

Harlow District Council

Records Retention Policy



CONTENTS

	<u>Page No</u>
Part One	
1. Introduction	
2. Scope / Purpose	
3. Records Retention / Disposal	
4. Roles and Responsibilities	
5. Disposal	
6. Review and Updating of Guidance	

Appendix One – Disposal and Retention Considerations and Checklist

Appendix Two - Document Retention Schedules

PART ONE

Policy Statement

The Council will ensure that information is not kept longer than is necessary and will retain the minimum amount of information it requires to carry out its' statutory functions and the provision of services.

To promote improved records management practices that give the public confidence that when information is destroyed it is done so according to well-considered rules.

Definitions

'Data' for the purpose of the General Data Protection Regulation 2016/679 (GDPR) is personal information or special categories of personal information as defined in the GDPR or Data Protection Legislation.

'Data Subject' means a living person who can be identified or is capable of being identified from personal information and/or special categories of personal information.

'Document(s)' includes all paper, electronic, cloud-based documents, notes, spreadsheets and records that hold information.

'GDPR' means the General Data Protection Regulation 2016/679.

'General Information' means any information that is not defined within personal or special categories of information.

'Information' includes personal and special categories of personal information as well as general information.

'Natural Person' means a living person.

'Personal Information' means any information relating to a person, who is identified or can be identified from the information i.e. name, an identification number, location data or on-line data.

'Special Categories of Personal Data' means data relating to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of a natural person.

1. **INTRODUCTION**

- 1.1 Information is one of the Council's corporate assets in the course of carrying out its functions. The information is gathered from individuals and organisations. The Council also generates a wide range of data, which is recorded in documents.
- 1.2 The documents are kept in various formats, both electronically and manually, these include but are not limited to: letters, emails, attendance notes, financial information, statements, reports, legal documents, information provided for applications to the Council, forms, plans, drawings, spreadsheets, photographs, CCTV, tape recordings and employee records.
- 1.3 For the purpose of this policy the term “document” includes both hard copy and electronic documents in whatever format they are held.
- 1.4 Document retention may be necessary in order to fulfil a statutory duty or regulatory requirement, or to meet operational needs. It can also be useful to evidence events or agreements in case of disputes, or to preserve for historical value.
- 1.5 The General Data Protection Regulations EU2016/679 (GDPR) places a duty on the Council not to retain personal information and special categories of personal information for longer than is necessary to fulfil a legitimate purpose. It is therefore important that personal information held in documents is not held for longer than it needs to be and that the purpose for processing is reviewed regularly (at least every two years) to ensure that the data is accurate and the purpose for which it was collected is still relevant. If not, consideration must be given to destroying, anonymising or pseudonymising the data if it is required for statistical purposes or you wish to keep the document as a precedent or template.
- 1.6 However, premature destruction could result in, for example, the Council being unable to defend itself in legal claims, experiencing operational difficulties and a failure to comply with the provisions of the Data Protection Legislation and Freedom of Information Act 2000 [FOIA].

- 1.7 Conversely, the retention of all documents is to be discouraged. Even if the documents do not contain personal data as defined in the Data Protection Legislation, disposal is appropriate to assist the Council with office and electronic storage. If documents do contain personal information, lengthy or indefinite storage will result in a breach of the data protection principles and the data subject's rights.
- 1.8 For the reasons above it is important that the Council has systems in place for the timely and secure disposal of documents that are no longer required.
- 1.9 ***The key approach to data retention and disposal is to keep the information for as long as it is needed to fulfil the purpose for which it was collected*** – once the purpose(s) has been fulfilled, the information should be disposed of in accordance with the specific retention schedule, which can be found in [Appendix Two](#).

2. **SCOPE AND AIMS**

- 2.1 Very few types of documents have specified time periods for retention in law or in official government guidance. Where advice does not exist it is up to the Council to decide how long it retains the documents, and applying the principles of the FOI/GDPR and the other Data Protection Legislation could assist with the decision making process.
- 2.2 The key objective is to provide a simple framework for the Council which will govern decisions on whether a particular document should be retained or disposed of and, if a document is to be retained, the format in which it is to be retained and for how long.
- 2.3 Clarification of the roles of Council Officers in relation to the retention and disposal of documents to enable them to understand their responsibilities.
- 2.4 It is envisaged that this policy will assist the Council in securing compliance with its obligations under data protection and information governance legislation, regulations, and statutory and non-statutory guidance on records management.

- 2.5 It should further assist the Council and its Officers in considering archiving documents that are of historical value appropriately for the benefit of future generations.

3. **RECORDS RETENTION / DISPOSAL**

- 3.1 Any decision whether to retain or dispose of a document should be taken in accordance with the following:
- (i) Appendix One – Disposal and Retention Considerations with a checklist to be followed where the disposal of any document is being considered.
 - (ii) [Appendix Two](#) – Document Retention Schedules – comprehensive guidance on the recommended and/or statutory minimum retention periods for specific types of documents.
- 3.2 Where a retention period has expired in relation to a particular document a review should always be carried out before a **final decision** is made to dispose of that document. Such reviews need not necessarily be detailed or time consuming.
- 3.3 In the event that a decision is taken to dispose of a particular document or set of documents, regard should be had to the **method of disposal**.

4. **ROLES AND RESPONSIBILITIES**

Heads of Service

- 4.1 Responsibility for determining whether to retain or dispose of specific documents rests with the individual Head of Service in respect of those documents that fall within the control of his / her Service.

The Need to be Proactive

- 4.2 Because of the clear benefits resulting from disposal of unnecessary documentation, Heads of Service are expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal.

Delegation

- 4.3 Heads of Service may delegate the operational aspects of this function to one or more officers within their Service. They should ensure, however, that any delegated officer is:
- (i) given a copy of this guidance;
 - (ii) is familiar with the operational requirements of the

Service. Role of Legal Services

- 4.4 Legal Services can advise on whether minimum retention periods are prescribed by law, and whether retention is necessary to protect the Council's position where the likelihood of a claim has been identified by the relevant Head of Service.
- 4.5 The Data Protection Officer is available to provide Heads of Service with advice and guidance on good records management and strategy generally.
- 4.6 Heads of Service should ensure that the Schedule in [Appendix 2](#) which is relevant to their Service is kept up to date.

5. **DISPOSAL**

- 5.1 Disposal can be achieved by a range of processes:
- (i) 'Binning' – i.e. making available for collection by refuse collection service – only appropriate if there is no personal information in the documents.
 - (ii) Physical destruction on site (paper records) i.e. shredding
 - (iii) Deletion – where computer files are concerned
 - (iv) Migration of the document to an external body

- 5.2 Heads of Service should ensure that consideration is given to paragraphs 5.3 to 5.6 below when selecting the method of disposal.
- 5.3 **Under no circumstances** should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties, and render the Council liable to prosecution or other enforcement action under the Data Protection Legislation. Such documents should be destroyed on site (i.e. by shredding) or placed in special bags for collection by Contractors.
- 5.4 **Deletion** – The Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve, this will be regarded as equivalent to deletion. For example electronic information must have been deleted “twice” in order to claim that it falls outside the scope of the data protection legislation:
- (i) The information should have been sent to the recycle bin, and
 - (ii) The information should have been deleted from the recycle bin.
- This includes ‘double deletion’ from your Outlook inbox, sent box, drafts or personal folder and then from the deleted folder itself.
- 5.5 **Migration** of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest. The third party here could well be the Public Record Office (PRO). “Migration” can, of course, include the sale of documents to a third party. The Data Protection Officer will be the point of reference in cases where migration to the PRO or other external archive is considered a possibility.
- 5.6 **Recycling** – wherever practicable disposal should involve recycling in line with the Council’s commitment to sustainable development and promoting an alternative waste disposal strategy. However, documents relating to personal information and/or special categories of personal information should never be disposed of by recycling.

- 5.7 Records must be kept detailing the document(s) disposed of, the date and method of disposal, and the officer who authorised the disposal.

A corporate pro forma for reviewing the status of documents is attached at [Appendix One](#)

6. **REVIEW AND UPDATING OF THIS GUIDANCE**

- 6.1 This document will be revised and updated on a regular basis, by the Data Protection Officer.
- 6.2 This document can be accessed on the Council's intranet site, and any revisions will likewise be published via the intranet. Heads of Service and all senior staff should ensure that they remain up to date of any changes.

Appendix ONE

Disposal and Retention Considerations

The following questions and guidance should be considered prior to the disposal of any document.

Has the document been reviewed?

Check that the nature and contents of the document is suitable for disposal.

Is retention required to fulfil a statutory obligation or other regulatory obligation?

Specific legislation setting out mandatory retention periods for documents held by local government is limited but includes:

Tax legislation – minimum retention periods for certain financial information

Statutory registers

Records required for audit purposes

Access to records under the Local Government Act 1972 – relating to Council, Executive and committee meetings

Insurance documents

Is retention required for evidence?

Keep documents that may be needed for legal proceedings only for as long as necessary and in an appropriate format.

In line with the prescribed periods in the Limitation Act 1980:

Contract or Tort claims, other than personal injury claims, cannot usually be brought after six years after which the cause of action occurred.

Personal Injury claims can usually only be brought within three years, from the cause of action or from the date the person knew of the latent damage; in the case of a child the limitation period can be three years after they attain the age of 18.

There is an overriding 15 year limit for negligence claims which may be of relevance to building or engineering works contracts/files.

Claims based on contracts under seal cannot be brought after 12 years from the date on which the cause of action occurred.

Is retention required to meet the operational needs of the Service?

Consider whether the document in question may be useful for future reference, as a precedent or for performance management purposes.

All personal data contained in the document must be redacted and be unable to be restored. Only the minimum data for the identified purpose should be retained.

Is retention required because the document or record is of historic interest or intrinsic value?

In most cases this consideration will not be relevant.

If a document has historic or financial value, consideration should be given to whether it should be retained by the Council or alternatively offered to an external body for archiving.

Personal data in such documents must be redacted.

The transfer, long term retention or disposal of such documents must be authorised by the relevant Head of Service.

Document Retention Review Checklist

This checklist should be used to review whether information should be retained or disposed of after the expiry of its initial retention period.

Considerations	✓ or ✗	Retain or Dispose?	If you will retain the information - Why?
Do you still need the information?			
Does the document contain personal information?			
Does the document contain special categories of personal information?			
If the document contains personal/special categories of personal information, would retaining this information be fair on the individuals to whom it relates?			
Would a reasonable person consider retention of this information to be irrelevant and excessive?			
<p>Do you require the explicit consent of the individual who the personal information relates to?</p> <p><i>You will need to consider:</i></p> <p><i>the purpose(s) for which you obtained the information and whether this is still relevant;</i></p> <p><i>the basis on which you used the information (e.g. did you have a legal power/obligation to use, hold and share the personal information or did you rely on the consent of the individual to use their information in this way?);</i></p> <p><i>and</i></p>			

<i>the information within the privacy notice provided to the individual <u>at the point that their personal information was collected</u></i>			
Is there a legal requirement to retain the information and if so for how long? <i>Please refer to the Retention Schedules at Appendix Two</i>			
Can the Personal Information be redacted/anonymised?**			
Can the data be pseudonymised?**			

***please see the [ICO's Guidance on Anonymisation](#) (including pseudonymisation).*

Appendix TWO

The Document Retention Schedules have been broken down into (a) a General Retention Schedule, for information that is likely to be held by most/all departments and (b) Department Specific Retention Periods for each individual department.

All officers must familiarise themselves with both the General Retention Schedule and their department's Retention Schedule.

When collecting personal information and/or special categories of personal information, one of the things you **MUST** tell the individual is how long you will be keeping the information – these document Retention Schedules will assist you to do so.

Each Retention Schedule describes an activity that may be carried out by the Council along with a description of the type of document that the Council may hold in respect of this activity. It then details how long the document should be retained for and whether the Council has a legal obligation to keep it for the specified period and the relevant legislation; for example, the Local Government Finance Act 1992.

Officers are advised to either click on the relevant Retention Schedule below to be taken directly to it or to carry out a key-word search in order to try and find the specific activity you are trying to determine the retention period for.

If you believe that a specific activity is missing from the Retention Schedules, please contact the Data Protection Officer advising of the missing activity, and any information you have on the relevant retention period, so that it may be included.

Glossary of Terms

'Legal requirement' refers to whether or not the Council has a legal obligation to keep the information for a specified period.

'Business requirement' applies where there is no legal obligation specifying how long the Council must keep the information for. The retention period is established by reference to the relevant industry standards or the common practice within that industry.

Document Retention Schedules

General

Audit

Communications

Community and Wellbeing

Community Safety

Corporate and Governance Support

Council Tax/Revenues and Benefits

Elections

Environmental Health/Licensing

Estates

Finance

Garage Team

Health and Safety

Home Ownership

Housing

Human Resources

ICT Services

Insurance

Local Land Charges

Legal Services

Licensing/Environmental Health

Planning

Playhouse

Policy and Performance

Procurement

Properties and Facilities

Regeneration

Revenues and Benefits/Council Tax

GENERAL RETENTION SCHEDULE

Leaving hospital

Records description

Notifications of people claiming benefits who leaves hospital who may be entitled to receive additional financial help or specialist services on their return home from hospital.

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Safeguarding vulnerable adults

Records description

All records relating to Multi Agency Risk Assessment Conference (MARAC)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Safeguarding vulnerable adults

Records description

All records relating to the safeguarding of vulnerable adults

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date incident resolved for 6 years.

Notes This information could be included on the client file, otherwise, date incident resolved

Occupational therapy

Records description

All records relating to the provision of occupational therapy services to clients

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact for 6 years.

Notes Ideally these records should be included on a client file, however, if they are not then last contact would apply

Disabled people - employment and training schemes

Records description

All records relating to advice and support on training and employment available to people with disabilities where the person is not known to social services

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last contact for 6 years.

Translation and interpreting

Records description

All records relating to the provision of interpreting and translation services

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Debt enforcement

Records description

All records relating to debt enforcement

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Debt enforcement

Records description

Case files relating to debt recovery

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Funeral payment

Records description

All records relating to the payments to assist with the payment for a funeral

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of repayment for 6 years.

Welfare rights advice

Records description

All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice given might be actionable

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date advice given for 6 years.

Welfare rights advice

Records description

All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice is not actionable

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date advice given for 3 years.

Permission to film and photograph

Records description

All records relating to permission granted to film/photograph publicly owned buildings

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date permission granted until film/photograph is disposed of.

Permission to host events

Records description

All records relating to permissions granted to hold events and activities on publicly owned land

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Street parties permission

Records description

All records relating to the administration of permissions for street parties

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date permission expires for 6 years.

Sickness and disability benefit

Records description

All records relating to applications for and management of employment & support allowance

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Decoration and disturbance allowances

Records description

All records relating to the payment of decoration or disturbance allowances

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of allowance for 6 years and 6 months.

Home purchase grants

Records description

All records relating to home purchase grants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Home repair assistance grant

Records description

All records relating to home repair assistance grants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Rent determination

Records description

All records relating to the determination of private rents for those in receipt of housing benefits

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Business advice

Records description

Records relating to the provision of advice to new or existing businesses in the area on all aspects of running a business from starting a business to property, tax, employment law, business rates etc.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be dynamic working information which will be constantly updated if not year records created + 1 year

Business co-operatives

Records description

All records relating to the creation and management of business co-operatives

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business directories

Records description

All records relating to the creation of business directories

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that these will be dynamic documents constantly changing otherwise year records created + 3 years

Business security advice

Records description

All records relating to the provision of help and advice to businesses about business security

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Land and property valuations

Records description

Information and advice on property valuation for local business and on local chartered surveyors who may be available to carry out a valuation.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is anticipated that this information will be dynamic information which is constantly being updated. If not then Year records created + 1 year

Business security grants

Records description

All records relating to grants towards the installation of security systems for local businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment on grant for 6 years.

Commercial property development

Records description

All records relating to financial support provided for commercial property development

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment for 6 years.

Shop front improvement grants

Records description

All records relating to the provision of shop front improvement grants

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Vacant land and property

Records description

Information and advice on vacant industrial/office/retail/land and development opportunities in the area.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is anticipated that this information will be dynamic information which is constantly being updated. If not then Year records created + 1 year

Construction site fire safety

Records description

All records relating to fire safety on construction sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Economic reports and forecasts

Records description

All records relating to the development and publication of economic reports and forecasts

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 10 years.

Under age sales

Records description

All records relating to the monitoring and enforcement of under age sales

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years.

Calibration and testing

Records description

All records relating to the monitoring of calibration and testing equipment

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Catering, sales and vending

Records description

All records (excepting financial) relating to the provision of catering services for functions or refreshments and vending facilities in public buildings.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Catering, sales and vending

Records description

Financial records relating to the provision of catering services for functions or refreshments and vending facilities in public buildings.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

MOT testing

Records description

All records relating to the provision of MOT testing of vehicles at an accredited authority run testing station for local citizens and businesses.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - purchasing

Records description

All records relating to the sale of services by individual authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - purchasing

Records description

Case files relating to the purchase of plot for highway scheme where contracts are not used

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Civil emergencies - major accident hazards

Records description

All records relating to the management of major accident hazards in civil emergencies

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of emergency for 6 years.

Civil emergencies - social and psychological support

Records description

All records relating to the provision of a range of social and psychological support services in the aftermath of a major incident affecting residents or visitors.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last contact for 6 years.

Current emergency situations - civil

Records description

All records relating to the publication of information and advice on how to deal with civil emergency weather situations such as rioting, threats of terrorism etc.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created + 3 years

Workplace fire regulations

Records description

All records relating to the provision of advice to employers on current fire regulations, fire prevention and safety in the workplace.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created + 3 years

Protection from harassment

Records description

All records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given could be actionable

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date advice given for 6 years.

Protection from harassment

Records description

All records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given is not actionable

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date advice given for 3 years.

Vandalism prevention

Records description

All records relating to the creation and implementation of measures aimed at preventing vandalism within the area

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing evictions

Records description

All records relating to the eviction of tenants from local authority properties

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years.

