

Mansfield District Council

Records and Retention Policy

August 2017



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INTRODUCTION

For the authority to meet its statutory responsibilities there is a need for efficient and effective records management. Records are the basic tool of the authority's administration. They provide information for planning and decision making and they are the foundation of the authority's accountability.

Records retention and disposal are subject to direct legal requirements. This Policy contains guidelines ensuring compliance with legal, fiscal and good practice requirements for records retention.

This Policy does not contain a section for each department as many of the records created will be the same. For example Community Safety will have records relating to prosecutions, as will Legal, and therefore it is important the Policy is looked at as a whole.

Scope

This Policy provides retention and disposal timeframes for records (including paper, electronic, microform, audio-visual etc.) commonly created and maintained by Mansfield District Council to support administrative, legal and fiscal activities, according to UK legislation and best practice guidelines.

Objectives

The standard:

- Define minimum record retention periods
- Identify records that are to be kept indefinitely
- Ensure that the premature destruction of records that need to be retained for a specified period for either legal, financial and other requirements of public administration does not happen
- Provides a consistent method for destroying out of date records
- Provides consistent Records Management standards for the Authority.

Review

The Director of Governance and Monitoring Officer will review the schedule every year as changes in working practices or legislation require it. The Legal Department will be responsible for coordinating reviews and issuing updates accordingly.

Procedural Requirements

Any decision to retain or dispose of a document should be taken in accordance with this policy.

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

In the event that a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal.

Role of Directors

Responsibility for determining whether to retain or dispose of specific documents rests with the Director, in respect of those documents that properly fall within the remit or control of their Service.

The rationale for this is that it is reasonable to both assume and expect that each Director should be broadly conversant with the types of documents received, generated and stored by their Service.

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

Directors may delegate the operational aspects of this function to one or more senior officers within their Service Area. However, in doing so they should ensure that any such Officer is fully conversant with this Policy and is also familiar with the operational requirements of the Service in relation to document retention/disposal.

Role of the Legal Team

The Legal Team 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 Director.

The Legal Team will be available to provide Directors with advice and guidance on effective records management practices.

Data Protection Act / General Data Protection Regulations (GDPR)

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

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

Record Disposal

Once it has been determined that a document or record is no longer required, disposal must be in accordance with the one of the following procedures:

- Confidential waste – making use of the confidential bin service within the council offices.
- Non-Confidential waste – making use of the general bin service within the council offices.
- Physical destruction on site (e.g. paper records - shredding)
- Deletion – where computer files are concerned – includes email
- Migration of document to external body

The following considerations should be taken into account when selecting any method of disposal:

- Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties, and render the Council liable to prosecution or other enforcement action under the Data Protection Act / GDPR. Such documents should be destroyed on site (e.g. by shredding) or placed in the Confidential Waste bins.

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

If a large scale disposal is taking place, the disposal should be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal, to ensure the officers are able to understand what stage has been reached during that process. Routine disposal in accordance with the Policy do not require a record to be kept.

Key Disposal/Retention Considerations

No document should be earmarked for disposal unless due regard has first been given to the Key Disposal/Retention considerations detailed below:

➤ **Retention required to fulfil Statutory or other Regulatory requirements?**

There is little legislation that provides mandatory retention periods in local government. The legislation that does impose minimum retention periods, directly or indirectly are as follows:

- **Tax Legislation:** Minimum retention period for certain financial records are imposed by statutes such as the VAT Act 1994, and the Taxes Management Act 1970. These retention periods are identified in the retention schedules.
- **Statutory Registers:** Various local government statutes require registers to be kept of certain events, notifications, or transactions. It is implicit within such legislative requirement that these records be maintained on a permanent basis, unless the legislation concerned stipulates otherwise.
- **The Audit Commission Act 1998:** This provides auditors with a right of access to every document relating to the Council that appears necessary for the purposes of carrying out the auditor’s functions

under the Act.

- **The Local Government Act 1972, S.225:** Any document deposited with “the proper officer” of the Council in accordance with Statute should be retained permanently. (This is analogous to the position re Registers, above).
- **Part VA of the Local Government Act 1972:** This governs public access to certain documents relating to Council and Committee meetings. Certain documents that form part of the public part of the agenda are required to be available for inspection by members of the public.

➤ **Is retention required to evidence events in the case of dispute?**

The Council may be involved in disputes with third parties. Such disputes, if not satisfactorily resolved, can result in the dissatisfied party bringing legal proceedings against the Council. On the other hand, the Council may wish to institute legal proceedings against an individual or organisation e.g. to recover an unpaid debt, or in respect of faulty workmanship. Where a dispute arises, or litigation has been commenced it is important that the Council has access to all correspondence and other documentation that is relevant to the matter. Without such, there is the danger that the Council’s position will be compromised.

