National Archives Retention and Disposal Guidance	Official	Secure
12.4.2	CE	Legal	Data Protection Impact Assessments		3 years (6 years for Tribunal or ICO decision)			Official	Secure
12.4.3	CE	Legal	Right to be forgotten requests		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure
12.4.4	CE	Legal	Privacy notices		3 years (6 years for Tribunal or ICO decision)			Official	Secure
12.4.5	CE	Legal	Breach notifications		3 years (6 years for Tribunal or ICO decision)		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
12.4.6	CE	Legal	Subject access requests		3 years (6 years for Tribunal or ICO decision)		The National Archives Retention and Disposal Guidance	Official - Sensitive	Secure
12.4.7	CE	Legal	Consent forms		3 years (6 years for Tribunal or ICO decision)			Official - Sensitive	Secure
12.4.8	CE	Legal	Record of Processing Activities under Article 30 of the GDPR		3 years (6 years for Tribunal or ICO decision)			Not protectively marked	Secure
<b>12.5</b>	<b>CE</b>	<b>Legal</b>	<b>Regulation of Investigatory Powers</b>						
12.5.1	CE	Legal	Records relating to the Regulation of Investigatory Powers	Photographs, Audio and video files, Observation logs, notes, reports, Noise monitoring records, Council Authorisations, Magistrates' Court approvals, Applications, renewals and cancellations for CHIS, Applications, renewals and cancellations for surveillance, Risk assessments, Appeals		5 years	Regulation of Investigatory Powers Act 2000	Official - Sensitive	Secure
<b>12.6</b>	<b>CE</b>	<b>Legal</b>	<b>All case and advice files</b>						
12.6.1	CE	Legal	Working files and papers.	Section 106 agreements, TPO's, Leases, licences and general matters.	6 years.		Limitation Act (1980) Section 4A (5)	Official	Secure
<b>12.7</b>	<b>CE</b>	<b>Legal</b>	<b>Litigation</b>						
12.7.1	CE	Legal	The process of managing, undertaking or defending for or against litigation on behalf of the council	Criminal case file Civil case file Correspondance	7 years after last action.		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Secure
12.7.2	CE	Legal	The process of providing legal advice on a point of law	Correspondance	7 years after last action			Official - Sensitive	Secure
<b>12.8</b>	<b>CE</b>	<b>Legal</b>	<b>Agreements</b>						
12.8.1	CE	Legal	Process of agreeing terms between organisations. Note: this does not include contractual agreements	Concordat	6 years after agreement expires or is terminated		Limitation Act (1980) Section 4A (5)	Official - Sensitive	Secure
<b>12.9</b>	<b>CE</b>	<b>Legal</b>	<b>Conveyance - see also Property acquisition and disposal</b>						
12.9.1	CE	Legal	Deeds of Title	Deeds of Covenant	Permanent		Limitation Act (1980) Section 4A (5)	Official	Archive
12.9.2	CE	Legal	The process of changing ownership of land or property	Conveyancing files	12 years after closure			Official	Secure
<b>12.1</b>	<b>CE</b>	<b>Legal</b>	<b>Standards - investigation of complaints regarding conduct of district and parish councillors</b>						
12.1.1	CE	Legal	Process of investigating complaints	Paper and electronic files containing personal details, family details, financial details, personal appearance	3 years			Official - Sensitive	Secure
<b>Section 13 - Housing Services</b>									
13.1	CE	Housing	All records relating to assessing applications for social housing, homelessness and other housing assistance	Contacts details, health and medical information, debt details, occupational support needs assessments, carer information, decisions letters	6 years		RGLA 3.26 Homelessness Reduction Act 2017	Official - Sensitive	Secure
13.2	CE	Housing	All records relating to housing advice and assistance to prevent or relieve homelessness and to assess homeless applications where A&A has been unsuccessful	Contacts details, health and medical information, debt details, occupational support needs assessments, carer information, decisions letters, MARAC and MAPPA info, NCSB1 forms	6 years		RGLA 3.26 Homelessness Reduction Act 2017	Official - Sensitive	Secure
13.3	CE	Housing	All records relating to the Custom Build register	Contact information, budget, housing preferences		6 years		Official	Secure
13.4	CE	Housing	All records relating to the development of affordable housing	Contact information, research and comments on planning applications		6 years		Official	Secure
13.5	CE	Housing	All records relating to disrepair enforcement	Contact information, land and property ownership, grants, tenancies and council tax status	6 years		Housing Act 2004, Building Act 1984, Energy Act 2013, Energy Act 2011, Environmental Protection Act 1990, Health Act 2006, Housing Act 1985, Housing and Planning Act 2016, Local Government (Miscellaneous Provisions) Act 1976, Public Health Act 1936, Housing and Planning Act 2016, Enterprise and Regulatory Reform Act 2013, Safeguarding	Official - Sensitive	Secure
13.6	CE	Housing	All records relating to harassment and illegal evictions	Contact information, land and property ownership, grants, tenancies and council tax status	6 years		Protection from Eviction Act 1977, Housing Act 2004, Caravan Sites Act 1968	Official - Sensitive	Secure
13.7	CE	Housing	All records relating to licensing of caravan sites	Contact information, land and property ownership, tenancies, council tax status, planning application details	Permanent			Official	Secure
13.8	CE	Housing	All records relating to complaints by tenants or residents	Contact information, complaint details	6 years			Official - Sensitive	Secure
13.9	CE	Housing	All records relating to unauthorised encampments	Contact information, tenancies, land and property ownership, health and medical, criminal records, planning application details	6 years		Criminal Justice and Public Order Act 1994, Notice to Quit (Council Land), Environmental Protection Act 1990	Official - Sensitive	Secure