Housing evictions

Records description

Case files relating to repossession of council properties held under an unsecured tenancy

Contains personal information? Yes

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Housing evictions

Records description

Case files relating to service of s.25 s.27 and other Notices to quit

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Home contents insurance

Records description

All records relating to the provision of home contents insurance schemes to council tenants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment for 6 years.

Housing insurance claims

Records description

All records relating to the management of housing insurance claims

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date claim settled for 6 years.

Rent arrears

Records description

Documentation relating to rent collection and the notification and enforcement of rent arrears process, housing benefit and debt management advice

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the tenancy for 6 years.

Constitution

Records description

All records relating to the creation or management of the authority's constitution

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? Yes

Retention Permanent

Equality and diversity

Records description

All records relating to the development, implementation and monitoring of equality and diversity policies

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy expires for 3 years.

Councillor casual vacancies

Records description

All records relating to Councillor casual vacancies

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 months.

Members of parliament - MPs and MEPs

Records description

Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives.

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that these will be dynamic documents if not year records created + 1 year

Animal welfare

Records description

All records relating to the administration of animal welfare schemes which could include enforcement action

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement of expiry of licence for 6 years.

Dangerous dogs enforcement

Records description

All records relating to the enforcement action relating to dangerous dogs

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Dog wardens

Records description

All records relating to the administration of the dog wardens' activities which may include enforcement action

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date any enforcement action resolved for 6 years.

Pet burial

Records description

All records relating to the administration of pet burials

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of burial for 3 years.

Stray animals

Records description

All records relating to the collection and detention of stray animals

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Sustainable drainage systems

Records description

All records relating to the regulation and maintenance of Sustainable Drainages Systems (SUDS)

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Community farms

Records description

All records relating to the management of community farms

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Countryside volunteers

Records description

All records relating to the management of countryside volunteers

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from termination of volunteering for 6 years.

Nature reserves

Records description

All information about the management of local nature reserves by the council

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Open access land

Records description

All records relating to the management of open access land

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Smallholdings

Records description

All records relating to the provision of smallholdings by the local authority

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on tenancy for 6 years.

Swimming pool and spa pool monitoring

Records description

All records relating to the monitoring of the quality of water in public swimming pools and spa pools

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 7 years.

Grass cutting

Records description

All records relating to the cutting of grass on public land

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Outdoor play facilities

Records description

All records relating to the provision and maintenance of outdoor play facilities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date play facility closes for 7 years.

Parks and open space landscaping

Records description

All records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Parks and open space maintenance

Records description

All records relating to the maintenance of parks and open spaces

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Parks and open spaces

Records description

All records relating to information about parks in the local area including location, facilities, opening times, events etc.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be dynamic information which is constantly updating, if not the year records created + 1 year

Environmental information regulations

Records description

All records relating to the management of requests for information under the Environmental Information Regulations

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 2 years.

Environmental information regulations

Records description

Policies and procedures developed for managing requests for information under the Environmental Information Regulations

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy expires for 3 years.

Flyposting

Records description

All records relating to monitoring and dealing with flyposting

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years.

Flytipping

Records description

All records relating to enforcement action taken against fly tippers

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of any enforcement action for 6 years.

Graffiti removal

Records description

All records relating to the reporting and removal of graffiti from buildings

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Litter enforcement

Records description

All records relating to the enforcement of litter dropping schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Market cleaning

Records description

All records relating to market cleaning

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Public toilets - RADAR keys

Records description

All records relating to the administration of the RADAR Key scheme

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date radar key issued for 3 years.

Public toilets

Records description

All records relating to the provision and management of public conveniences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Operations - appliance management

Records description

All records relating to appliance management

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of life of the appliance for 6 years.

Operations - specialist equipment co-ordination

Records description

All records relating to the management of specialist equipment co-ordination

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of life of the equipment for 6 years.

Operations - user guides

Records description

All records relating to the management of operations user guides

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date guide superseded for 6 years.

Post-incident support

Records description

All records relating to the provision of advice and support to residents or businesses who have suffered damage to their property following a fire, flood or similar incident.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date advice given for 6 years.

Securing premises after fire

Records description

All records relating to the securing premises after they have been damaged by fire to an extent which could either prove a danger to the public or leave the premises and contents accessible (i.e. Unlocked)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of incident for 6 years.

Fire certificates - offices

Records description

All records relating to the processing of applications, inspecting premises and issuing fire certificates in offices.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date certificate expires for 6 years.

Fire certificates - shops

Records description

All records relating to the processing of applications, inspecting premises and issuing fire certificates in shops.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date certificate expires for 6 years.

Fire regulations - business enforcement

Records description

All records relating to fire regulations in terms of business enforcement

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - communications

Records description

All records relating to responses made by councils to external consultations

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Staff - communications

Records description

Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of meeting for 1 year.

Notes Review at end of 1 year retention period

Change of circumstances

Records description

All records collected by an organisation to enable local residents to notify the council about a change in circumstances which may affect their entitlement to other council services

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date systems updated for 1 year.

Change of circumstances

Records description

Copy documents relating to the 'Tell us Once' system

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Complaints procedure

Records description

All records relating to complaints about services dealt with as business as usual

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Complaints procedure

Records description

All records relating to level 1 complaints

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Customer satisfaction surveys

Records description

All records relating to the creation and analysis of customer satisfaction surveys

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Feedback and suggestions

Records description

All records relating to feedback and suggestions made by local residents

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Community engagement

Records description

All records relating to links between local people, local organisations and decision makers.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 4 years.

Notes See also Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012

Data Protection

Records description

All records relating to the management of subject access requests under the Data Protection Act 2018

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Corporate - development strategy

Records description

All records relating to creation, implementation and monitoring of a strategic plan for the council

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date plan expires for 6 years.

Corporate - development strategy

Records description

All records relating to the development and monitoring of annual business plans

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created until superseded.

Corporate - policies and procedures

Records description

All records relating to the creation, implementation and monitoring of policies and procedures

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy/procedure expires for 3 years.

Council expenditure

Records description

All records relating to the publication of details of council expenditure which can be viewed by local residents

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Value for money

Records description

All records relating to value for money activities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Home improvement loans

Records description

All records relating to Home Improvement loans

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last payment on the loan for 6 years.

Home renovation grants

Records description

All records relating to home renovation assistance grants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Health checks

Records description

All records relating to the provision of free health checks

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from the health check is given to the individual and recorded on their standard medical record.

Wall maintenance

Records description

All records relating to the maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety. This will include highway retaining walls and walls providing a safety barrier

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date maintenance carried out for 6 years.

Energy efficiency

Records description

All records relating to the assessment of properties for energy efficiency

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of assessment for 6 years.

Housing and public health

Records description

All records relating to the enforcement of public health and housing regulations.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years.

Housing and public health

Records description

All records relating to the provision of advice and information to the public on all aspects of public health relating to housing.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not Year records created + 1 year

Private housing advice

Records description

All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not close of case + 1 year

Civic liability

Records description

All records relating to civic liability where property or other facilities which are owned and maintained by them cause damage or injury to people or property.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - assets

Records description

Asset Management Plans

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - assets

Records description

Asset Register

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from life of the asset for 6 years.

Corporate - assets

Records description

Sale of property (other than by auction or Order of the Court of Protection)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Corporate - partnership working

Records description

All records relating to partnership working

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from end of partnership for 6 years.

Notes This retention period may vary depending on the nature of the partnership

Corporate - project management

Records description

All records relating to the management of projects where there is a small (or no) budget involved

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on project for 6 years.

Corporate - project management

Records description

All records relating to the management of projects which end with a contract under seal

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on project for 12 years.

Corporate - project management

Records description

All records relating to the management of projects which end with a contract under signature

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on project for 6 years.

Corporate - research

Records description

All records relating to research which has been commissioned or carried out by the local authority

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date research completed until the retention period will vary depending on the type of research and the reason it was commissioned.

Corporate - service policy

Records description

All records relating to the management of internal procedures and facilities involved in the delivery of services not covered elsewhere in the schedule

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Information management

Records description

All records relating to changes made to information systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system decommissioned for 6 years.

Information management

Records description

All records relating to the configuration of information systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

Information management

Records description

All records relating to the creation and implementation of system tracking requirements

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

Information management

Records description

All records relating to the creation of system process maps

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

Information management

Records description

All records relating to the design and construction of information systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

Information management

Records description

All records relating to the development of systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

Information management

Records description

All records relating to the implementation of ICT systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

Members - elections - polling stations

Records description

All records relating to the provision, manning and publicity for polling stations, including the payment of staff

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of election for 6 years.

Members - elections - results

Records description

All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of election for 6 years.

Members - electoral cycle

Records description

All records relating to the management of the members electoral cycle

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date cycle ends for 4 years.

Facilities - accessible buildings

Records description

All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date adaptations complete for 6 years.

Facilities - asbestos

Records description

Asbestos Register

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 40 years.

Notes 40 years is a minimum recommendation

Facilities - council offices

Service 956

Records description

All records relating to building acquisition

Contains personal information? No

Legal or business requirement? Legal

Legislation URI

Retain permanently? No

Retention Retain from date that use of the building ceases for 6 years.

Facilities - council offices

Records description

All records relating to the valuation of property

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date valuation superseded for 2 years.

Facilities - council offices

Records description

Case files relating to the sale of property by auction

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Facilities - council offices

Records description

Records relating to the management of council properties which are owned or leased by the Council but which have not been built by the Council

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of council use of the building for 6 years.

Facilities - council offices

Records description

Surveys of buildings owned by local authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from disposal of the building for 6 years.

Facilities - hazardous substances

Records description

Risk Assessments (relating to hazardous substances)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from closure date for 40 years.

Notes See 1) Control of Substances Hazardous to Health Regulations, 1997/2002
2) Control of Lead at Work Regulations, 1980; 3) Control of Asbestos at Work Regulations, 1987; 4) Health & Safety at Work Act, 1974

Facilities - internal room bookings

Records description

All records relating to internal room bookings where a recharge is made

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Facilities - internal room bookings

Records description

All records relating to internal room bookings where no recharge is made

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 1 year.

Facilities - management

Records description

All records relating to facilities management services provided to local authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Facilities - management

Records description

All records relating to the management of service level agreements for buildings owned by local authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date service level agreement expires for 6 years.

Facilities - planned maintenance

Records description

All records relating to planned maintenance on council land and property

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Facilities - planned maintenance

Records description

All records relating to the refurbishment of buildings owned by the local authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Facilities - planned maintenance

Records description

All records relating to the responsive maintenance of properties owned by the local authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Facilities - Risk Assessments

Records description

All records relating to the Electricity Exposure Risk Assessment (live equipment including the Record of Competent Persons)

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 40 years.

Facilities - vehicle maintenance

Records description

All records relating to the acquisition and disposal of fleet vehicles

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date that ownership is terminated for 6 years.

Facilities - vehicle maintenance

Records description

All records relating to the maintenance of fleet vehicles

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of maintenance for 6 years.

Facilities - vehicle maintenance

Records description

All records relating to the ownership of fleet vehicles

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date that ownership is terminated for 6 years.

Facilities - vehicle maintenance

Records description

Logbooks and other records relating to the ownership of the fleet vehicles which are passed on to the new owner on disposal

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date vehicle acquired until ownership of the vehicle ceases.

Benefit fraud

Records description

All records relating to the detection and prosecution of benefit fraud

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date case resolved for 6 years.

Finance - indemnification for members and officers

Records description

All records relating to the management of indemnification for members and officers

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Staff - accommodation

Records description

All records relating to the process for ending a tenancy of an allocated home

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Staff - accommodation

Records description

All records relating to the repayment to late tenancy arrears for housing provided for employees

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Staff - accommodation

Records description

Records relating to tenancies for housing provided for employees

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action on the tenancy for 6 years.

Staff - business travel

Records description

All records relating to leased vehicle allowances

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - business travel

Records description

All records relating to officers driving their own vehicles on council business

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - continuing professional development

Records description

All records relating to workforce development

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Staff - employment tribunals

Records description

Case files relating to Employment Tribunal Claims and other employment matters

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from closure for 6 years.

Notes Review at end of 6 years. A complaint cannot be entertained unless it is presented to the Industrial Tribunal before the end of the period of 3 months beginning with the date on which the ground for the complaint arose, or other such period as the tribunal considers reasonable. For a redundancy payment, a claim must be presented within 6 months beginning with the relevant date.

Staff - job analysis

Records description

All records relating to the development and implementation of job descriptions and person specifications

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date jd/person specification superseded for 6 years.

Staff - reorganisations

Records description

All records relating to the reorganisation of the internal workforce of the council

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date reorganisation is completed for 6 years.

Staff - risk management

Records description

Personal risk assessment records for staff working with children or vulnerable adults

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from termination of employment for 20 years.

Staff - sickness management

Records description

All records relating to the monitoring of employee absence

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Staff - time management

Records description

All records relating to the process of monitoring staff leave and attendance

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date action completed for 2 years.

Staff - training

Records description

All notes and materials created for training courses

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date material created until date training course ends.

Staff - training

Records description

All records relating to the creation and management of training statistics

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Staff - training

Records description

All records relating to the development and implementation of training programmes

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Historic sites maintenance

Records description

All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority area

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes These records should be kept for a minimum of year records created + 6 years; some authorities may wish to keep this information permanently

Memorial maintenance

Records description

All records relating to the maintenance of memorials where the memorial is a listed building

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Memorial maintenance

Records description

All records relating to the maintenance of memorials where the memorial is not a listed building

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes Review after 6 years

Riding establishment licence

Records description

All records relating to the administration of riding establishment licence schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Highway planting licence

Records description

Case files relating to section 142 licences under the Highways Act 1980

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes

Review at end of 6 years

Licence for bridges, buildings, beams and cables over or along highway

Records description

All records relating to the management of licences for bridges, buildings, beams and cables over or along the public highway

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Selective area housing licences

Records description

All records relating to the creation and management of Selective area housing licences

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Fuel delivery and storage

Records description

All records relating to the delivery and storage of fuel

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Houseboats

Records description

All records relating to advice about the mooring of houseboats

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic record which is constantly updating, if not year records created + 1 year

Houseboats

Records description

All records relating to the regulation of use and mooring of houseboats

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Domestic heating oil tanks

Records description

All records relating to the installation of any new or replacement domestic oil storage tanks in properties belonging to the Council

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date that use of the building ceases for 6 years.

Zoning

Records description

All records relating to the zoning process

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Derelict properties

Records description

All records relating to the monitoring and management of derelict properties

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any action taken about derelict property for 6 years.

High hedges

Records description

All records relating to the assessment of complaints in relation to high hedges

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of decision for 6 years.

Land and property availability

Records description

Information on residential and commercial land and property which is available for purchase or for rent in the local area.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is anticipated that this information will be dynamic information which is constantly being updated. If not then year records created + 1 year

Property enquiries certificates

Records description

All records relating to the creation of property enquiry certificates

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the search for 6 years.

Register of land

Records description

All records relating to the creation, management and publication of the Land Register

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Register of land

Records description

Register of Land

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Tree management

Records description

All records relating to the management of trees which are the responsibility of the authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Tree management

Records description

All records relating to tree preservation orders

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of order until tree ceases to exist.

Tree preservation orders

Records description

All records relating to the creation, implementation and monitoring of tree preservation orders

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of preservation order until tree no longer exists.

Criminal damage - non-specific

Records description

All records relating to enforcement action relating to non specific criminal damage

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Criminal damage - property

Records description

All records relating to enforcement action relating to criminal damage to property

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Criminal damage - vehicle

Records description

All records relating to enforcement action relating to criminal damage to vehicles

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Premises closure notice

Records description

All records relating to premises closure notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date notice is spent for 6 years.

Vehicle clamping and removal

Records description

All records relating to the use of vehicle clamps to immobilise illegally parked vehicles.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Workplace parking levy

Records description

All records relating to the management of workplace levy licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

AUDIT RETENTION SCHEDULE

Corporate - audit and inspection

Records description

All records relating to audits carried out internally or externally

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date audit accepted for 6 years.

Corporate - audit and inspection

Records description

All records relating to counter fraud investigations

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of completion of enforcement action for 6 years.

Corporate - audit and inspection

Records description

External audit letter

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 5 years.

COMMUNICATIONS RETENTION SCHEDULE

Accessibility of Web sites

Records description

All records relating to the accessibility of web sites

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Community noticeboards

Records description

All records relating to the provision of community noticeboard

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes All records relating to the erection and management of the notice board should be kept for year records created; the information placed on the noticeboards will be refreshed on a regular basis.

Media and publicity protocols

Records description

All records relating to the creation and management of media and publicity protocols

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy/protocol expires for 3 years.

News and information releases

Records description

All records relating to the publication of the latest news and public information relevant to the local area.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Publications

Records description

All records relating to the creation and publication of official publications about the council and the surrounding area.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of first publication until when publication goes out of print.

Facilities - graphic design

Records description

All records relating to the provision of an internal graphic design service where a recharge is made

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Facilities - graphic design

Records description

All records relating to the provision of an internal graphic design service where no recharge is made

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 1 year.

Facilities - graphic design

Records description

All records relating to the use of external graphic design services

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

ICT - Web site

Records description

All records relating to the creation and maintenance of the council website

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Feedback and suggestions

Records description

Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year comment received for 1 year.

Corporate - organisation structure

Records description

All records relating to the creation and publication of a staff directory

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes

It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

COMMUNITY AND WELLBEING RETENTION SCHEDULE

Adult care plan

Records description

All records relating to applications for and management of adult care plan

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date care plan ends for 6 years.

Care needs assessment

Records description

All records relating to adults who don't fall into any other categories

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact for 2 years.

Care needs assessment

Records description

All records relating to the care of adults with a learning impairment

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last contact for 6 years.

Safeguarding children grants

Records description

All records relating to information provided about Safeguarding children grants

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from this would be an dynamic document which is constantly updated.

Community strategy

Records description

All records relating to the development of a community strategy

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date strategy expires for 4 years.

Notes

See also Local Authorities (Executive Arrangements) (Access to Information) (England)

Corporate - development strategy

Records description

All records relating to the development of tourism opportunities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 10 years.

Child poverty strategy

Records description

All records relating to the creation, implementation and management of a Child Poverty Strategy

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date strategy superseded for 5 years.