The six-year retention period and risk assessment: The majority of potential legal claims are statute barred on the expiry of 6 years. For this reason it is common for organisations to retain files/records for a period of 6 years from the date when the subject matter was completed.

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

➤ **Is retention required to meet the operational needs of the service?**

In some cases retention may be desirable even though no minimum retention period applies or has expired. Directors should be open to the danger of discarding documents or records that might be useful for future reference purposes, as precedents, or for performance management.

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

It is possible that some documents currently in Council storage may be of historic interest and/or even have some monetary value. If it is suspected that the document falls within this description, appropriate enquires should always be made before taking any further action. The Legal Department should be contacted for advice and guidance in the first instance.

1. ALL STAFF – CORPORATE PLANNING & REPORTING							
Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
	Management and Administration						
	The corporate planning and reporting activities of local authorities	Corporate Plans Strategy plans Business Plans Annual Reports Chief Executive		6 years	Limitation Act 1980	OFFICIAL	
	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Management Team Minutes		1 year from the date of the meeting	ESD Local Government Record Retention	OFFICIAL	
	The process of preparing business for cross departmental consideration & making the record of discussion, debate and resolutions			1 year from the date of the meeting	ESD Local Government Record Retention	OFFICIAL	
	The process of preparing business for Unit/Team consideration and making the record of			1 year from the date of the meeting	ESD Local Government Record Retention	OFFICIAL	

	discussion, debate and resolutions						
	Statutory Returns						
	The process of preparing information to be passed on to central government as part of statutory requirements	Reports to central government		current year plus 6 years	HMRC Compliance Handbook Manual CH15400	OFFICIAL	
	Policy, Procedures Strategy and Structure						
	Activities that develop policies, procedures, strategies and structures for the local authorities	Policy, procedure, precedent, instructions Organisation charts Records relating to policy implementation and development Asset management plan Community strategy Community plan Community safety plan		6 years from the date of the meeting/ decision	Local Authorities (Executive Arrangements) (Meeting and Access to Information)(England) 2012	OFFICIAL	
	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines			Destroy 6 years from closure		OFFICIAL	

	Public Consultation						
	The process of consulting the public and staff in the development of significant policies of the local authority			Destroy 6 years from date created	ESD Local Government Record Retention	OFFICIAL	
	The process of consulting the public and staff in the development of minor policies of the local authority			Destroy 1 year from closure	ESD Local Government Record Retention	OFFICIAL	
	Contracts and Tendering Pre Contract Advice						
	Process of calling for expressions of interest	Expressions of Interest		Destroy 7 years after contract let or not proceeded with		OFFICIAL	
	Specification and Contract Development						
	The process involved in the development and specification of a contract	Tender specification Note: For project files containing drafts leading to a final version these records		<u>Ordinary Contracts</u> Destroy 6 years after the terms of	Limitation Act 1980	OFFICIAL	

		can be destroyed		contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired			
	Evaluation of Tender						
	Summary tender evaluation tender	Evaluation criteria		<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980	OFFICIAL	
	Tender document						
	Successful tender document	Tender Documents Quotations		<u>Ordinary Contracts</u> Destroy 6 years after the terms of	Limitation Act 1980	OFFICIAL - SENSITIVE	

				contract have expired <u>Contract Under Seal</u> Destroy 12 years after the terms of contract have expired			
	Unsuccessful tender document	Tender documents Quotations		<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contract Under Seal</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Post Tender Negotiation						
	The process in negotiation of a contract after a preferred tender is selected	Clarification of contract Post tender negotiation minutes		Destroy 1 year after the terms of contract have expired		OFFICIAL - SENSITIVE	

	Awarding of contract						
	The process awarding of contract	Signed contract		<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts under Seal</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980	OFFICIAL	
	Contract Management						
	Contract operation and monitoring	Service Level Agreements Compliance Reports Performance Reports		Destroy 2 years after the terms of contract have expired		OFFICIAL - SENSITIVE	
	Management and amendment of contract	Minutes and papers of meetings <u>Ordinary Contracts</u> Changes to requirements Variation forms Extension of contract		Destroy 6 years after the terms of contract have expired	Limitation Act 1980	OFFICIAL - SENSITIVE	