13.1	CE	Housing	All records relating to licensing of Houses of Multiple Occupation	Houses of Multiple Occupation (HMO) direction order	Permanent		Housing Act 2004, Town and Country Planning Act, The Energy Efficiency (Private Rented Property) Regulations	Official - Sensitive	Secure
	CE	Housing		Compulsory purchase orders	Permanent			Official - Sensitive	Secure

	CE	Housing		Housing Act 2004 suspended Improvement / Prohibition Notices	Permanent			Official	Secure
	CE	Housing		Interim Management Orders	Permanent			Official	Secure
	CE	Housing		Empty Dwelling Management Orders	Permanent			Official	Secure
	CE	Housing		HMO declaration	Permanent			Official	Secure
	CE	Housing		HMO Licence certificates and conditions	Permanent			Official	Secure
	CE	Housing		Tenant or resident complaints	6 years			Official - Sensitive	Secure
13.11	CE	Housing	All records relating to housing assistance and grants	Contacts information, health and medical, grants and benefits, tenancies, land and property ownership, council tax status, planning application details, financial data	6 years		Housing Grants Construction and Regeneration Act 1996, Regulatory Reform (Housing Assistance) (England and Wales) Order 2002	Official - Sensitive	Secure
13.12	CE	Housing	Care & Repair	Disabled Facilities Grants, applications, case files, admin	6 years			Official - Sensitive	Secure
	CE	Housing		Land Charges information	For lifetime of the loan condition			Official - Sensitive	Secure
		Housing		Warranties	Damp proofing - 15 years Fensa - 10 years			Official - Sensitive	Secure
13.13	CE	Housing	Careline	Client records for Careline Community Alarm	To be deleted 6 months after account cancelled			Official - Sensitive	Secure
	CE	Housing		Client records for Ask LILY				Official - Sensitive	Secure
	CE	Housing		CCSS Benefits check, installation, faults, work scheduling	Auto-archives after 90 days			Official - Sensitive	Secure
	CE	Housing		Questionnaires within IDOX and SNAP	Permanent			Official - Sensitive	Secure
	CE	Housing		Ask LILY entries and referrals within Open Objects system	Awaiting response from provider			Official - Sensitive	Secure
	CE	Housing		Client contacts and emergency contacts within PNC call handling system	Awaiting response from provider			Official - Sensitive	Secure
	CE	Housing		Client data and marketing spreadsheet	Indefinite			Official - Sensitive	Secure
	CE	Housing		Referrals from Central Information Centre via eforms	Indefinite			Official - Sensitive	Secure
	CE	Housing		Orders placed with Amazon	Under review			Official - Sensitive	Secure
	CE	Housing		Installation checklists, personal record forms and agreements	On DMS			Official - Sensitive	Secure
	CE	Housing		General email correspondence	Under review			Official - Sensitive	Secure
	CE	Housing	NCAN common referral system details	7 years			Official - Sensitive	Secure	
13.14	CE	Housing	All records relating to the Handy Person Scheme	Case files, admin	6 years			Official - Sensitive	Secure

**Section 14 - Commercial Services**

<b>14.1</b>	<b>CS</b>	<b>Business</b>	<b>Car parks</b>						
14.1.1	CS	Business Operations	Excess Charge Payments	Enforcement notices, Letters, Court/tribunal records, Bailiff records	1 year. Destroy - 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased.		RGLA 9.23	Official	Secure
14.1.2	CS	Business	Long Tern Season Tickets	Application Forms	Destroyed on Expiry			Official	Secure
14.1.3	CS	Business	Penalty Charge notices	Road Traffic Regulation Act 1984	7 years			Official	Secure
14.1.4	CS	Business	Excess Charge Posting Reports		7 years			Official	Secure
14.1.5	CS	Business	Monthly Transaction Reports		7 years			Official	Secure
14.1.6	CS	Business	Ticket Machine Audit	Tickets and corresponding details	7 years			Official	Secure
14.1.7	CS	Business	Cash Count Slips		7 years			Official	Secure
14.1.8	CS	Business	Car Park Work Instructions		7 years		RGLA 11.6	Official	Secure
14.1.9	CS	Business Operations	Car Parking Permits	Permits, Suspensions, Dispensations, Skip licenses	Destroy - 2 years after registration or entitlement lapses		RGLA 9.16	Official	Secure
14.1.10	CS	Business Operations	Abandoned vehicles - Enforcement against vehicles which deemed to have been abandoned	Enforcement notices, Letters, Business records	Destroy - 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased		RGLA 9.23	Official	Secure
<b>14.2</b>	<b>CS</b>	<b>Business</b>	<b>Cemeteries and crematoria</b>						
14.2.1	CS	Business	Statutory documentation	Certificate of Medical Attendance	Original - 2 years Electronic - Indefinitely			Official - Sensitive	Secure
	CS	Business						Official - Sensitive	Archive
14.2.2	CS	Business	Summary management systems that record the location of burials and identity of deceased individuals	Register of interments Cemetery register Cemetery plans	Burial records kept indefinitely	Permanent. Consider for Historic Records	Cemeteries Clauses Act 1847 (c.65) Section 53	Official - Sensitive	Archive
	CS	Business				Permanent. Consider for Historic Records	Cemeteries Clauses Act 1847 (c.65) Section 41	Official - Sensitive	Archive
	CS	Business				Permanent. Consider for Historic Records	Cemeteries Clauses Act 1847 (c.65) Section 53	Official - Sensitive	Archive
14.2.3	CS	Business Operations	Application for cremation and any certificates or other documents relating to a cremation		Destroy 15 Years after creation		Cremation (England and Wales) Regulations 2008 No. 2841 section 34	Official - Sensitive	Secure
14.2.4	CS	Business	Bookings and applications		Destroy 15 years after last action		In line with cremation records	Official - Sensitive	Secure
14.2.5	CS	Business	Burial plot layout		Permanent. Consider for Historic Records		Cemeteries Clauses Act 1847 (c.65) Section 41	Official - Sensitive	Archive
14.2.6	CS	Business	Cemetery plans		Permanent. Consider for Historic Records		Cemeteries Clauses Act 1847 (c.65) Section 41	Official - Sensitive	Archive
14.2.7	CS	Business	Cemetery register (register of interments)		Permanent. Consider for Historic Records		Cemeteries Clauses Act 1847 (c.65) Section 53	Official - Sensitive	Archive