Community asset transfer

Records description

All records relating to community asset transfers

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Volunteering

Records description

All records relating to the provision of volunteering opportunities available in the community

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Young people's organised activities

Records description

All records relating to the organisation of activities for young people

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of activity for 6 years.

Notes

6 years is a minimum recommendation

Young people's drop in activities

Records description

All records relation to the provision of information about young people's drop in activities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes

It is anticipated that this will be a dynamic document. If not, Year records created + 1 year

Outdoor activities

Records description

Records relating to children (aged under 18 years) who are taking part in outdoor activities

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of minor for 25 years.

Outdoor activities

Records description

Records relating to young people and adults (aged over 18 years) who are taking part in outdoor activities

Contains personal information? Yes

Legal or business requirement? Legal

Legislation URL <http://www.legislation.gov.uk/ukpga/1980/58/section/2>

Retain permanently? No

Retention Retain from last contact with client for 6 years.

Youth leadership training

Records description

Youth leadership training

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date qualification expires for 3 years.

Youth project volunteering

Records description

All records relating to the management of youth project volunteers

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact with the volunteer for 6 years.

Community equipment loans

Records description

All records relating to the loan of equipment to members of the Community

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Community facility grants

Records description

All records relating to community facility grants

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Community grants

Records description

All records relating to community grants

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Grants for voluntary organisations

Records description

All records relating to grants made to voluntary organisations

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Sporting club grants

Records description

All records relating to the allocation of sports grants

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Sports grants

Records description

All records relating to the allocation of sports grants

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Special needs capital grants

Records description

All records relating to special needs capital grants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last payment of grant for 6 years.

Early years grant

Records description

All records relating to the administration of early years grants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Gifted and talented awards

Records description

All records relating to grants awarded to particularly gifted individuals in the local area to pursue cultural activities.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Youth Opportunity Fund

Records description

All records relating to application for grants from the Youth Opportunity Fund

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Carers support groups

Records description

A list of recognised groups and organisations that provide advice and support for those who are caring for adults or children with special needs

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of publication until this would be an dynamic document which is constantly updated.

Young carers support

Records description

All records relating to the support of young carers and their families

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact with the young carer for 6 years.

Skills for living

Records description

All records relating to the development and management of Skills for Living activities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Skills for living

Records description

Records relating to children (aged under 18 years) who are taking part in Skills for Living activities

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of minor for 25 years.

Skills for living

Records description

Records relating to young people and adults (aged over 18 years) who are taking part in Skills for Living activities

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact with client for 6 years.

Family centres

Records description

All records relating to clients of family centres

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact for 6 years.

Notes

6 years is a minimum recommendation

Family centres

Records description

All records relating to the financial management of family centres

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Family centres

Records description

All records relating to the management of buildings being used as family centres

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Sensory rooms

Records description

All records relating to the creation and management of sensory rooms

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Community and day centres

Records description

All records relating to the running of community and day centres

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Community centres

Records description

All records relating to the provision and management of Community Centres

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Community support groups and organisations

Records description

All records relating to the provision of information about recognised groups and organisations that provide advice and support for those who may be in need of community care such as the elderly, disabled or those with learning difficulties

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not Year records created + 1 year

Health advice

Records description

All records relating to the provision of advice and information on health issues of concern to individuals and the community.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Health and wellbeing strategy

Records description

All records relating to the creation, implementation and management of health and wellbeing strategies

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year strategy superseded for 5 years.

Stopping smoking

Records description

All records relating to information, advice and help to assist local residents who smoke to stop smoking.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from it is expected that this will be dynamic advice constantly updating if not then current year + 1 year.

Alcohol advice and support

Records description

All records relating to support adults suffering from alcohol addiction

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact for 6 years.

Drugs advice and support

Records description

All records relating to support adults suffering from drug addiction

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact for 6 years.

Arts organisations and events

Records description

All records relating to the provision of information and advice on local arts organisations, exhibitions and events

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes Dynamic list which is constantly updating, if not year records created + 1 year

Countryside events

Records description

All records relating to the provision of information on countryside events that have or will take place in the local area. Events may be run by the local authority, local volunteer groups or other organisations

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes Dynamic list which is constantly updating, if not year records created + 1 year

Exhibitions

Records description

All records relating to the provision of exhibitions in public buildings or open spaces

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Outdoor events

Records description

All records relating to the organisation and management of outdoor events

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Exercise and fitness classes

Records description

All records relating to the development and management of exercise and fitness classes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Leisure and social activities inclusion

Records description

All records relation to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Older people's activities

Records description

All records relating to the provision of leisure activities for older people within the community. This may include cultural, sporting and other organised social activities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Outdoor activities

Records description

All records relating to the development and management of outdoor activities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Sports employment

Records description

All records relating to the advertising current vacancies and providing advice and information to those seeking employment in sport and leisure in the local area

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of advertisement or advice for 1 year.

Sports employment

Records description

All records relating to the publication of the councils' policy on training and employment within the sports and leisure service

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy expires for 3 years.

Archive loans, donations, bequests and sales

Records description

Files relating to the deposit, donation or purchase of records held in the archives service

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Notes Material which has no legal status i.e. dates of meetings, invitations to lunch , acknowledgment correspondence can be removed from the files periodically

Museum and gallery shops

Records description

All records relating to the sale of goods in museum and gallery shops

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Museum collections

Records description

All records relating to information about collections on display in museum collections

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Museum events and exhibitions

Records description

All records relating to information about any events or exhibitions organised at museums with the local authority area.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Museums and galleries - loans donations and bequests

Records description

All records relating to loans, donations and bequests made to Museums and Galleries

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Museums and galleries

Records description

All records relating to the management and maintenance of museums and galleries

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Museums and galleries

Records description

All records relating to the provision of information and advice on museums and galleries in the local area

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Outdoor activity centres

Records description

All records relating to the provision of outdoor activity centres for use by schools or other groups

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes 6 years is a minimum recommendation

Sports development

Records description

All records relating to partnership with local, regional and national partners to create equitable and sustainable opportunities for sports participation at every level

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Sports equipment hire

Records description

All records relating to the hire of sports equipment at council operated sports facilities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Sports facilities

Records description

All records relating to information about sports facilities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Sports facilities

Records description

All records relating to information relating to the development of sports facilities and programs

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Sports facilities

Records description

All records relating to the management of sports facilities, Includes booking and hire of sport facilities and usage data records

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 2 years.

Local attractions

Records description

All records relating to advice and information for visitors on attractions in the local area. This will include descriptions, opening hours, admission prices and how to get there

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Zoos and farm parks

Records description

All records relating to the provision and management of zoos, farms, wildlife parks or 'pets' corners' open to the public

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Community transport

Records description

All records relating to the provision of non-profit making transport for members of the community who do not have full mobility and therefore do not have suitable conventional public transport services available for their travel needs.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Demand responsive transport

Records description

All records relating to the provision of on demand transport services for local citizens usually available in areas not covered by main public transport routes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business improvement districts (BID)

Records description

All records relating to the creation and management of Business Improvement Districts (BID)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year of creation for 6 years.

Family information services

Records description

All records relating to the provision of family information services

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date information published until these will be dynamic documents which will be constantly updated.

Family support groups

Records description

All records relating to information and advice about organisations in the local area who may be able to provide support to children and their families.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from this will be a dynamic document, constantly updating.

HIV / AIDS support for children and young people

Records description

All records relating to the provision of support for children and the families of children living with HIV and AIDS

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact with family for 6 years.

Integrated family support

Records description

All records relating to the provision of integrated family support where the children are not subject to Care Orders or subject to Child Protection Orders

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of birth of the youngest child in the family for 25 years.

Integrated family support

Records description

All records relating to the provision of integrated family support where the children are subject to Care Orders

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of birth of child until 75th anniversary of the child's birth or 15 years after death if the child dies before age 18. records should be destroyed at the end of the retention period.75 years.

Art commissions

Records description

All records relating to the commissioning of works of art from local or other artists for display in public buildings or other art exhibitions in the area

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of ownership of the work of art for 6 years.

COMMUNITY SAFETY RETENTION SCHEDULE

Emergency plan

Records description

All records relating to the creation, implementation and maintenance of the local authority's emergency plan

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date the plan expires for 6 years.

Emergency plan

Records description

All records relating to the testing of emergency plans

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the test for 6 years.

Arson reduction

Records description

All records relating to advice on measures which can be taken by businesses and residents to reduce the likelihood of arson on their premises

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created + 3 years

Community fire safety

Records description

All records relating to community fire safety

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created + 3 years

Alley gating

Records description

All records relating to the installation of security gates across footpaths and alleyways in residential areas and housing estates in order to combat crime

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of completion of the work for 6 years.

Community safety

Records description

All records relating to the management of community safety activities

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Community wardens

Records description

All records relating to the work of the Community Wardens

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Community wardens

Records description

Homicide Data [Serious Case Review]

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Community wardens

Records description

Intelligence Reports received by Community Wardens

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of report for 1 month.

Notes To be kept for a period not exceeding 30 days following the end of the relevant month

Community wardens

Records description

PACE notebooks held by Community Wardens

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last entry in notebook for 6 years.

Counter terrorism (Prevent)

Records description

All records relating to referrals made as part of the PREVENT requirements

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the referral for 6 years.

Counter terrorism (Prevent)

Records description

All records relating to support services provided as part of the PREVENT strategy

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on service provided for 6 years.

Counter terrorism (Prevent)

Records description

All records relating to the creation and delivery of PREVENT training

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date training superseded for 3 years.

Hate crime

Records description

All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Hate crime

Records description

All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Neighbourhood policing

Records description

All records relating to the work of Neighbourhood Policing Teams

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Release of CCTV evidence

Records description

All records relating to the release of CCTV evidence

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Town centre CCTV

Records description

All records relating to the management of Town Centre CCTV

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of filming for 1 month.

Notes If not required for evidential purposes, keep for 31 days prior to reuse or destruction

Town centre crime prevention

Records description

All records relating to the prevention of crime in town centres

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Swimming pool and spa pool monitoring

Records description

Swimming pools monitoring and inspection records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Dead animal removal

Records description

All records relating to the removal of dead animals from publicly accessible area

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of removal of dead animal for 6 years.

Dog fouling

Records description

All records relating to the monitoring and enforcement of action against dog fouling

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of any enforcement action for 6 years.

Flytipping

Records description

All records relating to the removal of waste which has been dumped by fly-tippers

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Swimming pools

Records description

All records relating to the provision of public swimming pools and associated facilities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from current year for 6 years.

Anti-social behaviour - solvent abuse

Records description

All records relating to anti-social behaviour (solvent abuse)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Anti-social behaviour - begging and vagrancy

Records description

All records relating to anti-social behaviour (begging and vagrancy)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Anti-social behaviour - inconsiderate or nuisance

Records description

All records relating to anti-social behaviour (inconsiderate or nuisance)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Anti-social behaviour - neighbour nuisance

Records description

All records relating to anti-social behaviour (neighbour nuisance)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Anti-social behaviour - street drinking

Records description

All records relating to anti-social behaviour (street drinking)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Anti-social behaviour - vehicle

Records description

All records relating to anti-social behaviour (vehicle)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Anti-social behaviour -malicious or nuisance communication

Records description

All records relating to anti-social behaviour (malicious or nuisance communication)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Criminal damage - non-domestic building

Records description

All records relating to enforcement action relating to criminal damage to non domestic buildings

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Anti-social behaviour order

Records description

All records relating to the creation and management of an Anti-social Behaviour Order

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date order made for 10 years.

Community protection notice

Records description

All records relating to applications for and management of Community Protection Notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date notice is spent for 6 years.

Criminal Behaviour Order

Records description

All records relating to the use of Criminal Behaviour Orders

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date order is spent for 6 years.

Criminal damage - dwelling

Records description

All records relating to enforcement action relating to criminal damage to dwellings

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of enforcement action for 6 years.

Designated public places order

Records description

All records relating to the creation and management of designated public places orders

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date order expires for 6 years.

Public Spaces Protection Order

Records description

All records relating to applications for and management of Public Spaces Protection Orders

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date order is spent for 6 years.

Children and young people - preventative services

Records description

All records relating to the administration of pre-crime prevention schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from completion of the prevention programmes for 1 year.

Notes At the completion of the prevention programmes reduce non-YOT information to basic information holding. Retain YOT specific information for 12 months and then delete and dispose of all information

Channel early intervention scheme

Records description

All assessments made as part of the Vulnerability Assessment Framework

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last contact with individual for 6 years.

Channel early intervention scheme

Records description

All records relating to the creation and management of a Channel Panel

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of meeting of panel for 6 years.

CORPORATE AND GOVERNANCE SUPPORT RETENTION SCHEDULE

Festive decorations

Records description

All records relating to the provision or organisation of festive decorations such as lights, Christmas tree etc. to be installed over the festive season.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Sale of gifts and publications

Records description

All records relating to the sale of gifts and publications

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Current emergency situations - health

Records description

All records relating to the provision of information to the public on what to do/who to contact in the event of an ongoing emergency related to public health such as a flu outbreak.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is anticipated that these will be a dynamic source of information which changes if not then year records created + 1 year

Civic recognition and awards

Records description

All records relating to the management of civic recognition and awards

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 10 years.

Community assemblies and committees

Records description

All records relating to the publication of details of local assemblies and committees and the dates and venues for forthcoming meetings

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of publication until this will be a dynamic document, constantly updating.

Minutes, agendas and reports

Records description

Background papers to reports - Principal Set

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of meeting for 4 years.

Notes See also Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000

Minutes, agendas and reports

Records description

Minutes - Copies for public inspection

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of meeting/decision for 6 years.

Minutes, agendas and reports

Records description

Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of meeting/decision for 6 years.

Notes See also Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000

Councillors declaration of interest

Records description

All records relating to a complaint made against a councillor where the complaint is unfounded

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year complaint made for 1 year.

Councillors declaration of interest

Records description

All records relating to a complaint made against a councillor where the complaint results in a major sanction against the councillor

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year complaint made until councillor next stands for election.

Councillors declaration of interest

Records description

All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year complaint made until retain for the length of time the sanction is in force.

Councillors declaration of interest

Records description

All records relating to Councillors' declaration of interest

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date member leaves office for 1 year and 6 months.

Councillors declaration of interest

Records description

All records relating to Councillors' declaration of interest

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date member leaves office for 18 months.

Councillors surgeries

Records description

All records relating to councillor advice surgeries

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date records created until as long as the individual councillors require these records.

Councillors directory

Records description

All records relating to the compiling and publication of a councillors' directory

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of directory for 1 year.

Notes It is anticipated that this will be a dynamic document which is updated on a regular basis if not then life of the directory + 1 year

Local access forums

Records description

All records relating to the management of local access forums

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 4 years.

Civic events

Records description

All records relating to the management of civic events

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Civic events

Records description

All records relating to the process of organising a ceremonial event or civic occasions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Civic events

Records description

All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly engagement list

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Civic events

Records description

All records relating to the recording of ceremonial events and civic occasions – Visitor's book, Photographs, Weekly engagement list

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Petitions

Records description

All records relating to the management of petitions

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Petitions

Records description

All records relating to the processing of petitions received by the Authority

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date petition received for 6 years.

Service delivery consultation

Records description

All records relating to consultations concerning service delivery

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Spending plans consultation

Records description

All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Spending plans consultation

Records description

All records relating to the publication of spending plans

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Re-use of public sector information

Records description

All records relating to the management of the re-use of public sector information

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Business Process Improvement

Records description

All records relating to the use of business process improvement to improve council services

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of final report or implementation of improvements for 6 years.

Councillors allowances and expenses

Records description

All records relating to expenses and allowances paid to councillors including the publication of this information

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Members and officers code of conduct

Records description

All records relating to the administration and recording of the appointment of Members to Outside Bodies

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from end of appointment/office for 6 years.

Members and officers code of conduct

Records description

All records relating to the creation and management of Members Code of Conduct

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of code of conduct until code of contact is replaced.

Members and officers code of conduct

Records description

All records relating to the production of members' accountability statements

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Transparency of senior salaries

Records description

All records relating to the transparency of senior salaries

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Corporate - meeting governance

Records description

All records relating to the organization of meetings

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of meeting for 4 years.

Corporate - meeting governance

Records description

Recordings of meetings

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of meeting for 4 years.

Corporate - reporting

Records description

All records relating to the submission of reports and responses to Cabinet, Committee and associated working groups

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date records submitted to cabinet/committee for 6 years.

Town twinning

Records description

All records relating to twinning agreements with towns in one or more different countries in order to promote cultural understanding between the communities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date twinning arrangement commences until retain until the date the twinning arrangement ends.

Notes Suggest records offered to archive once retention period ends

Members - allowances

Records description

All records relating to the administration of Independent Remuneration Panel

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Members - committee membership

Records description

All records relating to the administration of appointments & membership of committees & working groups

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date records superseded for 4 years.

Members - communications

Records description

All records relating to the development of a policy on communication with members

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Members - democratic services - advice

Records description

All records relating to professional advice to members and the public on democratic services and functions, including advice on the design of committee structures

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of advice for 4 years.

Members - executive forward plan

Records description

All records relating to the provision of a forward plan of key decisions to be made by the executive.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 4 years.

Members - honours and awards

Records description

All records relating to the nominations for honours and awards from the council for staff, members and the community

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Members - induction and training

Records description

All records relating to the provision of induction and training for new members and ongoing development support to existing members

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Members - minutes, agendas and reports

Records description

All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the Council and its Committees and Panels.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? Yes

Retention Permanent

Members - overview and scrutiny

Records description

All records relating to meeting planning, Scrutiny and Overview committees, working group meetings administration, decision recording, and provision of support

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Members - overview and scrutiny

Records description

All records relating to research into matters to be considered by Scrutiny

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Members - overview and scrutiny

Records description

All records relating to the management of consultation on any proposal being Scrutinised -
Monitoring of implementation of Scrutiny & overview committee decisions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Members - overview and scrutiny

Records description

All records relating to the monitoring of implementation of Council decisions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Members - political offices

Records description

All records relating to offices staffed by non-political officers to support the authority's elected members (councillors)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Members - secretariat

Records description

All records relating to meeting planning, Cabinet meeting administration & decision recording, & provision of support

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 4 years.

Members - secretariat

Records description

All records relating to the processing of member support requests excluding: Member training & development

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 4 years.

Staff - disclosure of interests

Records description

All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from termination of employment for 1 year.

Armed forces community covenant

Records description

All records relating to the armed forces community covenant

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Public health strategic needs assessment

Records description

All records relating to public health strategic needs assessments

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date assessment superseded for 6 years.

COUNCIL TAX & REVENUES AND BENEFITS RETENTION SCHEDULE

Debt counselling

Records description

All records relating to the provision of debt counselling services to citizens

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Going into hospital

Records description

Notifications of people claiming benefits who are admitted to hospital must notify the local authority that deals with their claims for housing and council tax benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing benefit appeals

Records description

All records relating to the management of housing benefit appeals

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date appeal resolved for 6 years.

Housing benefit backdated claims

Records description

All records relating to back dated claims for housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date claim resolved for 6 years.

Housing benefit current claim

Records description

All records relating to current claims for housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing benefit new claim

Records description

All records relating to new claims for housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing benefit overpayments

Records description

All records relating to the overpayment of housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date overpayment resolved for 6 years.

Housing benefit renewal

Records description

All records relating to the renewal of housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of renewal for 6 years.

Council tax benefit appeals

Records description

All records relating to council tax benefit appeals

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date appeal resolved for 6 years.

Council tax benefit backdated claims

Records description

All records relating to council tax benefit back claims

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action for 6 years.

Council tax benefit current claim

Records description

All records relating to current claims for council tax benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action on the claim for 6 years.

Council tax benefit new claim

Records description

All records relating to new claims for council tax benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Council tax benefit overpayments

Records description

All records relating to the overpayment of council tax benefits

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date overpayment resolved for 6 years.

Council tax benefit renewal

Records description

All records relating to the renewal of council tax benefits

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Local crisis payment

Records description

All records relating to local crisis payments

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from financial year payment made for 6 years.

Universal credit

Records description

All records relating to applications for and management of universal credit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Business rate relief

Records description

All records relating to reduction in business rates to business owners

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business rate supplement

Records description

All records relating to the implementation and management of a business rate supplement

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business rates annual notification

Records description

All records relating to the provision of the business rates annual notification to businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Council tax account enquiries

Records description

All records relating to enquiries about council tax accounts

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax annual notification

Records description

All records relating to the Council tax annual notification

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax appeals

Records description

All records relating to Council Tax Appeals

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date appeal completed for 6 years.

Council tax band reductions

Records description

All records relating to council tax band reductions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax discount

Records description

All records relating to discounts made to council tax

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax exemptions

Records description

All records relating to council tax exemptions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Discretionary Housing Payment

Records description

All records relating to discretionary housing payments

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of payment for 6 years.

Local Housing Allowance

Records description

All records relating to the provision of Local Housing Allowance schemes

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of decision for 14 months.

Private tenants rent assistance

Records description

All records relating to rent assistance offered to private tenants

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Benefits advice and assessment

Records description

All records relating to the work of benefit advisors who offer benefit assessment and provide advice about entitlement to welfare benefits to individuals in receipt of benefit or claiming benefit.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

ELECTIONS

RETENTION SCHEDULE

Electoral areas

Records description

All records relating to the creation and management of electoral boundaries

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Electoral nominations

Records description

All records relating to the process of administering nominations for elections

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the election for 6 months.

Election results

Records description

All records to the creation and publication of election results

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the election for 6 months.

Electoral register

Records description

All records relating to the creation and publication of the electoral register

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? Yes

Retention Permanent

Notes The full version of the electoral register should be retained permanently for historical purposes

Census information

Records description

All records relating to the publication of information from a national census or other surveys relating to the local area.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date first published until operational use.

Postal voting

Records description

All records relating to the administration of postal voting schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 1 year.

Proxy voting

Records description

All records relating to the administration of proxy voting schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 1 year.

Referenda

Records description

Information on the different referenda which can take place and legal terms under which they may be carried out.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Voting

Records description

All records relating to the administration of the voting process for individual elections including ballot papers

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of election for 6 months.

ENVIRONMENTAL HEALTH/LICENSING RETENTION SCHEDULE

Disabled people - home adaptations and aids

Records description

All records relating to home adaptations and aids provided to disabled people

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of the equipment ceases for 6 years.

Disabled people - specialist equipment

Records description

All records relating to the provision of specialist equipment to disabled people where the client is not known to Social Services

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of the equipment ceases for 6 years.

Incontinence laundry service

Records description

All records relating to the provision of a laundry service for people suffering from incontinence

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Consent for cellars, pavement lights and ventilators under street

Records description

All records relating to consents granted for cellars, pavement lights and ventilators under street

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date consent expires for 6 years.

Leaflet distribution consent

Records description

All records relating to consent given for the distribution of leaflets

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date consent expires for 6 years.

Pig movement notification

Records description

All records relating to the notification of pig movements

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date pigs moved for 3 years.

Disabled facilities grant

Records description

All records relating to disabled facilities' grants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Support for tourism businesses

Records description

All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Occupational health services

Records description

Food Handling Questionnaires

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of questionnaire for 6 years.

Safety of disused mines and tips

Records description

All assessments relating to the safety of disused mines and tips

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of assessment for 6 years.

Safety of disused mines and tips

Records description

All financial records relating to the payment for work carried out in relation to the safety of disused mines and tip and the reclamation of the money.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year payments made for 6 years.

Safety of disused mines and tips

Records description

All work orders relating to the work ordered to be carried out relating to the safety of disused mines and tips

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date work carried out for 6 years.

Food labelling

Records description

All records relating to monitoring of food labelling

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Illegal street trading

Records description

All records relating to the licensing and monitoring of street traders and street trading

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires or date of the resolution of enforcement action for 6 years.

Trader approval schemes

Records description

All records relating to the administration of trader approval schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from life of scheme for 6 years.

Weights and measures

Records description

All records relating to the monitoring and enforcement of weights and measures

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Acupuncturist registration

Records description

All records relating to the registration of acupuncturist

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Auction premises licence

Records description

All records relating to the provision of auction premises licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Caravan site licence

Records description

All records relating to the administration of caravan licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

House to house collection licence

Records description

All records relating to the administration of house to house collection licence schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Massage and special treatment licence

Records description

All records relating to the administration of massage and special treatment licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Massage and special treatments therapist registration

Records description

All records relating to the registration of special treatments therapists

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Moveable dwelling site licence

Records description

All records relating to the creation and management of moveable dwelling site licences

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of application or issue for 6 years.

Petrol vapour recovery regulation

Records description

All records relating to the regulation of petrol vapour recovery

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Radioactive materials storage and transport

Records description

All records relating to the storage and transport of radioactive materials

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Animal inspection

Records description

All records relating to animal inspection

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Dog registration

Records description

All records relating to the administration of dog registration schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Environmental policy

Records description

All records relating to the development and implementation of environmental policy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy superseded for 40 years.

Landscape character assessment

Records description

All records relating to landscape character assessment

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the assessment until date that the landscape is destroyed.

Waste reduction

Records description

All records relating to the development, implementation and monitoring of waste reduction programmes

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Countryside facilities

Records description

All records relating to the provision of information about the facilities available in the local countryside and how to enjoy them

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Countryside management

Records description

All records relating to the management of the countryside including nature conservation, access and informal recreation issues

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on individual projects for 6 years.

Notes 6 years is a minimum recommendation

Fishing

Records description

All records relating to the provision of information on local fishing areas, seasons and how to obtain permission to fish

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes

It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Feed hygiene registration

Records description

All records relating to the administration of feed hygiene registration

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Forest and woodland management

Records description

All records relating to the management of woodland/forest on council owned land

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Grazing land

Records description

All records relating to the administration of grazing land including permits to graze

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Animal by-products enforcement

Records description

All records relating to enforcement action taken under the Animal By-Products (Enforcement) (England) Regulations 2013

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date enforcement action completed for 6 years.

Environmental health - out of hours emergencies

Records description

All records relating to environmental health out of hours emergencies

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Food poisoning and contamination

Records description

All records relating to the investigation of food poisoning and contamination incidents

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date investigation concluded for 6 years.

Food safety enforcement

Records description

All records relating to food safety enforcement actions

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date the enforcement action completed/life of the ban for 6 years.

Food safety inspections

Records description

All records relating to the management of food safety inspections

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Food safety inspections

Records description

Risk Assessments relating to food safety

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date created for 6 years.

Pest control

Records description

All records relating to the provision of pest control services

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Smoking ban

Records description

All records relating to the enforcement of the smoking ban

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Municipal funerals

Records description

All records relating to the provision of municipal funerals

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Air handling units

Records description

All records relating to the inspection and monitoring of air handling units

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of inspection for 3 years.

Air quality

Records description

All records relating to the measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Clean Air Act approval

Records description

All records relating to enforcement of compliance with the Clean Air Act

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Construction site pollution

Records description

All records relating to the monitoring of construction site pollution

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Contaminated land

Records description

All records relating to the maintenance of a register of contaminated land

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Contaminated land

Records description

Files relating to individual contractors responsible for managing waste site

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on contract for 12 years.

Contaminated land

Records description

Maintenance reports submitted by contractors relating to the kit and equipment on waste sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 1 year.

Contaminated land

Records description

Records relating to local authority controlled household recyclable sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from opening of the site until end of life of the site.

Contaminated land

Records description

Records relating to the licencing and environmental control of closed landfill sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from opening of site until end of life of the site.

Contaminated land

Records description

Reports made every 6 months during the life of the contract of waste management sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from contract award until end of contract.

Contaminated land

Records description

Site files relating to individual waste sites which may be managed by a number of different contractors over its life span

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of life of the site for 7 years.

Exhaust emission testing

Records description

All records relating to exhaust emission testing

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Hazardous substance control

Records description

All records relating to the monitoring of hazardous substances

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of monitoring for 40 years.

Notes 40 years is a minimum recommendation

Light pollution

Records description

All records dealing with reports of incidents of light pollution (non statutory)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from completion of enforcement action for 6 years.

Light pollution

Records description

All records dealing with reports of incidents of light pollution (statutory)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date building occupier vacates building for 6 years.

Noise pollution

Records description

All records relating to the administration of complaints about noise pollution where a statutory investigation has taken place

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date home occupier vacates property for 6 years.

Noise pollution

Records description

All records relating to the administration of complaints about noise pollution where the investigation is non statutory

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of investigation for 6 years.

Nuisances

Records description

All records relating to the monitoring and enforcement of justified complaint of non-statutory nuisance such as emissions of smoke, fumes or gases, dust, steam

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date investigation ends for 6 years.

Nuisances

Records description

All records relating to the monitoring and enforcement of justified complaint of statutory nuisance such as emissions of smoke, fumes or gases, dust, steam

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date occupier vacates building for 6 years.

Private water supply analysis

Records description

All records relating to the analysis of private water supplies

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of analysis for 6 years.

Notes 6 years is a minimum recommendation

Septic tanks and cesspits

Records description

All records relating to the emptying of cesspools and septic tanks

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Smoke control areas

Records description

All records relating to the monitoring of smoke control records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Water pollution

Records description

All records relating to the monitoring of water pollution

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Water quality monitoring

Records description

All records relating to monitoring water quality

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Composters

Records description

All records relating to the provision of composters

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Food waste recycling

Records description

All records relating to the implementation and monitoring of food waste recycling schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date scheme ends for 6 years.

Recycling advice

Records description

All records relating to the provision of general information about waste, recycling and so on

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Recycling bags and containers

Records description

All records to the provision of recycling bags and containers

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Recycling sites

Records description

All records relating to the provision and management of recycling collection sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of site ceases for 6 years.

Residential recycling collections

Records description

All records relating to residential recycling collections

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 3 years.

Abandoned shopping trolleys

Records description

All records relating to the removal of abandoned shopping trolleys

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Dog waste bins

Records description

All records relating to the provision of bins for the collection of dog waste in local public areas

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Litter bins

Records description

All records relating to the provision and maintenance of litter bins

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Litter removal

Records description

All records relating to the removal of litter from and the sweeping of the streets

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Street cleaning

Records description

All records relating to street cleaning

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Hazardous chemical (HAZCHEM) incidents

Records description

All records relating to the management of incidents involving hazardous chemicals to protect life and mitigate the effects on the environment

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of incident for 40 years.

Notes 40 years is a minimum recommendation

Taxi ranks

Records description

All records relating to the provision of designated taxi ranks at key areas within the authority boundaries

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of taxi rank ends for 6 years.

Landlord accreditation

Records description

All records relating to the administration of landlord accreditation schemes

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date accreditation ends for 3 years.

Facilities - noise

Records description

All records relating to the control of noise at work

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Camping and caravan sites

Records description

All records relating to the provision of camping and caravan facilities by local authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Club premises certificate

Records description

All records relating to the provision of club premises certificates

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date licence expires for 3 years.

Early morning restrictions orders

Records description

All records relating to the creation and management of Early morning restrictions orders

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date order expires for 6 years.

Greyhound racing track licence

Records description

All records relating to the administration of licences for greyhound tracks

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Personal alcohol and entertainment licence

Records description

All records relating to the administration of personal alcohol and entertainment licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sports ground safety certificate

Records description

All records relating to safety at sports grounds records

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Sports grounds licence

Records description

All records relating to the administration of licences for sports grounds

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Temporary event notice

Records description

All records relating to the administration of temporary event notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the event for 6 years.

Boarding animals licence

Records description

All records relating to the administration of boarding animals licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Dangerous animals licence

Records description

All records relating to the administration of dangerous animals licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Dog breeding licence

Records description

All records relating to the administration of dog breeding licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Performing animals licence

Records description

All records relating to the administration of licences for performing animals

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sheep and goat movement licence

Records description

All records relating to the administration of sheep and goat movement licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Zoo licence

Records description

All records relating to the administration of zoo licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Accommodation certificates

Records description

All records relating to accommodation certificates

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date certificate expires for 6 years.

Building materials licence

Records description

All records relating to the administration of building materials licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Pollution control - Part A(2) and Part B processes

Records description

All records relating to the administration of permits for pollution control

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date permit expires for 6 years.

Scaffolding and hoarding licence

Records description

All records relating to the administration of scaffolding and hoarding licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Selective housing areas

Records description

All records relating to the designation and management of selective licensing areas

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date selecting licensing area expires for 6 years.

Food business registration

Records description

All records relating to the registration of food businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Food premises approval

Records description

All records relating to the approval of food premises

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of inspection for 6 years.

Food safety advice

Records description

All records relating to food safety advice

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Late night catering licence

Records description

All records relating to the administration of late night catering licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Street café licence

Records description

All records relating to the administration of street cafe licence scheme

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Club gaming permit

Records description

All records relating to the administration of Club Gaming Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Club machine permit

Records description

All records relating to the administration of Club Machine Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Family entertainment centre gaming machine permits

Records description

All records relating to the administration of Family Entertainment Centre Gaming Machine Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Gambling premises licence

Records description

All records relating to the administration of licences for gambling premises licence

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Gambling premises temporary use notices

Records description

All records relating to the administration of Gambling Premises Temporary Use Notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Licensed premises gaming machine permit

Records description

All records relating to the administration of Licensed Premises Gaming Machine Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Lottery licence

Records description

All records relating to the administration of lottery licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Prize gaming permit

Records description

All records relating to the administration of Prize Gaming Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Track betting licence

Records description

All records relating to the administration of licences for track betting

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Track gambling premises occasional use notices

Records description

All records relating to the administration of Track Gambling Premises Occasional Use Notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Explosives licence

Records description

All records relating to the administration of explosive licences schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Fireworks sales licence

Records description

All records relating to the administration of fireworks licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Petroleum storage licence

Records description

All records relating to the administration of petroleum storage licence schemes

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Poisons licence

Records description

All records relating to the registration of poisons licence

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence/registration expires for 6 years.

Cooling tower registration

Records description

All records relating to the registration of cooling towers

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Registration - motor salvage operator

Records description

All records relating to the registration of motor salvage operators (this will change to Scrap Metal Licence in October 2013)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Scrap metal site registration

Records description

All records relating to the registration of scrap metal sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Skip operator licence

Records description

All records relating to the management of skip operator licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Boatman's licence

Records description

All records relating to the administration of boatman's licence scheme

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Self drive boats licence

Records description

All records relating to the administration of self drive boats licence scheme

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Lifbelts

Records description

All records relating to the provision and maintenance of lifbelts for use by rivers and water ways

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Street works licence

Records description

All records relating to the management of street works licencing schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Dual drivers licence

Records description

All records relating to applications for and management of dual drivers licences

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Hackney carriage (taxi) drivers licence

Records description

All records relating to the administration of hackney carriage drivers licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Hackney carriage (taxi) licence

Records description

All records relating to the administration of hackney carriage licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Private hire drivers licence

Records description

All records relating to the administration of private hire drivers licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Private hire operators licence

Records description

All records relating to the administration of private hire operators licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Private hire vehicle (minicab) licence

Records description

All records relating to the administration of private hire vehicle licence schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Taxi fare setting

Records description

All records relating to the setting the level of Hackney Carriage (taxi) fares for licensed taxis in the local authority area

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Voluntary sector transport licence

Records description

All records relating to the administration of voluntary sector transport licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Commercial clinical waste disposal

Records description

All records relating to the collection and safe disposal of clinical waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 40 years.

Commercial waste bins

Records description

All records relating to the provision of bins for the collection of trade waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Commercial waste collection

Records description

All records relating to the provision of a regular commercial trade waste collection from local businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Commercial waste disposal sites

Records description

All records relating to the publication of the location, opening times, terms and conditions of use and charges for the use of the commercial waste disposal sites

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Commercial waste special collections

Records description

All records relating to the special collection of commercial waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Commercial waste spillage

Records description

All records relating to the management of incidents concerning spillages of commercial waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Skip services

Records description

All records relating to the provision of council owned skips available for hire to residents and local businesses for waste disposal

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Hazardous waste collection

Records description

All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Clinical household waste

Records description

All records relating to the collection of clinical household waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Household waste enforcement

Records description

All records relating to the enforcement of household waste regulations

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of any enforcement action for 6 years.