14.2.8	CS	Business	Certificate of cremation		Destroy 15 years after last action		RGLA9.25	Official - Sensitive	Secure
14.2.9	CS	Business	Exhumations		Permanent		RGLA9.24	Official - Sensitive	Archive
14.2.10	CS	Business Operations	Grant of exclusive rights of burial and register of grants		Permanent		Cemeteries Clauses Act 1847 (c.65). Section 43	Official - Sensitive	Archive

14.2.11	CS	Business Operations	Memorial Inspection records: risk assessments, visual inspection forms, hand test record, force testing equipment record, recommendations		Destroy 6 years from the last amendment when superseded		Health & Safety at Work Act (1974) Section 2 (3)	Official - Sensitive	Secure
14.2.12	CS	Business Operations	Register of cremations including of a stillborn child, foetus or body parts.		Permanent		Cremation (England and Wales) Regulations 2008 No. 2841 sections 32 & 33	Official - Sensitive	Archive
14.2.13	CS	Business	Right to erect headstone		Permanent			Official - Sensitive	Archive
14.2.14	CS	Business Operations	Working procedure for memorial inspections		Destroy 6 years from the last amendment when superseded		Health & Safety at Work Act (1974) Section 2 (3)	Official - Sensitive	Secure
<b>14.3</b>	<b>CS</b>	<b>Public</b>	<b>Waste management</b>						
14.3.1	CS	Public Open Space	Records relating to the processing of brown bin applications	Electronic and paper records containing customer name, address and contact details. Whitespace software records - Kier/client Brown bin database	Ongoing		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.2	CS	Public	Records relating to assisted bin collections	Electronic and paper records containing customer name, address and contact details.	Ongoing		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.3	CS	Public Open Space	Records relating Black bins, applications, Green Bin applications, Outdoor food caddy applications, Indoor food caddy applications, sack applications, lost bins, bin removals & additional bins	Electronic and paper records containing customer name, address and contact details. Whitespace software records - Kier/client Worksheets OneView records Green bin database Black bin database			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.4	CS	Public Open Space	Records relating to purchasing bins, sacks, litter bins & stationary	Orders, quotations, invoices, delivery notes			Limitation Act 1980 (Section 2)	Official	Secure
14.3.5	CS	Public Open Space	Records relating to Commercial Services - Trade Waste	Electronic and paper records containing customer name, address and contact details. Whitespace software records - Kier/client	Indefinitely		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.6	CS	Public	Records relating to stray dogs	Name of dog/owner, address, contact phone number,	3 years		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.7	CS	Public	Records relating to all communications from the	Case records	Deleted on completion of work		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.8	CS	Public	Records relating to tree enquiries	Case records	In accordance with retention policy		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.9	CS	Public	Records relating to consultation on planning	Case records	Generally indefinitely		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.10	CS	Public	Records relating to supplier/contractor invoicing	Supplier/contractor accounts			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.11	CS	Public	Records relating to reporting fly tipping / dog fouling	Case records on Idox and One View			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.12	CS	Public Open Space	Records relating to allotments	Application forms Tenants Information / Tenancy agreements / Notices / Terminations			Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.13	CS	Public	Records relating to Adopt a Bedders scheme	Scheme membership files	For as long as scheme runs		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.14	CS	Public Open Space	Records relating to Friends of the HHG Group	Project files Contact and membership list	As long as the project runs		Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
14.3.15	CS	Public	Waste transfer notes - commercial waste	Bulk annual notes	Current year +2		RGLA 9.26	Official	Secure
14.3.16	CS	Public	Waste transfer notes - household waste	Bulk annual notes	Contract +2		RGLA 9.26	Official	Secure
14.3.17	CS	Public	Weighbridge tickets - non-recyclable waste	Individual notes (contractor)	Current year +2		RGLA 9.26	Official	Secure
14.3.18	CS	Public Open Space	Weighbridge Tickets - recyclable waste	Individual notes (Council Copy)	Not retained as required to be passed to County for Recycling Credits		RGLA 9.26	Official	Secure
14.3.19	CS	Public	Commercial waste contracts	Contract document (electronic or paper)	Contract period +6		RGLA 9.26	Official	Secure
14.3.20	CS	Public	Garden Waste Contracts - household waste	Electronic details	Contract period +1		RGLA 9.26	Official	Secure
14.3.21	CS	Public	Bring Sites Agreements - household waste	Agreement (electronic or paper)	Agreement +2		RGLA 9.26	Official	Secure
14.3.22	CS	Public	Waste Carriers Licence	Licence	Licence period +6		RGLA 9.26	Official	Secure
14.3.23	CS	Public	Waste Collection Contracts - contract documents	Contract	Contract Period +6		RGLA 9.26	Official	Secure
14.3.24	CS	Public	Waste Collection Contracts - contract documents	Work instructions (Paper)	Current +2		RGLA 9.26	Official	Secure
14.3.25	CS	Public	Waste Collection Contracts - contract documents	Work instructions (Electronic)	Contract +6		RGLA 9.26	Official	Secure
14.3.26	CS	Public	Waste Collection Contracts	Formal Correspondence	Contract +6		RGLA 9.26	Official	Secure
14.3.27	CS	Public Open Space	Hazardous Waste Collections - household waste	Invoice electronic	Current +3		The Hazardous Waste (England and Wales) Regulations 2005 No. 894 Section 49	Official	Secure