Household waste accumulation

Records description

All records relating to the monitoring and enforcement of household waste accumulation

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of any enforcement action for 6 years.

Household waste assisted collection

Records description

All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Household waste collection

Records description

All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Household waste containers

Records description

All records relating to the provision of household waste containers

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Household waste disposal sites

Records description

All records relating to the provision of household waste disposal sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of waste disposal site ceases for 6 years.

Notes 6 years is a minimum recommendation

Household waste disposal sites

Records description

Waste sites development records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes 6 years is a minimum recommendation

Household waste disposal sites

Records description

Waste site equipment records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Household waste disposal sites

Records description

Waste site inspections records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the inspection for 6 years.

Household waste disposal sites

Records description

Waste site permits records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date permit expires for 6 years.

Residential waste spillages

Records description

All records relating to the management of residential waste spillages

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of spillage for 6 years.

Household garden waste

Records description

All records relating to the collection of household garden waste

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Area waste strategy

Records description

All records relating to the development, implementation and monitoring of the Area Waste Plan

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from life of the plan for 3 years.

Refuse duty of care - enforcement

Records description

All records relating to the enforcement of the duty of care concerning the disposal of refuse

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Health and safety - prosecutions register

Records description

Health and safety - prosecutions register

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Regulation of dry cleaning premises

Records description

All records relating to the regulation of dry cleaning premises where contamination of land is involved

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Regulation of dry cleaning premises

Records description

All records relating to the regulation of dry cleaning premises where contamination of land is not involved

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Second hand goods licence

Records description

All records relating to the registration of second hand goods licence schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sex establishment licence

Records description

All records relating to the administration of licences for sex establishments

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Solvent emissions regulation

Records description

All records relating to the regulation of solvent emissions where contamination of land is involved

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Solvent emissions regulation

Records description

All records relating to the regulation of solvent emissions where contamination of land is not involved

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of an enforcement action for 6 years.

Street collection licence

Records description

All records relating to the administration of street licence collection schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sunday trading notification

Records description

All records relating to the registration of Sunday trading notification

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date registration expires for 3 years.

Tattooist, piercing and electrolysis registration

Records description

All records relating to the registration of tattooist, piercing and electrolysis

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Street trading licence

Records description

All records relating to the administration of Street Trading licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Litter removal

Records description

All records relating to the removal of litter from and the sweeping of the streets

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

ESTATES

RETENTION SCHEDULE

Commercial lettings

Records description

All records relating to information held about properties or land currently available to let within the area

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Business centres

Records description

All records relating to the provision of office and industrial business space for rent to businesses in the local community.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Snow clearance

Records description

All records relating to the clearance of snow and ice from pavements in severe winter weather conditions where any accident occurs to a minor

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of individual concerned for 21 years and 4 months.

Snow clearance

Records description

All records relating to the clearance of snow and ice from pavements in severe winter weather conditions except where an accident to a minor is concerned

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Estates management

Records description

All records relating to the provision of an estates management service for land and property in the area

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Skip permits

Records description

All records relating to the management of skip permit of schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Estate parking

Records description

All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Parking permits

Records description

All records relating to the management of parking permit schemes for residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date permit expires for 6 years.

Disabled people - parking permits

Records description

All records relating to the management of parking permits for disabled people

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of application for 3 years and 6 months.

Navigation and berthing

Records description

All records relating to the monitoring of navigation and berthing in the water ways under the control of the local authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Surface water management plans

Records description

All records relating to the creation, implementation and maintenance of Surface Water Management Plans (SWMP)

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Asbestos management

Records description

All records relating to all aspects of asbestos management

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from closure of building for 40 years.

Bridge strengthening

Records description

All records relating to work carried out to strengthen bridges

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from life of the bridge for 6 years.

Pavement maintenance

Records description

All records relating to the maintenance of pavements

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Pavement obstructions

Records description

All records relating to the identification of pavement obstructions

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 7 years.

Road bridges

Records description

All records relating to the construction and maintenance of highway bridges owned by the local authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from life of the structure for 6 years.

Road construction

Records description

All records relating to the development and implementation of a road construction strategy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date strategy superseded for 3 years.

Road maintenance

Records description

Files relating to road building/maintenance issues

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Road maintenance

Records description

All records relating to the maintenance and repair of potholes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Drain and gully clearance

Records description

All records relating to ditch and gully emptying

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Road obstructions

Records description

All records relating to the monitoring and removal of road obstructions

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of resolution of enforcement action for 6 years.

Road surveys

Records description

All records relating to the inspection of highways

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the inspection for 6 years.

Road works notification

Records description

All records relating to the notification of road closures, diversions and possible traffic disruption as a result of road works that are underway or programmed to take place within the area

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Road works notification

Records description

Register of road adoptions and road works

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Street furniture

Records description

All records relating to the provision and maintenance of street furniture

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Prospectively maintainable highways

Records description

Register of Prospectively Maintainable Highways

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Road adoption

Records description

All records relating to the adoption of roads

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Road adoption

Records description

Case files relating to Section 38 Agreements under the Highways Act 1980

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Road closures and diversions

Records description

All records relating to the creation of traffic regulation orders

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Roads enforcement

Records description

All records relating to the protection of public rights on the road and footpath network

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date road or footpath created until use of the road or the footpath ceases.

Verges - permitted use

Records description

All records relating to the management of permitted use of verges

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Termination of highway rights

Records description

All records relating to the creation and implementation of orders relating to extinguishment of highway rights

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Street name plates

Records description

All records relating to the provision and fitting of street name plates

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date street name assigned until the street is removed.

Tourist signs

Records description

All records relating to the placing of tourist signs

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Cycle lanes and routes

Records description

All records relating to the provision of cycle routes on the carriageway, footway or designated cycle path

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from provision of cycle route until until the cycle route is superseded.

Drainage

Records description

All records relating to the provision of help and advice on highway drainage, land drainage or private drainage and may arrange for clearance of a blocked drain

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Municipal golf courses

Records description

All records relating to the ownership and maintenance of golf courses owned or run by the local authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Dropped kerbs

Records description

All records relating to the construction of vehicle crossovers at the request of residents

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of completion of crossover for 6 years.

Street names and numbering

Records description

All records relating to the naming and numbering of streets

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Bus stops and shelters

Records description

All records relating to the provision and maintenance of bus stops and bus shelters

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date that use of the shelter or bus stop ends for 6 years.

Stations, stops and shelters

Records description

All records relating to the provision of stations, stops and shelters

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Roads - child play areas

Records description

All records relating to roads which have been designated as children's play areas

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date scheme ends for 6 years.

Current emergency situations - weather

Records description

All records relating to the publication of information and advice on how to deal with emergency weather conditions such as flooding, heavy snowfalls etc.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created + 3 years

Civil emergencies - gas pipelines

Records description

All records relating to the response to emergency incidents involving major gas pipelines

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of emergency for 6 years.

Civil emergencies - flooding

Records description

All records relating to the provision of equipment such as sandbags and engineering advice to help residents/businesses in the event of flooding

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date equipment provided for 6 years.

Notes 6 years is a minimum recommendation

Civil emergencies - flooding

Records description

All records relating to the provision of advice and information on what to do in the event of a flood

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes

It is expected that these will be dynamic documents constantly changing otherwise year records created + 3 years

Flood prevention

Records description

All records relating to works carried out to reduce the likelihood of flooding in areas considered at risk or where there has previously been flooding

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Street name plates

Records description

All records relating to the provision and fitting of street name plates

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date street name assigned until until the street is removed.

FINANCE RETENTION SCHEDULE

Credit unions

Records description

All records relating to the creation and management of Credit Unions

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

European and other funding

Records description

All records relating to funding received from the European Union

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from funding agreed until the funding body will set the retention period for the funding.

European and other funding

Records description

All records relating to the management of Public Finance Initiative (PFI) projects

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on project for 12 years.

European and other funding

Records description

Funding Bids

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action on project for 12 years.

Notes Unless a longer period required by the funding body

Approved suppliers

Records description

All records relating to the creation of a list of approved suppliers and contractors

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date list expires for 6 years.

Council expenditure

Records description

All records relating to expenditure made by the council including invoices, purchase orders etc

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Transparency of accounts

Records description

All records relating to the publication of council accounts

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Economic information and analysis

Records description

All records relating to the collation and analysis of economic information

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Financial assistance for housing associations

Records description

All records relating to financial assistance provided to Housing Associations

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Facilities - consumables

Records description

All records relating to the purchase of consumables for local authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from financial year records were created for 6 years.

Accounts - accounting

Records description

All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of the financial year to which the records relate for 6 years.

Accounts - financial management

Records description

All records relating to the banking of monies paid to the council

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of the financial year to which the records relate for 6 years.

Accounts - financial management

Records description

All records relating to the receipt of payments made to the council

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Accounts - financial management

Records description

Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date asset destroyed for 6 years.

Accounts - financial planning

Records description

All records relating to the creation and implementation of the annual budget for the council

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Accounts - financial planning

Records description

All records relating to the creation and implementation of departmental budgets

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Accounts - financial planning

Records description

All records relating to the creation and implementation of partnership budgets

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Accounts - financial planning

Records description

All records relating to the monitoring and reporting on the annual and departmental budgets

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Accounts - fund management

Records description

All records relating the management of local authority financial assets

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date asset destroyed for 6 years.

Accounts - fund management

Records description

All records relating to the investment of local authority funds

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from end of investment for 6 years.

Accounts - inter-organisational charging

Records description

All records relating to charging of staff time and/or use of equipment between departments within the organisation

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 1 year.

Accounts - management and control

Records description

All records relating to the adoption and development of policies and procedures for accounting practice

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date the policy superseded for 3 years.

Accounts - revenue and customs

Records description

All records relating to the calculation of income tax, national insurance, VAT and stamp duties

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of the financial year to which the records relate for 3 years.

Staff - expenses

Records description

All records relating to the payment of legitimately incurred business expenses to officers and others working for of the organisation

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

GARAGE TEAM RETENTION SCHEDULE

Garage lettings

Records description

All records relating to the management of garage lettings

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

HEALTH AND SAFETY RETENTION SCHEDULE

Health and safety regulation

Records description

All records relating to checks on local businesses and business premises to ensure that safe and healthy working conditions are provided for all employees and visitors

Contains personal information? No

Legal or business requirement? Legal

Legislation URI

Retain permanently? No

Retention Retain from life of check for 6 years.

Accident reporting

Records description

All records relating to the reporting of accidents where the person concerned is over 18

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of accident for 3 years and 4 months.

Accident reporting

Records description

All records relating to the reporting of accidents where the person concerned is under 18

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of minor for 21 years and 4 months.

Accident reporting

Records description

All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date report made for 3 years.

Accident reporting

Records description

All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of incident for 30 years.

Firework incident research

Records description

All records relating to the investigation of the cause of firework incidents with the aim of reducing the likelihood of similar incidents taking place

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the investigation for 6 years.

Temporary structure fire safety

Records description

All records relating to the management of fire safety of temporary structures

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date the structure dismantled for 6 years.

Health and safety training

Records description

All records relating to health and safety training provided to employees by local authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date qualification expires for 6 years.

Occupational health services

Records description

All records relating to the process by which the Council ensures that all work premises are safe for employees and visitors to them and that accidents are prevented wherever possible

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Work health and safety advice and training

Records description

All records relating to the provision of work health and safety advice and training

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - health and safety

Records description

All records relating to health and safety campaigns carried out by local authorities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of end of campaign for 3 years.

Corporate - health and safety

Records description

All records relating to Health and Safety strategy including policy documents

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date policy superseded for 6 years.

Corporate - health and safety

Records description

All records relating to the development and implementation of health and safety policies

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date policy superseded for 6 years.

Corporate - health and safety

Records description

Process of inspecting equipment

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of inspection for 6 years.

Corporate - health and safety

Records description

Risk Assessments relating to land and property in public ownership

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date risk assessment superseded for 6 years.

Facilities - Risk Assessments

Records description

Fire Risk Assessments

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? Yes

Retention Permanent

Corporate - health and safety

Records description

All records relating to accident reporting where the person is aged over 18 at the time of the accident

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of accident for 4 years.

Corporate - health and safety

Records description

All records relating to accident reporting where the person is aged under 18 at the time of the accident

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of individual for 22 years.

HOME OWNERSHIP RETENTION SCHEDULE

Housing service charges

Records description

All records relating to the creation, implementation and collection of housing service charges

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from financial year records were created for 6 years.

Right to buy your home

Records description

All records relating to the management of right to buy schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date property purchased for 12 years and 12 months.

Right to buy your home

Records description

Case file relating to Right to Buy pursuant to the Housing Act 1985

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Communal housing repairs

Records description

All records relating to repairs made to communal areas within council accommodation

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

HOUSING RETENTION SCHEDULE

Home safety advice

Records description

All records relating to the provision of advice and information about safety in the home including accident prevention, what to do in the event of an accident, risks in the home etc

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created + 3 years

Registering for a council property

Records description

All records relating to the registration for a council property

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Allocated council homes

Records description

Documents related to housing applications.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of application for 6 years.

Allocated council homes

Records description

Documents related to unsuccessful housing applications.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of application for 6 years.

Allocated council homes

Records description

The register of individual housing applications.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of application for 6 years.

Change of housing tenancy

Records description

All records relating to changes in existing tenancies

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Demoted tenancy

Records description

All records relating to application for and management of a demoted tenancy

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date demoted tenancy ends for 6 years.

Ending housing tenancy

Records description

All records relating to the development and implementation of a process concerning the ending of a housing tenancy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date process superseded for 3 years.

Furnished tenancies

Records description

All records relating to the provision of specified range of furniture and appliances up to a certain value when a tenant moves into their property. They sign an agreement to pay over a fixed period of time. This is subject to eligibility.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Housing allocation system

Records description

All records relating to the allocation of system

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Housing referrals

Records description

All records relating to the management of housing referrals

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Mutual home exchange

Records description

All records relating to the management of mutual home exchange

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Introductory council tenancies

Records description

All records relating to introductory council tenancies

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Communal heating charge

Records description

All records relating to the allocation and collection of communal heating charges

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing rent setting

Records description

All records relating to the setting of housing rent

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years and 6 months.

Housing rent setting

Records description

Case files relating to rent reviews

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Housing rent

Records description

All records relating to deposits paid for housing

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing rent

Records description

Documentation relating to the notification and enforcement of breaches of council tenancy agreements.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Rent arrears

Records description

Documentation relating to setting rents for council housing and rent accounting

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the tenancy for 6 years.

Late tenancy arrears

Records description

All records relating to the repayment to late tenancy arrears

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last repayment for 6 years.

Affordable housing

Records description

All records relating to the provision and management of affordable housing

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Empty residential properties

Records description

All records relating to the management of empty residential properties

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Hard to let properties

Records description

All information relating to the management of hard to let properties

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

House clearance and re-housing

Records description

All records relating to the demolition and redevelopment of site including the rehousing of current tenants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from completion of the redevelopment of the site for 6 years.

Housing association nomination and registration

Records description

Information about housing associations in the borough

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing transfer to private registered provider

Records description

All records relating to housing transfer to a private registered provider

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of transfer for 6 years.

Shared home ownership

Records description

All records relating to the creation and management of Shared Home Ownership

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment on the scheme for 12 years.

Social housing policy

Records description

All records relating to the development, implementation and monitoring of a social housing policy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy expires for 3 years.

Unauthorised house occupants

Records description

All records relating to the management of unauthorised house occupants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years.

Caretaking

Records description

All records relating to the provision of caretaking services in council property

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Gas safety inspection

Records description

Annual gas safety inspections for properties under landlord management resulting in the issuance of a CP12 certificate

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of certificate for 2 years.

Housing tenant support

Records description

All records relating to support given to housing tenants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Home fire safety equipment

Records description

All records relating to advice and information on how to choose, install, and maintain smoke alarms and other types of fire safety equipment residents may want to consider having in their home

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is anticipated that these will be a dynamic source of information which changes if not then year records created + 1 year

Property deeds

Records description

All records relating to property deeds where the property is housing owned by the Council

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date ownership commenced until property is sold.

Notes These will be retained whilst the property is held by the council and passed on to the new owner when the property is sold

Overdue housing repairs - discretionary allowance

Records description

All records relating to the provision of a discretionary allowance to tenants where it has not been possible to carry out essential repairs to their home or to communal areas around their home within a reasonable or agreed timeframe.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment for 6 years.

Tenant housing alterations

Records description

All records relating to alterations made to council housing stock by tenants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date the work on the property is completed for 6 years.

Tenant participation

Records description

All records relating to the full involvement of tenants in how their homes and estates are managed, with the aim of improving housing services and improving the quality of life in local communities

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Tenant support

Records description

All records relating to the provision of support to new tenants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Abandoned vehicles

Records description

All records relating to the management of with any vehicles reported as abandoned on local roads or property

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Fire regulations - residential enforcement

Records description

All records relating to fire regulations in terms of residential enforcement

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date notification expires for 6 years.

Fire risk assessment - commercial property

Records description

All records relating to the inspection of commercial premises to identify potential fire risks and people within the premises who may be at risk as a result of fire hazards.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date risk assessment expires for 6 years.

Fire risk assessment - residential property

Records description

All records relating to fire risk assessment in residential properties

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of risk assessment for 6 years.

Keeping warm in winter

Records description

All records relating to the Central Heating Programme and the Warm Front Programme

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last payment of grant for 6 years.

Homelessness support

Records description

All records relating to short term and emergency accommodation for homeless people.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last contact for 6 years.

Hostels and emergency accommodation

Records description

All records relating to the provision of hostels and other temporary accommodation

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Council tenant advice

Records description

Documentation relating to the tenancy agreement.

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action on the tenancy for 6 years.

Council tenant advice

Records description

Information about housing transfers, applications, removals

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of the tenancy for 6 years.

Housing mediation

Records description

All records relating to the provision and management of housing mediation services

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date case resolved for 6 years.

Private landlord support

Records description

All records relating to the provision of information and support to anyone who is providing property for rent in the local area.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Private tenant advice

Records description

Advice about housing related issues such as exclusion, mortgage arrears, homeless prevention, single homeless advice

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Private tenant advice

Records description

General information and advice about housing given to home owners and tenants

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Demolitions - alternative housing

Records description

All records relating to the demolition of property and the offer to tenants of alternative accommodation

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Demolitions - disturbance allowance

Records description

All records relating to disturbance allowance paid to tenants in council property when nearby property is demolished

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Demolitions - tenants' responsibilities

Records description

All records relating to advice and support given to tenants when the property is demolished

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Emergency out of hours housing repairs

Records description

Housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

House surveying - major repairs

Records description

All records relating to surveys undertaken by the council of housing stock

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the survey for 6 years.

Housing Care and Repair scheme

Records description

All records relating to the management of housing care and repair schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from completion of the work for 6 years.

Housing improvements - temporary accommodation

Records description

All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Housing modernisation schemes

Records description

All records relating to the management of housing modernisation schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the scheme for 6 years.

Rechargeable home repairs

Records description

All records relating to the management of rechargeable home repairs

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Fair rents inspection

Records description

All records relating to fair rents inspections

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of inspection for 6 years.

Housing crime support

Records description

All records relating to support given to council tenants who are victims of crime and who may need to be re-housed

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of tenancy for 6 years.

Housing estate safety

Records description

All records relating to the work that councils undertake to ensure the safety of all council housing estates

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing nuisance

Records description

All records relating to support and assistance given to local residents who are victims of harassment, anti-social behaviour and noise and nuisances

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years

Community alarms and Telecare

Records description

All records relating to the provision of community alarms and telecare service

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Shared care for adults

Records description

All records relating to the provision of shared care for adults where the adult is known to social services

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date shared care approved until this information should be included on the client file.

Shared care for adults

Records description

All records relating to the provision of shared care for adults where the adult is not known to social services

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of service for 6 years.

Sheltered housing

Records description

All records relating to the allocation of sheltered housing

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of assessment for 6 years.

Allocated council homes

Records description

Case files relating to receipt of Notices served pursuant to section 26 of the Landlord And Tenant Act 1954

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

HUMAN RESOURCES RETENTION SCHEDULE

Counselling

Records description

All records relating to the provision of information on the availability and requirements of counselling services for individuals

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes Dynamic list which is constantly updating, if not year records created + 1 year

Current vacancies

Records description

All records relating to the publication of current job vacancies within the authority

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes Dynamic list which is constantly updating, if not year records created + 1 year

Equal opportunities advice

Records description

All records relating to the creation, implementation and monitoring of the Council's Equal Opportunities Policy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date the policy expires for 3 years.

Work experience placements

Records description

All records relating to the allocation and management of work experience placements

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of work experience placement for 6 years.

Notes 6 years is a minimum recommendation

Corporate - equalities and diversity

Records description

All records relating to the use of the Equality Framework for Local Government (EFLG)

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Corporate - industrial relations

Records description

All records relating to the management of employee relations

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - industrial relations

Records description

All records relating to trade union liaison

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Corporate - organisation structure

Records description

All records relating to the development and implementation of organisation restructure

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date restructure completed for 6 years.

Corporate - resource planning

Records description

All records relating to the collection and analysis of staff statistics

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 5 years.

Staff - annual leave

Records description

All records relating to the management of staff annual leave

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Staff - appraisal

Records description

All records relating to staff performance

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from action completed for 6 years.

Staff - appraisal

Records description

All records relating to the annual appraisal of staff

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 1 year.

Staff - apprenticeships

Records description

All records relating to the management of staff apprenticeships

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of apprenticeship for 6 years.

Staff - benefits

Records description

All records relating to the development and implementation of staff benefits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - consultation and feedback

Records description

All records relating to the management of staff consultation and feedback

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date consultation completed for 6 years.

Staff - disciplinary procedures

Records description

Case files relating to disciplinary matters

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Staff - disciplinary procedures

Records description

Casework: Disciplinary where the case results in dismissal

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - disciplinary procedures

Records description

Casework: Disciplinary where the case results in no case to answer

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from start of investigation until end of the investigation.

Staff - equal pay

Records description

All records relating to the implementation and management of Equal Pay

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Staff - grievance

Records description

Casework - Grievance procedure

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date grievance resolved for 6 years.

Staff - job analysis

Records description

All records relating to the evaluation of jobs

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date job evaluation completed for 6 years.

Staff - medicals and health screening

Records description

All records relating to employee eye tests

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from eye test carried out until until new eye test completed.

Notes Retain until new eye test completed

Staff - occupational health

Records description

Health Referral files

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of birth for 85 years.

Staff - occupational health

Records description

Health Surveillance forms

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of questionnaire for 40 years.

Staff - operational exercising/training

Records description

All records relating to the management of staff operational exercising/training

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date training completed for 3 years.

Staff - outplacement

Records description

All records relating to individuals who are made redundant

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from dob of the individual made redundant for 80 years.

Staff - outplacement

Records description

All records relating to staff transferred to other organisations (TUPE)

Contains personal information? Yes

Legal or business requirement? Legal

Legislation name

Transfer of Undertakings (Protection of Employment) Regulations 2006

Retain permanently? No

Retention Retain from date of transfer for 6 years.

Staff - overtime

Records description

All records relating to the management of staff overtime payments

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Staff - payroll

Records description

All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits Regulations 1995

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date event takes place for 6 years.

Staff - payroll

Records description

All records relating to Income Tax and National Health Insurance returns

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of the financial year to which records relate for 3 years.

Staff - payroll

Records description

All records relating to Inland Revenue approval

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Staff - payroll

Records description

All records relating to relocation claims

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of the financial year to which records relate for 3 years.

Staff - payroll

Records description

All records relating to the administration of parental leave where the child is disabled

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of birth of child for 18 years.

Staff - payroll

Records description

All records relating to the administration of parental leave where the child is not disabled

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of child for 6 years.

Staff - payroll

Records description

All records relating to the administration of Statutory Maternity Pay

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from tax year in which the maternity period ends for 3 years.

Staff - payroll

Records description

All records relating to the administration of Statutory Sick Pay

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from tax year to which the sick pay relates for 3 years.

Staff - pension scheme

Records description

All records relating to the monitoring of pension fund contributions (employer and employee)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - pension scheme

Records description

Bank details, pay details of the individual pensioners

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the last payment for 6 years.

Staff - pension scheme

Records description

Bulk transfer files

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the last contact with the scheme of the last pensioner/dependent for 100 years.

Staff - pension scheme

Records description

Files relating to individual members of the pension scheme (including dependents)

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of last contact with scheme until date of last contact applies to all dependents etc.100 years.

Staff - pension scheme

Records description

Finance and procurement: Financial services: Treasury and investments: Information relating to the administration of the pension fund on behalf of admitted bodies

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Staff - pension scheme

Records description

Monitoring of investments on behalf of the pension fund - monthly accounts

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - pension scheme

Records description

Pension fund contribution income - annual year spreadsheets

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records relate to for 1 year.

Staff - pension scheme

Records description

Pension fund Oracle reports

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - pension scheme

Records description

Records of former employers and Associations

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the last contact with the scheme of the last pensioner/dependent for 100 years.

Staff - pension scheme

Records description

Returns relating to members of staff transferring into the pension fund

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - procedures

Records description

All records relating to the management of staff procedures

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date procedure superseded for 3 years.

Staff - public holidays

Records description

All records relating to the publication of a policy on public holidays

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date the policy superseded for 3 years.

Staff - recognition

Records description

All records relating to schemes which recognise staff

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Staff - recognition

Records description

All records relating to the process of recommending employees for honours

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year of submission for 3 years.

Staff - recruitment process

Records description

All records relating to an individual's employment history - paid employment

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from termination for 6 years.

Staff - recruitment process

Records description

All records relating to an individual's employment history - voluntary service

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from termination for 6 years.

Staff - recruitment process

Records description

All records relating to the appointment of Statutory Officers

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Staff - recruitment process

Records description

All records relating to the creation, implementation and monitoring of the Council's induction programme

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Staff - recruitment process

Records description

All records relating to the development and implementation of terms and conditions of employment

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date terms and conditions expire for 6 years.

Staff - recruitment process

Records description

All records relating to the selection process for Statutory Officers

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of appointment for 5 years.

Staff - recruitment process

Records description

Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date check completed for 6 months.

Staff - recruitment

Records description

The selection of an individual for an established position

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from recruitment finalised for 1 year.

Staff - redeployment

Records description

All records relating to the publication of a policy on redeployment of staff (including additional training where appropriate) in situations where staff are displaced or faced with significant change to their job as a result of internal restructuring.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date the policy superseded for 3 years.

Staff - references

Records description

All records relating to the management of the provision of staff references

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of reference for 6 years.

Staff - risk management

Records description

Personal risk assessments relating to individuals returning to work

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date risk assessment expires for 3 years and 4 months.

Staff - training

Records description

All records relating to training concerning children

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date training completed for 40 years.

Staff - training

Records description

All records relating to training not concerning children

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date training completed for 3 years.

Staff - victimisation

Records description

All records relating to the development and implementation of a policy dealing with reports of victimisation in the workplace for council employees

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date policy is superseded for 6 years.

Staff - workplace bullying

Records description

Casework - Harassment

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date case resolved for 6 years.

Vetting of contract and supplier staff

Records description

All records relating to the checking/vetting of contract and supplier staff

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date check carried out for 6 years.

Equal opportunities advice

Records description

All records relating to the publication of equal opportunities policy and provision of advice/information on equal opportunities to employers and employees in the area

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

ICT SERVICES RETENTION SCHEDULE

Open data publication

Records description

All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from publication of data until data which is made available is disposed of.

Staff - telephone charges

Records description

All records relating to the management of a recharged telephone service to staff

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

ICT - business continuity

Records description

Business Continuity Plans including all records relating to the development of business continuity plans

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of plans until it is expected that these will be dynamic documents which are constantly updating.

ICT - data management

Records description

All records relating to the creation and implementation of security measures for information systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

ICT - hardware

Records description

All records relating to the maintenance of systems hardware

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from current system for 6 years.

ICT - help desk

Records description

All records relating to system fault reporting

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

ICT - help desk

Records description

All records relating to the management of systems help desk support

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

ICT - maintenance

Records description

All records relating to the maintenance and monitoring of ICT networks

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

ICT - manuals

Records description

All systems manuals relating to current information systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system commissioned until date system decommissioned.

ICT - networks

Records description

All records relating to the implementation and management of computer networks used by council officers.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date the system is superseded for 6 years.

ICT - peripherals

Records description

All records relating to the purchase and installation of peripheral ICT equipment

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from financial year records were created for 6 years.

ICT - resource management

Records description

All records relating to ICT resource management

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

ICT - security

Records description

All information relating to user profiles for information systems

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

ICT - security

Records description

All records relating to the creation and implementation of policy and procedures relating to information security

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

ICT - software

Records description

All records relating to software licenses for information systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system decommissioned for 6 years.

Open data publication

Records description

All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from publication of data until data which is made available is disposed of.

INSURANCE RETENTION SCHEDULE

Road spillages

Records description

All records relating to the management of road spillage incidents which do not involve an accident to a minor

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Road spillages

Records description

All records relating to the management of road spillage incidents which involve an accident to a minor

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of individual concerned for 21 years and 4 months.

Pavements - personal injury

Records description

All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain is not a minor at the time of the accident

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of report for 3 years and 4 months.

Pavements - personal injury

Records description

All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain where the individual is a minor at the time of the accident

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of individual for 21 years and 4 months.

Corporate - insurance

Records description

All records relating to Contractors' insurances

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date policy expires for 6 years.

Corporate - insurance

Records description

All records relating to insurance claims made against the Council by officers/third parties

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date claim settled for 6 years.

Corporate - insurance

Records description

All records relating to insurance claims made by the Council against third parties

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date claim settled for 6 years.

Corporate - insurance

Records description

All records relating to the payment of insurance premiums

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - insurance

Records description

All records relating to the registration of insurance claims

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Corporate - insurance

Records description

All records relating to valuations for insurance claims

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date insurance claim resolved for 6 years.

Corporate - insurance

Records description

Corporate Risk Register

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last entry in register for 6 years.

Corporate - insurance

Records description

Employer's Liability Insurance Policy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy expires for 40 years.

Corporate - insurance

Records description

Insurance Policies taken out by the Council

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date policy expires for 6 years.

LOCAL LAND CHARGES RETENTION SCHEDULE

Common land and village greens

Records description

All records relating to the management of common land

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Common land and village greens

Records description

Applications to register a piece of land as a village green

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Common land and village greens

Records description

Common Land or Village Green searches

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes 3 years is a minimum recommendation

Common land and village greens

Records description

Register of Common Land

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Common land and village greens

Records description

Register of Village Greens

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Land charges search

Records description

All records relating to land charge searches

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Land charges search

Records description

Land Charges Register

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Planning obligations

Records description

All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? Yes

Retention Permanent

LEGAL SERVICES RETENTION SCHEDULE

Legal - advice

Records description

All records relating to copyright and intellectual property rights

Contains personal information? No

Impact level Not protectively marked

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date intellectual property/copyright ends for 6 years.

Legal - advice

Records description

General legal advice relating to Social Services matters

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action for 3 years.

Notes Review at end of 3 years to ensure that a copy is on the Social Services copy of the file

Legal - advice

Records description

Legal advice given relating to requests by Police for disclosure of Social Services records

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action for 3 years.

Notes Review at end of 3 years

Legal - case management

Records description

All records relating to general common law issues

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from closure for 6 years.

Legal - case management

Records description

All records relating to investigations undertaken by Trading Standards

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years.

Legal - case management

Records description

All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the court order for 6 years.

Legal - case management

Records description

Case files relating to Criminal Injuries Compensation Authority Claims

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of birth of claimant for 85 years.

Notes Review at end of 85 years

Legal - case management

Records description

Case files relating to obtaining any legal order relating to a child [This period relates to the legal file not to the child's personal file.]

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of birth for 25 years.

Notes or last action + 7 years whichever is the longer

Legal - case management

Records description

Case files relating to redemption of Social Services Section 22 charges

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - case management

Records description

Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - case management

Records description

Foster parent records[This period relates to the legal file not to the personal file.]

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from approval terminated for 10 years.

Notes Review at end of 10 years

Legal - contracts

Records description

All records relating to actions founded on a simple contract

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the contract for 6 years.

Legal - contracts

Records description

All records relating to contracts founded on a speciality

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of case of action for 12 years.

Notes Review at end of 12 years - the period can be extended by virtue of Section 33

Legal - contracts

Records description

Case files relating to the receipt and preparation of contract documents

Contains personal information? No

Impact level Not protectively marked

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - contracts

Records description

Case files relating to the release of bonds

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - contracts

Records description

Company formation, contracts or similar matters

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from closure of company for 12 years.

Legal - judicial review

Records description

Case files relating to judicial review

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

All records relating to the disposal of information systems

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date system disposed of for 3 years.

Legal - land and property

Records description

All records relating to the disposal of publicly owned equipment

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of disposal of equipment for 6 years.

Legal - land and property

Records description

All records relating to the disposal of publicly owned land and property

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of disposal of property for 6 years.

Legal - land and property

Records description

Case files relating to Deed Of Release/Rectification/Variation By Client

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

Case files relating to grant of easement to the client

Contains personal information? Yes

Impact level Official

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

Case files relating to leases/tenancy agreements/licences to be granted to the client

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security Adjudications Act 1983)

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

Case files relating to licences for assignment/under-letting/ alterations relating to leases

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

Case files relating to redemption of staff mortgages (other than on sale or re-mortgage)

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

Case files relating to the redemption of mortgages(other than s22 charges) on sale or re-mortgage of property

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - land and property

Records description

Conveyancing - acting for purchaser

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Legal - land and property

Records description

Conveyancing - acting for vendor on sale of the whole of the title

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from completion of action for 12 years.

Legal - land and property

Records description

Conveyancing - acting for vendor who retains part of the title

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Legal - land and property

Records description

Loan Consents relating to loans made

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment on loan for 12 years.

Legal - litigation support

Records description

All records relating to the recovery of land

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of case of action for 12 years.

Notes Review at end of 12 years. The same period is prescribed for the recovery of money charged on land, e.g. by mortgage, or the proceeds of sale of land, e.g, under a trust for sale. Longer periods are provided for Crown Lands, the period being either 60 or 30 years. Claims by subjects to recover lands from the Crown are barred after the ordinary period of 12 years.

Legal - litigation support

Records description

Case files relating to injunction proceedings

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - litigation support

Records description

Case files relating to injunctions under the Town & Country Planning Acts

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - litigation support

Records description

Case files relating to Magistrate's Courts Proceedings

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Legal - litigation support

Records description

Case files relating to Magistrate's Courts Proceedings

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - litigation support

Records description

Case files relating to Magistrate's Courts Proceedings

Contains personal information? Yes

Impact level Official

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Legal - litigation support

Records description

Case files relating to the prosecution of breaches/review of community orders

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

LICENSING/ENVIRONMENTAL HEALTH RETENTION SCHEDULE

Disabled people - home adaptations and aids

Records description

All records relating to home adaptations and aids provided to disabled people

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of the equipment ceases for 6 years.

Disabled people - specialist equipment

Records description

All records relating to the provision of specialist equipment to disabled people where the client is not known to Social Services

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of the equipment ceases for 6 years.

Incontinence laundry service

Records description

All records relating to the provision of a laundry service for people suffering from incontinence

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Consent for cellars, pavement lights and ventilators under street

Records description

All records relating to consents granted for cellars, pavement lights and ventilators under street

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date consent expires for 6 years.

Leaflet distribution consent

Records description

All records relating to consent given for the distribution of leaflets

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date consent expires for 6 years.

Pig movement notification

Records description

All records relating to the notification of pig movements

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date pigs moved for 3 years.

Skip permits

Records description

All records relating to the management of skip permit of schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Disabled facilities grant

Records description

All records relating to disabled facilities' grants

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of grant for 6 years.

Support for tourism businesses

Records description

All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Occupational health services

Records description

Food Handling Questionnaires

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of questionnaire for 6 years.

Health and safety training

Records description

All records relating to the provision of food hygiene and occupational health and safety training courses for managers and staff of local businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date qualification expires for 6 years.