<b>Section 15 - Property, land management and projects</b>									
15.1	CS	Property	Records relating to the execution of leases and licences	Property Management of Commercial Premises - leases, licences & assignments - Industrial Property Portfolio - Retail Property Portfolio - Office Property Portfolio - Sea-front Property Portfolio	Indefinite until asset sold		Limitation Act (1980) Section 4A (5)	Official	Secure
15.2	CS	Property	Records relating to repairs and maintenance Records relating to Health & Safety issues	Property Management of Commercial Premises - Works Maintenance tasks - Industrial Property Portfolio - Retail Property Portfolio - Office Property Portfolio - Sea-front Property Portfolio	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.3	CS	Property	Records relating to the execution of asset valuations	Asset Valuations - Professional valuations undertaken on Council owned property and land	6 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.4	CS	Property	Records relating to the process of the acquisition of land and property	Property Acquisitions and investment - Undertaken using private treaty negotiation and Compulsory Purchase Orders	Conveyance file - 12 years after closure Deeds of covenant - retained indefinitely		Limitation Act (1980) Section 4A (5)	Official	Secure
15.5	CS	Property	Records relating to the process of the disposal of surplus land and property	Disposal of surplus land and property	Competitive Sale: File retained for 10 years after sale. Right to Buy: Sale records retained indefinitely and held in deed packet Material relating to major/significant buildings to be offered to archivist for review		Limitation Act (1980) Section 4A (5)	Official	Secure
15.6	CS	Property	Records relating to general facilities issues Records relating to Health & Safety issues	Facilities Management - King's Court, Valentine Road, Regis Place, Priory Centre - Management - Caretaking - Cleaning	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure

15.7	CS	Property	Records relating to ensure that projects are completed to correct standards, on time and on budget. Incorporates health and safety, risk, reputational issues.	Project Management - Assisting internal client departments with property and building related projects within King's Court, Valentine Road, Regis Place, Priory Centre, All Alive Leisure venues	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.8	CS	Property	Records relating to ensure that Contract Standing Orders and Financial Regulations are adhered to. Records relating to ensure that briefs and specs are developed to a consistent appropriate standard	Contract Management - Developing briefs and specifications, tender process, contract award process, management of contract	Tender Specification - 1 year Unsuccessful tenders - 3 years Successful tenders - length of contract + 12 years		Limitation Act (1980) Section 4A (5)	Official	Sensitive
15.9	CS	Property	Records necessary to maintain the value of the Council's commercial property portfolio Records to ensure buildings are maintained to appropriate standards Records to ensure that outgoing tenants comply with the repair obligations within their lease	Building Surveying - Schedules of condition - Schedules of dilapidations	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.10	CS	Property	Records relating to increasing the capital receipt potential of the Council's surplus land assets	Planning & Development - Develop and submit Planning Applications	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.11	CS	Property	Records to deal with repairs and maintenance, health & Safety, reputational issues Records to ensure the assets' condition does not deteriorate and give rise to higher costs in the medium/long term	Conservator Role - Management and maintenance of the Council's historic/heritage buildings - Management and maintenance of the Council's historic/heritage collections	10 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.12	CS	Property	Records to comply with legislation	Access Audits - Completed under the Equalities Act 2010	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.13	CS	Property	Records to process utilities bills received accurately and effectively Records to ensure best value is being obtained Records to invoice out to reimburse the Council	Energy / Utilities - Energy Efficiency Projects - Bill monitoring and meter reading reconciliation - Negotiation of energy unit prices - Advice to service occupiers	3 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.14	CS	Property	Records to comply with legislation	Maintenance and replacement of streetlights	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.15	CS	Property	Records relating to the provision of bus shelters	Maintenance and replacement of bus shelters	7 years		Limitation Act (1980) Section 4A (5)	Official	Secure
15.16	CS	Property	Asbestos register	Documented assessments to determine the presence		Permanent	The Control of Asbestos Regulations 2006 SI 2006 2739	Official	Secure
<b>Section 16 - Regeneration and Corporate Projects</b>									
16.1	CS	Regeneration	Economic development, Regeneration and Tourism - general files	Meeting notes, administration	Current year + 5 years		Limitation Act 1980	Official	Secure
16.2	CS	Regeneration	Economic and demographic data collected and	Data sets, reports, briefings	Current year + 6 years then review		Limitation Act 1980	Official	Secure
16.3	CS	Regeneration	International relations: general files	Meeting notes, administration, twinning information, international trade visits	Current year + 12 years		Limitation Act 1980	Official	Secure
16.4	CS	Regeneration	Regeneration grants	Applications, award notification, reports		Current year + 6 years	Limitation Act 1980 (Section 2)	Official	Secure