Safety of disused mines and tips

Records description

All assessments relating to the safety of disused mines and tips

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of assessment for 6 years.

Safety of disused mines and tips

Records description

All financial records relating to the payment for work carried out in relation to the safety of disused mines and tip and the reclamation of the money.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year payments made for 6 years.

Safety of disused mines and tips

Records description

All work orders relating to the work ordered to be carried out relating to the safety of disused mines and tips

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date work carried out for 6 years.

Food labelling

Records description

All records relating to monitoring of food labelling

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Illegal street trading

Records description

All records relating to the licensing and monitoring of street traders and street trading

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires or date of the resolution of enforcement action for 6 years.

Trader approval schemes

Records description

All records relating to the administration of trader approval schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from life of scheme for 6 years.

Weights and measures

Records description

All records relating to the monitoring and enforcement of weights and measures

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Acupuncturist registration

Records description

All records relating to the registration of acupuncturist

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Auction premises licence

Records description

All records relating to the provision of auction premises licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Caravan site licence

Records description

All records relating to the administration of caravan licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

House to house collection licence

Records description

All records relating to the administration of house to house collection licence schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Massage and special treatment licence

Records description

All records relating to the administration of massage and special treatment licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Massage and special treatments therapist registration

Records description

All records relating to the registration of special treatments therapists

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Moveable dwelling site licence

Records description

All records relating to the creation and management of moveable dwelling site licences

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of application or issue for 6 years.

Petrol vapour recovery regulation

Records description

All records relating to the regulation of petrol vapour recovery

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Radioactive materials storage and transport

Records description

All records relating to the storage and transport of radioactive materials

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Registering business premises

Records description

All records relating to the registration of business premises

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Animal inspection

Records description

All records relating to animal inspection

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Dog registration

Records description

All records relating to the administration of dog registration schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Environmental policy

Records description

All records relating to the development and implementation of environmental policy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy superseded for 40 years.

Landscape character assessment

Records description

All records relating to landscape character assessment

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of the assessment until date that the landscape is destroyed.

Waste reduction

Records description

All records relating to the development, implementation and monitoring of waste reduction programmes

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Countryside facilities

Records description

All records relating to the provision of information about the facilities available in the local countryside and how to enjoy them

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Countryside management

Records description

All records relating to the management of the countryside including nature conservation, access and informal recreation issues

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on individual projects for 6 years.

Notes 6 years is a minimum recommendation

Feed hygiene registration

Records description

All records relating to the administration of feed hygiene registration

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Forest and woodland management

Records description

All records relating to the management of woodland/forest on council owned land

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Grazing land

Records description

All records relating to the administration of grazing land including permits to graze

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Animal by-products enforcement

Records description

All records relating to enforcement action taken under the Animal By-Products (Enforcement) (England) Regulations 2013

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date enforcement action completed for 6 years.

Environmental health - out of hours emergencies

Records description

All records relating to environmental health out of hours emergencies

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Food poisoning and contamination

Records description

All records relating to the investigation of food poisoning and contamination incidents

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date investigation concluded for 6 years.

Food safety enforcement

Records description

All records relating to food safety enforcement actions

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date the enforcement action completed/life of the ban for 6 years.

Food safety inspections

Records description

All records relating to the management of food safety inspections

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Food safety inspections

Records description

Risk Assessments relating to food safety

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date created for 6 years.

Pest control

Records description

All records relating to the provision of pest control services

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Smoking ban

Records description

All records relating to the enforcement of the smoking ban

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Municipal funerals

Records description

All records relating to the provision of municipal funerals

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Air handling units

Records description

All records relating to the inspection and monitoring of air handling units

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of inspection for 3 years.

Air quality

Records description

All records relating to the measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Clean Air Act approval

Records description

All records relating to enforcement of compliance with the Clean Air Act

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Construction site pollution

Records description

All records relating to the monitoring of construction site pollution

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Contaminated land

Records description

All records relating to the maintenance of a register of contaminated land

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Contaminated land

Records description

Files relating to individual contractors responsible for managing waste site

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on contract for 12 years.

Contaminated land

Records description

Maintenance reports submitted by contractors relating to the kit and equipment on waste sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 1 year.

Contaminated land

Records description

Records relating to local authority controlled household recyclable sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from opening of the site until end of life of the site.

Contaminated land

Records description

Records relating to the licencing and environmental control of closed landfill sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from opening of site until end of life of the site.

Contaminated land

Records description

Reports made every 6 months during the life of the contract of waste management sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from contract award until end of contract.

Contaminated land

Records description

Site files relating to individual waste sites which may be managed by a number of different contractors over its life span

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of life of the site for 7 years.

Exhaust emission testing

Records description

All records relating to exhaust emission testing

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Hazardous substance control

Records description

All records relating to the monitoring of hazardous substances

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of monitoring for 40 years.

Notes 40 years is a minimum recommendation

Light pollution

Records description

All records dealing with reports of incidents of light pollution (non statutory)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from completion of enforcement action for 6 years.

Light pollution

Records description

All records dealing with reports of incidents of light pollution (statutory)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date building occupier vacates building for 6 years.

Noise pollution

Records description

All records relating to the administration of complaints about noise pollution where a statutory investigation has taken place

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date home occupier vacates property for 6 years.

Noise pollution

Records description

All records relating to the administration of complaints about noise pollution where the investigation is non statutory

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from end of investigation for 6 years.

Nuisances

Records description

All records relating to the monitoring and enforcement of justified complaint of non-statutory nuisance such as emissions of smoke, fumes or gases, dust, steam

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date investigation ends for 6 years.

Nuisances

Records description

All records relating to the monitoring and enforcement of justified complaint of statutory nuisance such as emissions of smoke, fumes or gases, dust, steam

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date occupier vacates building for 6 years.

Private water supply analysis

Records description

All records relating to the analysis of private water supplies

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of analysis for 6 years.

Notes 6 years is a minimum recommendation

Septic tanks and cesspits

Records description

All records relating to the emptying of cesspools and septic tanks

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Smoke control areas

Records description

All records relating to the monitoring of smoke control records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Water pollution

Records description

All records relating to the monitoring of water pollution

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Water quality monitoring

Records description

All records relating to monitoring water quality

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Composters

Records description

All records relating to the provision of composters

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Food waste recycling

Records description

All records relating to the implementation and monitoring of food waste recycling schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date scheme ends for 6 years.

Recycling advice

Records description

All records relating to the provision of general information about waste, recycling and so on

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Recycling bags and containers

Records description

All records to the provision of recycling bags and containers

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Recycling sites

Records description

All records relating to the provision and management of recycling collection sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of site ceases for 6 years.

Residential recycling collections

Records description

All records relating to residential recycling collections

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 3 years.

Abandoned shopping trolleys

Records description

All records relating to the removal of abandoned shopping trolleys

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Dog waste bins

Records description

All records relating to the provision of bins for the collection of dog waste in local public areas

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Litter bins

Records description

All records relating to the provision and maintenance of litter bins

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Litter removal

Records description

All records relating to the removal of litter from and the sweeping of the streets

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Street cleaning

Records description

All records relating to street cleaning

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Hazardous chemical (HAZCHEM) incidents

Records description

All records relating to the management of incidents involving hazardous chemicals to protect life and mitigate the effects on the environment

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of incident for 40 years.

Notes 40 years is a minimum recommendation

Taxi ranks

Records description

All records relating to the provision of designated taxi ranks at key areas within the authority boundaries

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of taxi rank ends for 6 years.

Landlord accreditation

Records description

All records relating to the administration of landlord accreditation schemes

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date accreditation ends for 3 years.

Homes in multiple occupancy licence

Records description

All records relating to the licensing of houses in multiple occupancy

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Houses in multiple occupation safety inspection

Records description

All records relating to safety inspections of houses in multiple occupation

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of inspection for 6 years.

Houses in multiple occupation safety inspection

Records description

All records relating to safety inspections of houses in multiple occupation

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of inspection for 6 years.

Facilities - noise

Records description

All records relating to the control of noise at work

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Camping and caravan sites

Records description

All records relating to the provision of camping and caravan facilities by local authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Club premises certificate

Records description

All records relating to the provision of club premises certificates

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date licence expires for 3 years.

Early morning restrictions orders

Records description

All records relating to the creation and management of Early morning restrictions orders

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date order expires for 6 years.

Greyhound racing track licence

Records description

All records relating to the administration of licences for greyhound tracks

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Personal alcohol and entertainment licence

Records description

All records relating to the administration of personal alcohol and entertainment licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sports ground safety certificate

Records description

All records relating to safety at sports grounds records

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Sports grounds licence

Records description

All records relating to the administration of licences for sports grounds

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Temporary event notice

Records description

All records relating to the administration of temporary event notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the event for 6 years.

Boarding animals licence

Records description

All records relating to the administration of boarding animals licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Dangerous animals licence

Records description

All records relating to the administration of dangerous animals licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Dog breeding licence

Records description

All records relating to the administration of dog breeding licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Performing animals licence

Records description

All records relating to the administration of licences for performing animals

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sheep and goat movement licence

Records description

All records relating to the administration of sheep and goat movement licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Zoo licence

Records description

All records relating to the administration of zoo licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Pet shop licence

Records description

All records relating to the administration of pet shop licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Accommodation certificates

Records description

All records relating to accommodation certificates

Contains personal information? No

Legal or business requirement? Legal

Legislation name

Limitation Act 1980 (Section 2)

Retain permanently? No

Retention Retain from date certificate expires for 6 years.

Building materials licence

Records description

All records relating to the administration of building materials licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Pollution control - Part A(2) and Part B processes

Records description

All records relating to the administration of permits for pollution control

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date permit expires for 6 years.

Scaffolding and hoarding licence

Records description

All records relating to the administration of scaffolding and hoarding licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Selective housing areas

Records description

All records relating to the designation and management of selective licensing areas

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date selecting licensing area expires for 6 years.

Food business registration

Records description

All records relating to the registration of food businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Food premises approval

Records description

All records relating to the approval of food premises

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of inspection for 6 years.

Food safety advice

Records description

All records relating to food safety advice

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Late night catering licence

Records description

All records relating to the administration of late night catering licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Street café licence

Records description

All records relating to the administration of street cafe licence scheme

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Club gaming permit

Records description

All records relating to the administration of Club Gaming Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Club machine permit

Records description

All records relating to the administration of Club Machine Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Family entertainment centre gaming machine permits

Records description

All records relating to the administration of Family Entertainment Centre Gaming Machine Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Gambling premises licence

Records description

All records relating to the administration of licences for gambling premises licence

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Gambling premises temporary use notices

Records description

All records relating to the administration of Gambling Premises Temporary Use Notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Licensed premises gaming machine permit

Records description

All records relating to the administration of Licensed Premises Gaming Machine Permits

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Lottery licence

Records description

All records relating to the administration of lottery licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Prize gaming permit

Records description

All records relating to the administration of Prize Gaming Permits

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Track betting licence

Records description

All records relating to the administration of licences for track betting

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Track gambling premises occasional use notices

Records description

All records relating to the administration of Track Gambling Premises Occasional Use Notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from expiry of licence for 6 years.

Explosives licence

Records description

All records relating to the administration of explosive licences schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Fireworks sales licence

Records description

All records relating to the administration of fireworks licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Petroleum storage licence

Records description

All records relating to the administration of petroleum storage licence schemes

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Poisons licence

Records description

All records relating to the registration of poisons licence

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence/registration expires for 6 years.

Cooling tower registration

Records description

All records relating to the registration of cooling towers

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Registration - motor salvage operator

Records description

All records relating to the registration of motor salvage operators (this will change to Scrap Metal Licence in October 2013)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Scrap metal site registration

Records description

All records relating to the registration of scrap metal sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Skip operator licence

Records description

All records relating to the management of skip operator licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Boatman's licence

Records description

All records relating to the administration of boatman's licence scheme

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Self drive boats licence

Records description

All records relating to the administration of self drive boats licence scheme

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Lifebelts

Records description

All records relating to the provision and maintenance of lifebelts for use by rivers and water ways

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Street works licence

Records description

All records relating to the management of street works licencing schemes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years

Dual drivers licence

Records description

All records relating to applications for and management of dual drivers licences

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Hackney carriage (taxi) drivers licence

Records description

All records relating to the administration of hackney carriage drivers licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Hackney carriage (taxi) licence

Records description

All records relating to the administration of hackney carriage licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Private hire drivers licence

Records description

All records relating to the administration of private hire drivers licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Private hire operators licence

Records description

All records relating to the administration of private hire operators licence schemes

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Private hire vehicle (minicab) licence

Records description

All records relating to the administration of private hire vehicle licence schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Taxi fare setting

Records description

All records relating to the setting the level of Hackney Carriage (taxi) fares for licensed taxis in the local authority area

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Voluntary sector transport licence

Records description

All records relating to the administration of voluntary sector transport licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Commercial clinical waste disposal

Records description

All records relating to the collection and safe disposal of clinical waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 40 years.

Commercial waste bins

Records description

All records relating to the provision of bins for the collection of trade waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Commercial waste collection

Records description

All records relating to the provision of a regular commercial trade waste collection from local businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Commercial waste disposal sites

Records description

All records relating to the publication of the location, opening times, terms and conditions of use and charges for the use of the commercial waste disposal sites

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Commercial waste special collections

Records description

All records relating to the special collection of commercial waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Commercial waste spillage

Records description

All records relating to the management of incidents concerning spillages of commercial waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Skip services

Records description

All records relating to the provision of council owned skips available for hire to residents and local businesses for waste disposal

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Hazardous waste collection

Records description

All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Clinical household waste

Records description

All records relating to the collection of clinical household waste

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Household waste accumulation

Records description

All records relating to the monitoring and enforcement of household waste accumulation

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of any enforcement action for 6 years.

Household waste assisted collection

Records description

All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Household waste collection

Records description

All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Household waste containers

Records description

All records relating to the provision of household waste containers

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Household waste disposal sites

Records description

All records relating to the provision of household waste disposal sites

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of waste disposal site ceases for 6 years.

Notes 6 years is a minimum recommendation

Household waste disposal sites

Records description

Waste site equipment records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Household waste disposal sites

Records description

Waste site inspections records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the inspection for 6 years.

Household waste disposal sites

Records description

Waste site permits records

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date permit expires for 6 years.

Residential waste spillages

Records description

All records relating to the management of residential waste spillages

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of spillage for 6 years.

Area waste strategy

Records description

All records relating to the development, implementation and monitoring of the Area Waste Plan

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from life of the plan for 3 years.

Refuse duty of care - enforcement

Records description

All records relating to the enforcement of the duty of care concerning the disposal of refuse

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Health and safety - prosecutions register

Records description

Health and safety - prosecutions register

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Regulation of dry cleaning premises

Records description

All records relating to the regulation of dry cleaning premises where contamination of land is involved

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Regulation of dry cleaning premises

Records description

All records relating to the regulation of dry cleaning premises where contamination of land is not involved

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Second hand goods licence

Records description

All records relating to the registration of second hand goods licence schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sex establishment licence

Records description

All records relating to the administration of licences for sex establishments

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Solvent emissions regulation

Records description

All records relating to the regulation of solvent emissions where contamination of land is involved

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Solvent emissions regulation

Records description

All records relating to the regulation of solvent emissions where contamination of land is not involved

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of an enforcement action for 6 years.

Street collection licence

Records description

All records relating to the administration of street licence collection schemes

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Sunday trading notification

Records description

All records relating to the registration of Sunday trading notification

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date registration expires for 3 years.

Tattooist, piercing and electrolysis registration

Records description

All records relating to the registration of tattooist, piercing and electrolysis

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date registration expires for 6 years.

Street trading licence

Records description

All records relating to the administration of Street Trading licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Litter removal

Records description

All records relating to the removal of litter from and the sweeping of the streets

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Environmental health placements

Records description

All records relating to the administration on environmental health placements

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

PLANNING RETENTION SCHEDULE

Water network extensions

Records description

All records relating to the undertaking of risk assessments of any planned extensions to the water network in the local area

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Sustainable development

Records description

All records relating to the provision and management of sustainable development

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Facilities - council offices

Records description

All records relating to the certification of buildings (listed and significant)

Contains personal information? No

Legal or business requirement? Legal

Legislation name

Building Control Performance Standards

Retain permanently? Yes

Retention Permanent

Facilities - council offices

Records description

All records relating to the certification of buildings (not listed buildings)

Contains personal information? No

Legal or business requirement? Legal

Legislation name

Building Control Performance Standards

Retain permanently? No

Retention Retain from date of completion of building for 15 years.

Facilities - council offices

Records description

All records relating to the completion of property valuations

Contains personal information? No

Legal or business requirement? Legal

Legislation name

HMRC - Compliance Handbook Manual CH15400

Retain permanently? No

Retention Retain from disposal of the property for 6 years.

Facilities - council offices

Records description

All records relating to the design and construction of buildings (listed buildings)

Contains personal information? No

Legal or business requirement? Legal

Legislation name

Building Control Performance Standards 2009

Retain permanently? Yes

Retention Permanent

Facilities - council offices

Records description

All records relating to the design and construction of buildings (not listed buildings)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of completion of building for 15 years.

Facilities - council offices

Records description

All records relating to the feasibility of the design and construction of buildings

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of final certificate of completion for 15 years.

Building control enforcement

Records description

All records relating to actions taken to enforce the Building Control Regulations

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of outcome of enforcement action for 6 years.

Notes 6 years is a minimum recommendation

Building control

Records description

All records relating to the creation and management of the Building Control Register

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? Yes

Retention Permanent

Building control

Records description

All records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from construction completed for 15 years.

Building control

Records description

All records relating to the process of approving building applications in relation to listed or other significant buildings

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Building control

Records description

All records relating to the process of inspecting building work for the purpose of insuring compliance

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from issue of final certificate of inspection for 10 years.

Advertisement control

Records description

All records relating to planning permission for certain types of advertisements and advertisements in specified areas

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Business planning applications

Records description

All records relating to the management of the planning applications system

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Community infrastructure levy (CIL)

Records description

All records relating to the creation and implementation of the Community Infrastructure Levy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Conservation area tree works notification

Records description

All records relating to conservation area tree works notification

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Development control enforcement

Records description

All records relating to the enforcement of development control

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of the resolution of any enforcement action for 6 years.

Notes 6 years is a minimum recommendation

Development control enforcement

Records description

Case files relating to Breach Of Condition Notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Development control enforcement

Records description

Case files relating to planning contravention Notices

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Development control

Records description

All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule)

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes 6 years is a minimum recommendation

Discharge of planning conditions

Records description

All records relating to the discharge of planning conditions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Environmental Impact Assessment screening

Records description

All records relating to Environmental Impact Assessment screening

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of assessment for 15 years.

Lawful Development Certificate existing use

Records description

All records relating to the creation and implementation of Certificates of Lawful Use or Development

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Lawful Development Certificate proposed use

Records description

All records relating to applications for and management of Certificates of Lawful Use or Development for proposed use (CLOPUD)

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Local development order

Records description

All records relating to the creation and management of Local Development Orders

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Neighbourhood development order

Records description

All records relating to the creation and implementation of Neighbourhood Development Orders

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Outline planning consent

Records description

All records relating to applications for and management of outline planning consents

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 15 years.

Planning area search

Records description

All records relating to planning area searches

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Planning consultation

Records description

All records relating to the management of public enquiries related to planning issues

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Planning consultation

Records description

All records relating to the planning consultation process

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 15 years.

Planning decision notices

Records description

All records relating to the creation and publication of formal planning decision notices

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Planning non-material amendments

Records description

All records relating to planning non-material amendments

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of amendment for 15 years.

Planning obligations

Records description

All records relating to the monitoring of building and landscape design

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date development planned until development ceases to exist.

Planning pre-application advice

Records description

All records relating to planning pre-application advice

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 15 years.

Planning reserved matters

Records description

All records relating to applications for and management of planning applications for approval of reserved matters

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 15 years.

Prior notification of development

Records description

All records relating to applications for and management of prior notifications of development

Contains personal information? No

Legal or business requirement? Legal

Legislation name

Limitation Act 1980 (Section 2)

Retain permanently? No

Retention Retain from date of notification + 6 years then review for 6 years.

Removal/variation of planning conditions

Records description

All records relating to the removal/variation of planning conditions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Residential planning applications

Records description

All records relating to the management of the planning applications system

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Self-build and custom build register

Records description

All records relating to the creation, management and publication of the Self Build and Custom House Building Register

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Self-build and custom build register

Records description

Self Build and Custom House Building Register

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Building and landscape design

Records description

Case files relating to Section 106 agreements under the Town and Country Planning Act 1990

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from close of case for 6 years.

Notes Review at end of 6 years

Conservation areas

Records description

All records relating to the maintenance of specific sites and monuments

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Conservation areas

Records description

All records relating to the management of conservation areas

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Land use proposals

Records description

All records relating to the creation and implementation of land use proposals

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date proposals superseded for 6 years.

Local Development Framework

Records description

All records relating to the creation and implementation of a Local Development Framework

Contains personal information? No

Legal or business requirement? Legal

Legislation name

Limitation Act 1980 (Section 2)

Retain permanently? No

Retention Retain from date framework expires for 6 years.

Local plans

Records description

All records relating to the creation, implementation and management of the local plan

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date plan expires for 6 years.

Minerals local plan

Records description

All records relating to the creation, implementation and monitoring of the Minerals Local Plan

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date plan expires for 6 years.

Neighbourhood development plan

Records description

All records relating to the development and implementation of neighbourhood development plans

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Statutory development plans

Records description

All records relating to the creation and implementation of statutory development plans

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date plan superseded for 6 years.

Transport policy

Records description

All records relating to the creation of a Transport Strategy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date strategy adopted for 15 years.

Transport policy

Records description

All records relating to the creation, implementation and monitoring of transport policy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy expires for 3 years.

Waste local plan

Records description

All records relating to the development, implementation and monitoring of a Waste Local Plan

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date plan expires for 10 years.

Allotments

Records description

All records relating to the allocation and management of allotments

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date the rental of the allotment expires for 6 years.

Conservation advice

Records description

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

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Dangerous structures

Records description

All records relating to the management of dangerous structures

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Demolition control

Records description

All records relating to demolition control

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Demolition enforcement

Records description

All records relating to demolition enforcement

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of any enforcement action for 6 years.

Demolitions - property assessment

Records description

All records relating to the review and assessment of housing conditions in the area to help determine which properties are unfit for occupancy or are abandoned

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of assessment for 6 years.

Listed buildings

Records description

All records relating to listed buildings

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Permanent

Land Use Policies

Records description

Policies regarding existing and future land use and the development of local development plans, neighborhood plans.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive when plan superseded.

Consultation Activity

Records description

Activities associated with the preparation of local development plans and other planning policy documents

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after 3 years.

Site Information

Records description

Information about historical buildings, monuments and ecology at a specific site

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after activity concluded.

Technical Evidence

Records description

Technical evidence to support the development of planning policies.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after activity concluded.

Preparation and Planning

Records description

Preparation of Local Development Orders and Article 4 Directions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after activity concluded.

Response Process

Records description

The process of receiving, considering and responding to enquiries and planning application consultations

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Destroy 15 years after decision.

Managing Development

Records description

Managing development through applications made under the Town and Country Planning Acts.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after application determined.

Maintaining Open Spaces

Records description

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

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after activity has concluded.

Alleged Breaches

Records description

The process of investigating alleged breaches of planning control.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy file notes, officer reports or notices. Other documents destroy after 3 years.

Building Regulation Applications

Records description

The process of receiving, considering and responding to enquiries and the approval or rejection of Building Regulation applications and the issue of completion certificates.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after application determined.

Contravention of Building Regulation

Records description

The process of investigating contravention of the Building Regulations and enforcement action.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy file notes, officer reports or notices. Other documents destroy after 3 years.

Administering Covenants

Records description

The process of administering the covenants contained in the property transfer documents

Contains personal information? No

Legal or business requirement? Business

Retain permanently? Yes

Retention Never destroy, archive after application determined.

PLAYHOUSE RETENTION SCHEDULE

Child performance licences

Records description

All records relating to the allocation of child performance licences

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of birth of the child for 25 years.

Premises alcohol and entertainment licence

Records description

All records relating to the administration of the licences for premises which sell alcohol and provide regulated entertainment

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Stage hypnotism licence

Records description

All records relating to the administration of licences for stage hypnotism

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Children's certificate

Service 1069

Records description

All records relating to the administration of Children's Certificate scheme

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date licence expires for 3 years.

Ticketing CRM

Records description

All records relating to the customers live bookings or membership, to market future events.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain until customer opts out

Theatrical Presentation Agreements

Records description

To enable Harlow Playhouse to keep contact with providing Partners.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 5 years

Theatrical Hire Agreements

Records description

To enable Harlow Playhouse to keep contact with providing Partners.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 5 years

Productions Services Agreements

Records description

To enable Harlow Playhouse to keep contact with providing Partners.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 5 years

CCTV

Records description

Prevention of Crime and Disorder, assisting with the apprehension lawful detention and prosecution of an offender

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 28 days - unless required under direction of the law to retain for longer

Contractors

Records description

To enable Harlow Playhouse to keep contact with providing Partners.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention

Child Employment Licences

Records description

As a requirement under the Children in Entertainment Regulations 2015

Contains personal information?

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 1 year after final performance

SIA Licences

Records description

To ensure compliance with the Private Security Act 2001

Contains personal information?

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 3 years

Incident Reports

Records description

Prevention of Crime and Disorder, assisting with the apprehension lawful detention and prosecution of an offender

Contains personal information?

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 2 years - unless required under direction of the law to retain for longer

Grand Rights and Royalty Agreements

Records description

To enable Harlow Playhouse to keep contact with providing Partners.

Contains personal information?

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 5 years

Hate Crime Incident Reporting Centre Logs

Records description

As part of our community responsibility as a HIRC to provide Essex Police with the Data

Contains personal information?

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 2 months - unless required under direction of the law to retain for longer

Behave or Be Banned

Records description

As Part of our membership to the BOB Scheme a condition of our premises Licence

Contains personal information?

Legal or business requirement? Legal

Retain permanently? No

Retention Retain under direction of Essex Police

Academy Registration Forms

Records description

To enable students to enroll on the course and share potential safety risk from underlying medical conditions, to keep the students informed on Academy updates and to market courses to the students.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain for 1 year

Volunteer Usher Information

Records description

To enable communication with the volunteer and make contact with next of kin in an emergency

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain until the Usher leaves

POLICY AND PERFORMANCE RETENTION SCHEDULE

Performance measurement and reporting

Records description

All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 5 years.

Notes 5 years is a minimum recommendation

Policy - retention schedules

Records description

All records relating to the development and implementation of information surveys (or information audits)

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date information survey expires for 3 years.

PROCUREMENT RETENTION SCHEDULE

Procurement - contracts lists

Records description

All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Procurement - contracts management

Records description

All records relating to successful tenders

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from award of contract.

Procurement - contracts management

Records description

All records relating to the creation and monitoring of service level agreements

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date service agreement expires for 6 years.

Procurement - contracts management

Records description

All records relating to the management of contracts for goods and services where the contract is under seal

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the contract for 12 years.

Procurement - contracts management

Records description

All records relating to the management of contracts for goods and services where the contract is under signature

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the contract for 6 years.

Procurement - contracts management

Records description

All records relating to unsuccessful tenders

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date contract awarded for 6 months.

Procurement policy

Records description

All records relating to the development and implementation of procurement policy

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date policy expires for 6 years.

Procurement - contracts management

Records description

All records relating to evaluation criteria used to evaluate a contract

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date contract awarded for 6 months.

Procurement - contracts management

Records description

All records relating to prequalification questionnaires

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Corporate - purchasing

Records description

All records relating to procurement advice

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

PROPERTY AND FACILITIES RETENTION SCHEDULE

Conference, hall and meeting room hire

Records description

All records (except financial) relating to the booking of conference halls and meeting rooms available for hire from the local authority

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Conference, hall and meeting room hire

Records description

Financial records relating to the booking of conference halls and meeting rooms available for hire from the local authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Burglar alarm keyholder registration

Records description

All records relating to the registration of keyholder details with the council in order to ensure that there is a keyholder who can be contacted if the alarm is causing a noise nuisance.

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of registration until keyholder replaced.

Complaints procedure

Records description

All records relating to complaints referred to the Local Government Ombudsman

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date complaint resolved for 10 years.

Civic buildings

Records description

Information about the location and opening hours of council offices. May also include information about public meetings and the availability of civic officials for queries.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Facilities - reception

Records description

All records relating to the management of reception facilities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Facilities - management

Records description

All records relating to the provision of security in local authority buildings

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Facilities - staff/visitor car parking

Records description

All records relating to the provision and maintenance of all car parking facilities attached to Council buildings

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Facilities - energy and fuel

Records description

Display Energy Certificates

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date created for 7 years.

Facilities - reactive repairs

Records description

All records relating to unplanned repairs to premises or facilities equipment

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date repairs completed for 6 years.

Facilities - water

Records description

All records relating to the provision and maintenance of water supplies in council offices.

Contains personal information? No

Legal or business requirement? Legal

Legislation name

Retain permanently? No

Retention Retain from creation of records for 6 years.

Facilities - air handling units

Records description

All records relating to the management on air handling units in properties owned by the Council

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Facilities - equipment

Records description

All records relating to the management of equipment used by the facilities function

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Facilities - council offices

Records description

All records relating to the provision of facilities for staff

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date use of the facility ceases for 6 years.

Facilities - printing and copying

Records description

All records relating to the provision of printing and copying services to staff

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Facilities - internal mail

Records description

All records relating to the management of internal mail facilities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 3 years.

Accessibility - local facilities

Records description

All records relating to accessibility of buildings owned by public authorities

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Accessibility - local facilities

Records description

All records relating to information on the accessibility of various facilities

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from publication of information until this will be a dynamic document, constantly updating.

Property register

Records description

All records relating to the registration of publicly owned land and property

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date land acquired until public ownership of the land ceases.

Council car parks

Records description

All records relating to the development, implementation and management of car parks which are owned and run by the local authority

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Council car parks

Records description

List of car parks owned and run by the local authority , their locations and tariffs.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Disabled people - parking bays

Records description

All records relating to the provision of designated parking bay areas may be provided for registered disabled drivers

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Lorry parking

Records description

All records relating to the provision of parking areas for heavy goods vehicles

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from creation of records for 6 years.

Pavement parking

Records description

All records relating to the monitoring of pavement parking

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of enforcement action for 6 years.

Street parking enforcement

Records description

All records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business continuity advice

Records description

All records relating to the provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created + 3 years

REGENERATION RETENTION SCHEDULE

Business sponsorship opportunities

Records description

All records relating to business sponsorship offered to individual councils

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of sponsorship for 6 years.

Business awards

Records description

All records relating to the creation and management of business awards

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Business grants

Records description

All records relating to the provision of business grants to new businesses, existing businesses who want to grow or businesses who want to move to the local area.

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of last payment of the grant for 6 years.

Local economic development

Records description

All records relating to the management of local economic development

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Regeneration projects

Records description

All records relating to the management of regeneration projects

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from last action on the project for 12 years.

Voluntary property acquisition

Records description

All records relating to the voluntary acquisition of property

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date property acquired until ownership of the property ends.

Compulsory property acquisition

Records description

All records relating to compulsory purchase orders

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of purchase until date ownership of the land ceases.

Compulsory property acquisition

Records description

All records relating to the compulsory acquisition of property

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date of acquisition until ownership of property ends.

European and other funding

Records description

Lottery Funding - Purchase of buildings / land on a freehold basis

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from purchase for 80 years.

European and other funding

Records description

Lottery Funding - Purchase of leasehold buildings / land

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from purchase for 80 years.

Notes

Either: Unexpired period of the lease; or 80 years; whichever of the above is the shorter.

European and other funding

Records description

Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from closure for 5 years.

European and other funding

Records description

Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from closure for 10 years.

European and other funding

Records description

Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from closure for 15 years.

European and other funding

Records description

Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from closure for 20 years.

European and other funding

Records description

Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from closure for 40 years.

Firework safety advice

Records description

All records relating to the provision of guidance leaflets and materials for organisers of firework displays for the public, retailers selling fireworks, schools and the media, including the firework safety code

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 3 years.

Notes It is expected that these will be dynamic documents constantly changing otherwise year records created + 3 years

Farmers markets

Records description

All records relating to the provision of information about Farmers' Markets

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from publication of information until this will be a dynamic document, constantly updating.

Local markets

Records description

Information on the locations, opening times and facilities of permanent or temporary markets within the local authority area. Also includes information for prospective and existing stallholders.

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 1 year.

Notes

It is anticipated that these will be a dynamic source of information which changes if not then year records created + 1 year

Market event licence

Records description

All records relating to the administration of market event licences

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from date licence expires for 6 years.

Market stall rental

Records description

All records relating to the rental of market stalls

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

REVENUES AND BENEFITS/COUNCIL TAX RETENTION SCHEDULE

Debt counselling

Records description

All records relating to the provision of debt counselling services to citizens

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Going into hospital

Records description

Notifications of people claiming benefits who are admitted to hospital must notify the local authority that deals with their claims for housing and council tax benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing benefit appeals

Records description

All records relating to the management of housing benefit appeals

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date appeal resolved for 6 years.

Housing benefit backdated claims

Records description

All records relating to back dated claims for housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date claim resolved for 6 years.

Housing benefit current claim

Records description

All records relating to current claims for housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing benefit new claim

Records description

All records relating to new claims for housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Housing benefit overpayments

Records description

All records relating to the overpayment of housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date overpayment resolved for 6 years.

Housing benefit renewal

Records description

All records relating to the renewal of housing benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of renewal for 6 years.

Council tax benefit appeals

Records description

All records relating to council tax benefit appeals

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date appeal resolved for 6 years.

Council tax benefit backdated claims

Records description

All records relating to council tax benefit back claims

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action for 6 years.

Council tax benefit current claim

Records description

All records relating to current claims for council tax benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from last action on the claim for 6 years.

Council tax benefit new claim

Records description

All records relating to new claims for council tax benefit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Council tax benefit overpayments

Records description

All records relating to the overpayment of council tax benefits

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date overpayment resolved for 6 years.

Council tax benefit renewal

Records description

All records relating to the renewal of council tax benefits

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Local crisis payment

Records description

All records relating to local crisis payments

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from financial year payment made for 6 years.

Universal credit

Records description

All records relating to applications for and management of universal credit

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from creation of records for 6 years.

Business rate relief

Records description

All records relating to reduction in business rates to business owners

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business rate supplement

Records description

All records relating to the implementation and management of a business rate supplement

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business rates annual notification

Records description

All records relating to the provision of the business rates annual notification to businesses

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Business rates account enquiries

Records description

All records relating to enquiries about business rates accounts

Contains personal information? No

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.

Council tax account enquiries

Records description

All records relating to enquiries about council tax accounts

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax annual notification

Records description

All records relating to the Council tax annual notification

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax appeals

Records description

All records relating to Council Tax Appeals

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date appeal completed for 6 years.

Council tax band reductions

Records description

All records relating to council tax band reductions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax discount

Records description

All records relating to discounts made to council tax

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Council tax exemptions

Records description

All records relating to council tax exemptions

Contains personal information? No

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Notes [All records may need to be kept from 1st April 1993]

Discretionary Housing Payment

Records description

All records relating to discretionary housing payments

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of payment for 6 years.

Local Housing Allowance

Records description

All records relating to the provision of Local Housing Allowance schemes

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from date of decision for 14 months.

Private tenants rent assistance

Records description

All records relating to rent assistance offered to private tenants

Contains personal information? Yes

Legal or business requirement? Business

Retain permanently? No

Retention Retain from year records created for 6 years.

Benefits advice and assessment

Records description

All records relating to the work of benefit advisors who offer benefit assessment and provide advice about entitlement to welfare benefits to individuals in receipt of benefit or claiming benefit.

Contains personal information? Yes

Legal or business requirement? Legal

Retain permanently? No

Retention Retain from year records created for 6 years.