16.5	CS	Regeneration	Regeneration project files	Project meetings, business cases, presentations, appraisals		Closure of file + 12 years	Limitation Act 1980 (Section 2)	Official	Secure
16.6	CS	Regeneration	Development contributions	Administration, confirmation of support, conditions and details of arrangements		Closure of file + 12 years	Limitation Act 1980 (Section 2)	Official	Secure
16.7	CS	Regeneration	Group administration	Records relating to KL CCT, DLB, HAZ, King's Lynn Regeneration Programmes, Tourism and Business Support.	Annual review up to 3 years		Limitation Act 1980	Official	Secure
16.8	CS	Regeneration	Consultation	Records relating to Downham Market, Enterprise Zone and Hunstanton	Annual review up to 3 years		Limitation Act 1980	Official	Secure
16.9	CS	Corporate Projects	Housing sales	Records relating to housing build and sales	5 years		Limitation Act 1980	Official - Sensitive	Secure
16.10	CS	Corporate Projects	Defects and remedies	Records relating to defects and remedies	5 years		Limitation Act 1980	Official - Sensitive	Secure
16.11	CS	Corporate Projects	Leasehold properties and maintenance	Records relating to lease hold flats and maintenance arrangements	Ongoing		Limitation Act 1980	Official - Sensitive	Secure
16.12	CS	Corporate Projects	Housing ancillary projects	Records relating to Heritage Lottery Fund, nature and other project work	Ongoing		Limitation Act 1980	Official - Sensitive	Secure
<b>Section 17 - Environmental Health</b>									
17.1	EP	EH - Commercial	<b>Food, health and safety</b>						
17.1.1	EP	EH - Commercial	Health & Safety notices	Health & Safety Act 1974, Regulations and Orders made thereunder.	Duration of notice + plus 6 years (insurance claims reasons)..		RGLA 9.3, Police and Criminal Evidence Act	Official	Secure
17.1.2	EP	EH - Commercial	Accident report forms	Health & Safety Act 1974	Current plus 3 years (insurance claims reasons).		RGLA 9.3	Official - Sensitive	Secure
17.1.3	EP	EH - Commercial	Food Poisoning results	Food & Safety Act 1990	3 years after all actions have been completed.		RGLA 9.3	Official - Sensitive	Secure
17.1.4	EP	EH - Commercial	All records relating to businesses that are trading	Contact details	6 years after closure			Official	Secure
17.2	EP	EH - Commercial	<b>Licensing</b>						
17.2.1	EP	EH - Commercial	Applications for individual, premises and vehicle licences.	Application forms, photos, correspondence etc	3 years after cease of individual/premises licence. 25 years for vehicle licence.		Various see below	Official	Secure
17.2.2	EP	EH - Commercial	Animal boarding licences		Destroy - 2 years after registration lapses		Animal Boarding Establishments Act 1963.	Official	Secure
17.2.3	EP	EH - Commercial	Animal breeding licences		Destroy - 2 years after registration lapses		Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999.	Official	Secure
17.2.4	EP	EH - Commercial	Animal Welfare - licensing files		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
17.2.5	EP	EH - Commercial	Butchers licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
17.2.6	EP	EH - Commercial	Caravan and camp site licences		Destroy - 2 years after registration lapses		Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968.	Official	Secure
17.2.7	EP	EH - Commercial	Cemetery licences		Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure

17.2.8	EP	EH - Commercial	Crematoria licences
17.2.9	EP	EH - Commercial	Dangerous wild animals licences
17.2.10	EP	EH - Commercial	Food hygiene and safety premises registration
17.2.11	EP	EH - Commercial	Hackney licences
17.2.12	EP	EH - Commercial	Highway projection licences
17.2.13	EP	EH - Commercial	Hoarding licences
17.2.14	EP	EH - Commercial	Infectious diseases licensing
17.2.15	EP	EH - Commercial	Late hours catering licences
17.2.16	EP	EH - Commercial	Liquor licences
17.2.17	EP	EH - Commercial	Lottery (gambling) - licensing files
17.2.18	EP	EH - Commercial	Lottery registration
17.2.19	EP	EH - Commercial	Massage and special treatment licences
17.2.20	EP	EH - Commercial	Non medicinal poisons licences
17.2.21	EP	EH - Commercial	Nursing agencies licences
17.2.22	EP	EH - Commercial	Other hazardous substances
17.2.23	EP	EH - Commercial	Personal licenses (publican) - licensing files
17.2.24	EP	EH - Commercial	Pet shop licences
17.2.25	EP	EH - Commercial	Petroleum
17.2.26	EP	EH - Commercial	Premises and Club (alcohol) – licensing files
17.2.27	EP	EH - Commercial	Private hire licences
17.2.28	EP	EH - Commercial	Radioactive substances
17.2.29	EP	EH - Commercial	Riding establishment licences
17.2.30	EP	EH - Commercial	Sale of explosives licences
17.2.31	EP	EH - Commercial	Scaffold licences
17.2.32	EP	EH - Commercial	Scrap metal licences
17.2.33	EP	EH - Commercial	Sex establishments
17.2.34	EP	EH - Commercial	Shops
17.2.35	EP	EH - Commercial	Skin piercings
17.2.36	EP	EH - Commercial	Skip licences
17.2.37	EP	EH - Commercial	Street collections and lotteries licences
17.2.38	EP	EH - Commercial	Street trading licences

Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		Dangerous Wild Animals Act 1976	Official	Secure
Destroy - 6 years after registration lapses		Food Safety Food Premises (Registration) Regulations 1991	Official	Secure
Destroy - 25 years after registration lapses		Local Government (Miscellaneous provisions) Act 1976	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 3 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 6 years after registration lapses		RGLA 9.16 Based on 6 years legal proceedings time limit.	Official	Secure
Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Permanent - offer to archivist		RGLA 9.17	Official	Secure
Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
Destroy - 2 years after registration lapses		Pet Animals Act 1951 (as amended by the 1983 Act)	Official	Secure
Permanent - offer to archivist		Petroleum (Regulation) Acts 1928 and 1936	Official	Secure
Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
Destroy - 25 years after registration lapses		Local Government (Miscellaneous provisions) Act 1976	Official	Secure
Retain records for a specified period after ceasing to carry on the activities regulated by his registration or authorisation		Radioactive Substances Act 1993	Official	Secure
Destroy - 2 years after registration lapses		Riding Establishments Act 1964 and 1970	Official	Secure
Destroy - 2 years after registration lapses		Manufacture and Storage of Explosives Regulations 2005.	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		Scrap Metal Dealers Act 2013 (replaces 1964 Act)	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy 6 years after business closure			Official	Secure
Destroy - 2 years after registration lapses		RGLA 9.16	Official	Secure
Destroy - 2 years after registration lapses		House To House Collections Act 1939 Lotteries and Amusements Act 1976.	Official	Secure
Destroy - 2 years after registration lapses		Local Government (Miscellaneous Provisions) Act 1982.	Official	Secure

17.2.39	EP	EH - Commercial	Venue licences – licensing files (3 year cycle)		Review every 3 years		Licensing Act 2003. Section 8: Requirement to keep a register	Official	Secure
17.2.40	EP	EH - Commercial	Cooling towers		Destroy - 2 years after registration lapses		The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.	Official	Secure
17.2.41	EP	EH - Commercial	Private water suppliers monitoring		Destroy after person moves from the premises		RGLA 9.3	Official	Secure
17.2.42	EP	EH - Commercial	Swimming pools monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
17.2.43	EP	EH - Commercial	Contaminated land register		Permanent		Contaminated Land (England) Regulations 2000	Official	Secure
17.2.44	EP	EH - Commercial	Animal Impounding Notices		Destroy 2 years after the matter is concluded		RGLA 9.19	Official	Secure
17.2.45	EP	EH - Environment	Air Pollution Monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
17.2.46	EP	EH - Commercial	Land Pollution Monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
17.2.47	EP	EH - Commercial	River Pollution Monitoring		Destroy - 3 years from last action		RGLA 9.3	Official	Secure
<b>17.3</b>	<b>EP</b>	<b>EH -</b>	<b>Civil emergency</b>						
17.3.1	EP	EH - Environment	Activities that report on all civil emergencies in the local community, whether the emergency plan has been invoked or not	Borough Emergency Response and Recovery Plan. Major incident plan, Emergency plan, Contact list of emergency agencies, Contact list of core staff	Permanent retention of high level management records only, offer to archivist. Destroy other records –after 6 years		RGLA 9.11 Limitation Act 1980	Official - Sensitive	Secure
17.3.2	EP	EH - Environment	Emergency plan exercises. Process of recording the results of the test for emergency/disaster plan.	Exercise briefs, Tests, Feedback, Action plans	Destroy - 10 years after closure		RGLA 9.12 Limitation Act 1980	Official - Sensitive	Secure
17.3.3	EP	EH - Environment	All records relating to business continuity planning and training. Relating to business continuity in the event of a disaster or unforeseen event. Includes disaster recovery and business continuity and recovery plans.	Borough Business Continuity Plan, Threat Cards, Evacuation Plans	6 years		RGLA 9.11 Limitation Act 1980	Official - Sensitive	Secure
17.3.4	EP	EH - Environment	Records relating to the Business Continuity Corporate Officer Group	Agendas, minutes, reports, correspondence	6 years		Limitation Act 1980	Official - Sensitive	Secure
<b>17.4</b>	<b>EP</b>	<b>EH -</b>	<b>Health and safety</b>						
17.4.1	EP	EH -	Records of the development and establishment of the Health and Safety Policy and plans.	Health and safety policies. Health & safety management strategies.	Reviewed Annually		Limitation Act 1980 (Section 2)	Official	Secure
17.4.2	EP	EH -	Monitoring health & safety performance.	Health & safety audit records	Completion of audit plus 5 years.			Official	Secure
17.4.3	EP	EH - Commercial	Recording consultation and communication with employees.	Records of actions to address issues raised.	Life of the Committee or the current year plus 3 years.			Official	Secure
17.4.3	EP	EH - Commercial	Recording consultation and communication with employees.	Records documenting the formation, proceedings and decisions of safety committees formed under the Safety Representatives and Safety Committee Regulations 1977 or other consultation/ communication with employee representatives under the Consultation with Employees Regulations 1996.				Official	Secure
<b>17.5</b>	<b>EP</b>	<b>EH -</b>	<b>Risk assessments and procedures</b>						
17.5.1	EP	EH - Commercial	Assessing the level of work and the process to eliminate related risk.	Results of risk assessments.	Life of the work plus 6 months		Limitation Act 1980 (Section 2)	Official	Secure
17.5.2	EP	EH - Commercial	Records of hazardous substances present or in use in the workplace & exposure to them.	Record of hazardous substances present or in use.	While product is in use.		Control of Substances Hazardous to Health	Official	Secure
17.5.3	EP	EH -	COSHH Risk Assessments			Date of creation + 40 years	Control of Substances Hazardous to Health	Official	Secure
17.5.4	EP	EH - Commercial	Health and Safety team meetings and working groups		Current year + 3 years		Limitation Act 1980 (Section 2)	Official	Secure
17.5.5	EP	EH - Commercial	Health and Safety: Safety Complaints			Date complaint resolved + 6 years		Official	Secure
<b>17.6</b>	<b>EP</b>	<b>EH -</b>	<b>Site and equipment safety</b>						
17.6.1	EP	EH -	Process of monitoring land, buildings, facilities or operations for purposes of ensuring health and safety.	Site & safety inspection records. Records of actions to address issues raised.	Until superseded		Limitation Act 1980 (Section 2)	Official	Secure
17.6.2	EP	EH - Commercial	Monitoring work equipment for purposes of ensuring health and safety.	Equipment repair log. Records of the issue of protective equipment.	Date of examination, test or repair plus 5 years.			Official	Secure
17.6.3	EP	EH -	Legionella checks undertaken in BCKLWN premises			Date of check + 6 years		Official	Secure
17.6.4	EP	EH -	Water checks undertaken in BCKLWN premises					Official	Secure
<b>17.7</b>	<b>EP</b>	<b>EH -</b>	<b>Accidents</b>						
17.7.1	EP	EH - Commercial	Process that records and notifies the HSE of injuries, ill-health, dangerous occurrences and notifiable diseases affecting/involving adults.	Accident book records, Accident reports, Incident reports, Work related ill-health reports, Notifiable diseases reports	The date of recording or HSE notification plus 3 years.		Statutory Instrument 1995 No 3163 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Official - Sensitive	Secure
17.7.2	EP	EH - Commercial	Process that records injuries, ill-health, dangerous occurrences and notifiable diseases affecting/involving children.	Accident book records, Accident reports, Incident reports, Work related ill-health reports, Notifiable diseases reports..	Until the child has reached the age of 21. Date of birth of the youngest participant + 22 years		Limitation Act 1980 (Section 11)	Official - Sensitive	Secure
17.7.3	EP	EH -	Investigation of accidents, dangerous occurrences and notifiable diseases.	Investigation reports. Witness Statements.	3 years from the closure of the investigation.		Statutory Instrument 1995 No 3163 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Official - Sensitive	Secure
17.7.4	EP	EH - Commercial	Corporate health and safety audits, monitoring reports			Date of audit + 6 years then review		Limitation Act 1980 (Section 2)	Official - Sensitive

17.3.5	EP	EH - Environm	Emergency Volunteer Records	Access database	Only whilst active as a volunteer or 1 year from leaving		Limitation Act 1980	Official - Sensitive	Secure
17.3.6	EP	EH - Environm	Contact details for emergency response and liaison to develop plans	Excel spreadsheet	Whilst plans active		Limitation Act 1980	Official - Sensitive	Secure
17.3.7	EP	EH - Environm	Recrds relating to the Safety Advisory Group	Contact details, agendas, minutes, reports, related correspondance	10 years		Limitation Act 1980	Official - Sensitive	Secure
<b>17.8</b>	<b>EP</b>	<b>EH - Environm</b>	<b>Environmental Health - Environment</b>						
17.8.1	EP	EH - Environm	All records relating to case files.	EH complaints	In line with corporate retention periods	6 years	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
17.8.2	EP	EH - Environm ent		Service requests	In line with corporate retention periods	6 years	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
17.8.3	EP	EH - Environm ent		Contaminated land investigations	In line with corporate retention periods	Permanent		Official - Sensitive	Secure
17.8.4	EP	EH - Environm		Environmental permit applications	In line with corporate retention periods	6 years after expiry	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
17.8.5	EP	EH - Environm		Scrap metal licensing	In line with corporate retention periods	6 years after expiry	Limitation Act 1980 (Section 2)	Official - Sensitive	Secure
<b>Section 18 - Planning Control</b>									
18.1	EP	Planning Control	All records relating to the management of the development control process (excluding parts of the process included in other parts of the retention schedule)	Building files and plans, specifications, correspondance, application, permits, certificates, objections, inspection reports, appeals	Indefinitely		Town and Country Planning Act 1990	Official	Secure
18.2	EP	Planning Control	All records relating to listed building applications	Building files and plans, specifications, correspondance, application, permits, certificates, objections, inspection reports, appeals	Indefinitely			Official	Secure
18.3	EP	Planning Control	All records relating to pre-applications	Building files and plans, specifications, correspondance, pre-application	5		15	Official	Secure
18.4	EP	Planning Control	All records relating to the discharge of condition applications	Building files and plans, specifications, correspondance, application, permits, certificates, inspection reports	Indefinitely			Official	Secure
18.8	EP	Planning Control	All records relating to enforcement cases	case files and plans relating to breach of condition notices and planning contravention, specifications, correspondance, application, permits, certificates,	10		Limitation Act 1980 (Section 2) 6 years	Official	Secure
18.9	EP	Planning Control	All records relating to Planning Committee	Files and plans, specifications, correspondance, application, permits, certificates, objections, inspection reports, appeals			Local Government Act 1972 s100c 6 years	Official	Secure
18.10	EP	Planning Control	All records relating to complaints and general correspondance	Files and plans, specifications, correspondance, application, permits, certificates, objections, inspection reports			10 years - Level 1 complaints	Official	Secure
18.11	EP	Planning Control	All records relating to Land Charge searches	Correspondance, search reports	6		1 year	Official	Secure
18.12	EP	Planning Control	All records relating to street naming and numbering applications	Applications, correspondance			Permanent	Official	Secure
18.13	EP	Planning Control	All records relating to Environmental Impact Assessment screening				15 years	Official	Secure
18.14	EP	Planning Control	Land Charges Register				Permanent	Official	Secure
18.15	EP	Planning Control	All records relating to the creation and implementation of Certificates of Lawful Use or Development				Permanent	Official	Secure
18.16	EP	Planning Control	All records relating to applications for and management of Certificates of Lawful Use or				Permanent	Official	Secure
18.17	EP	Planning Control	All records relating to the creation and management of Local Development Orders				Permanent	Official	Secure
18.18	EP	Planning Control	All records relating to the creation and implementation of Neighbourhood Development Orders				Permanent	Official	Secure
18.19	EP	Planning Control	All records relating to applications for and management of outline planning consents				15 years	Official	Secure
18.20	EP	Planning Control	All records relating to planning area searches				1 year	Official	Secure
18.21	EP	Planning Control	All records relating to the management of public enquiries related to planning issues				Permanent	Official	Secure
18.22	EP	Planning Control	All records relating to the planning consultation process				15 years	Official	Secure
18.23	EP	Planning Control	All records relating to the creation and publication of formal planning decision notices				Permanent	Official	Secure
18.24	EP	Planning Control	All records relating to planning minor material amendments				15 years	Official	Secure
18.25	EP	Planning Control	All records relating to planning non-material amendments				15 years	Official	Secure
18.27	EP	Planning Control	All records relating to the monitoring of building and landscape design				Permanent	Official	Secure
18.28	EP	Planning Control	All records relating to planning pre-application advice				15 years	Official	Secure
18.29	EP	Planning Control	All records relating to applications for and management of planning applications for approval of reserved matters				15 years	Official	Secure
18.30	EP	Planning Control	All records relating to applications for and management of prior notifications of development				6 years Limitation Act 1980 (Section 2)	Official	Secure
18.31	EP	Planning Control	All records relating to the removal/variation of planning conditions				Permanent	Official	Secure
18.32	EP	Planning Control	All records relating to the management of the planning applications system				Permanent	Official	Secure



18.33	EP	Planning Control	All records relating to the management of the planning applications system				Permanent	Official	Secure		
18.34	EP	Planning Control	All records relating to the creation, management and publication of the Self Build and Custom House Building Register				6 years	Official	Secure		
18.35	EP	Planning Control	Self Build and Custom House Building Register				Permanent	Official	Secure		
18.36	EP	Planning Control	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990				6 years	Official	Secure		
18.37	EP	Planning Control	All records relating to the maintenance of specific sites and monuments				6 years Limitation Act 1980 (Section 2)	Official	Secure		
18.38	EP	Planning Control	All records relating to the management of conservation areas				Permanent	Official	Secure		
18.39	EP	Planning Control	Records relating to the allocation of allotments to individual allotment holders and the management of the tenancy				6 years Limitation Act 1980 (Section 2)	Official	Secure		
18.40	EP	Planning Control	All records relating to the provision of advice and consultation to local residents who are considering carrying out any works on property within a conservation area				Permanent	Official	Secure		
18.41	EP	Planning Control	All records relating to the management of dangerous structures				6 years Limitation Act 1980 (Section 2)	Official	Secure		
18.42	EP	Planning Control	All records relating to the monitoring and management of derelict properties				6 years Limitation Act 1980 (Section 2)	Official	Secure		
18.43	EP	Planning Control	All records relating to listed buildings				Permanent	Official	Secure		
18.44	EP	Planning Control	All records relating to the creation of property enquiry certificates				6 years	Official	Secure		
18.45	EP	Planning Control	All records relating to the registration of publicly owned land and property				Until disposed of	Official	Secure		
18.46	EP	Planning Control	All records relating to the creation, management and publication of the Land Register				6 years	Official	Secure		
18.47	EP	Planning Control	Register of Land				Permanent	Official	Secure		
18.48	EP	Planning Control	All records relating to the naming and numbering of streets				Permanent	Official	Secure		
<b>Section 19 - Planning Policy</b>											
19.1	EP	Planning	Developing a vision and strategic direction regarding existing/future land use within the local authority	Local Plan	10 years.		RGLA 10.1	Official	Archive		
	EP	Planning Policy		LDF documents				Official	Archive		
19.2	EP	Planning	Consultation to gain approval for the LDF or Local Plans.	Consultation docs and replies	10 years.		RGLA 10.2	Official	Archive		
	EP	Planning		Inquiries and Objections				Official	Archive		
	EP	Planning		Public Inquiry documents				Official	Archive		
19.3	EP	Planning Policy	Maintaining and developing open spaces for public amenity	Tree preservation orders	Must retain records of TPO's. Permanent - until tree no longer exists		RGLA 10.6	Official	Archive		
	EP	Planning		Tree works - admin files				Destroy after 7 years	RGLA 10.7	Official	Secure
	EP	Planning		All records relating to the management of trees which are the responsibility of the authority				Destroy after 7 years	RGLA 10.7	Official	Secure
	EP	Planning		Public Open Spaces				Property services will retain records of land ownership.	RGLA 10.7	Official	Secure
	EP	Planning		Development plans and correspondence				Permanent. Consider for Historic records	RGLA 10.7	Official	Archive
	EP	Planning		Section 106 agreements				Permanent. Consider for Historic Records	Town and Country Planning Act 1990	Official	Archive
	EP	Planning		Land purchase agreements				Permanent. Consider for Historic Records	RGLA 10.7	Official	Archive
19.4	EP	Planning Policy	Sites and monuments	Sites and monuments records	Permanent. Consider for Historic Records		RGLA 10.3	Official	Archive		
19.5	EP	Planning Policy	All records relating to the creation and implementation of the Community Infrastructure Levy	Contact details, case files, administration	5 years			Official	Archive		