		Complaints Disputes on payment <u>Contracts Under Seal</u>		Destroy 12 years after the terms of contract have expired			
	Asset Registers						
	Assets/equipment registers/records – documenting the assets, equipment, furniture, etc			6 years after asset is disposed of	National Archive (10) Central Expenditure Records HMRC Compliance Handbook CH15400	OFFICIAL	
	Miscellaneous						
	Maintenance manuals			Destroy after admin use is concluded		OFFICIAL	
	Standing instructions			Destroy after admin use is concluded		OFFICIAL	
	Client Project Board Minutes and Papers						
	Agendas Minutes			Destroy 6 years after admin use is concluded	Local Authorities (Executive Arrangement s) (Meetings and access to	OFFICIAL	

					information) (England) Regulation 2012		
	Tender and evaluation board papers			Destroy - 6 years after admin use is concluded		OFFICIAL	
	Claim and arbitration files			6 years after settlement	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Externally Funded Schemes						
	Schemes that have been funded from external sources e.g. ERDF			Permanent, destroy with permission of GOEM European Secretariat		OFFICIAL - SENSITIVE	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
2. ARCHITECTURAL							
	Plans, Inspections and Associated Architectural Services						
	Master copy			Destroy 12 years after property is disposed of		OFFICIAL	
	Structural engineering			Destroy 12 years after property is disposed of		OFFICIAL	
	Mechanical and electrical engineering			Destroy 12 years after property is disposed of		OFFICIAL	
	Drainage services			Destroy 12 years after property is disposed of		OFFICIAL - SENSITIVE	
	Building condition surveys			Destroy 12 years after property is disposed of		OFFICIAL - SENSITIVE	
	Quadrennial inspections			Destroy 12 years after property is		OFFICIAL	

				disposed of			
	Fire precautions & services			Destroy 12 years after property is disposed of		OFFICIAL	
	Timber structures			Destroy 12 years after property is disposed of		OFFICIAL	
	Archaeological features			Destroy 12 years after property is disposed of		OFFICIAL	
	Financial & Accounting			Destroy 12 years after property is disposed of		OFFICIAL	
	Asbestos inspections			Destroy 12 years after property is disposed of		OFFICIAL - SENSITIVE	
	Conservation (Historic & Listed Buildings)			Destroy 12 years after property is disposed of		OFFICIAL	
	Other specialist reports not referred to above			Destroy 12 years after property is disposed of		OFFICIAL	

	Buildings Records, Maps, Plans, & Drawings Site surveys			Destroy 12 years after property is disposed of		OFFICIAL	
	Measured surveys			Destroy 12 years after property is disposed of		OFFICIAL	
	Archaeological records			Destroy 12 years after property is disposed of		OFFICIAL	
	Design drawings			Destroy 12 years after property is disposed of		OFFICIAL	
	Perspective drawings			Destroy 12 years after property is disposed of		OFFICIAL	
	Working copies of above			Destroy 12 years after property is disposed of		OFFICIAL - SENSITIVE	
	Consultants and contractors drawings and associated records			Destroy 12 years after property is disposed of		OFFICIAL - SENSITIVE	
	'As built' or 'as			Destroy 12 years after		OFFICIAL	

	installed' drawings			property is disposed of			
	Presentation records, include drawings, photographs, models, etc			Destroy 12 years after property is disposed of		OFFICIAL	
	Competitive drawings			Destroy 12 years after property is disposed of		OFFICIAL	
	Feasibility studies, preliminary designs & other proposals not implemented			Destroy 12 years after property is disposed of		OFFICIAL	
	Computer Aided Design (CAD) records			Destroy 12 years after property is disposed of		OFFICIAL	
	Maintenance schedules			Destroy 12 years after property is disposed of		OFFICIAL	
	Maintenance diaries or logs			Destroy 12 years after property is disposed of		OFFICIAL	
	Installation surveys (plant & services)			Destroy 12 years after property is		OFFICIAL	

				disposed of			
	Incident reports			Review 5 years after action or if a claim is made, 6 years after claim settled		OFFICIAL	
	Maintenance programme			Destroy 12 years after admin use is concluded		OFFICIAL	
	Maintenance and operational manuals			When equipment disposed of destroy or transfer to new owner		OFFICIAL	
	Health and safety inspection reports			Review 12 years after admin use is concluded		OFFICIAL - SENSITIVE	
	Plant and equipment condition surveys			Destroy 12 years after admin use is concluded		OFFICIAL	
	Maintenance contracts and related correspondence			Destroy 12 years after admin use is concluded		OFFICIAL	

	Meetings with Contractors						
	Agenda, minutes etc, record set Agenda, minutes etc, other copies			Destroy 6 years after contract is concluded		OFFICIAL	
	Forward maintenance registers (FMR)			Destroy 12 years after admin use		OFFICIAL	
	Asbestos registers (S1 1992, No 3068)			Destroy 40 years after date of last entry		OFFICIAL	
	Asbestos incidents- correspondence, reports and papers			Destroy 30 years after date of event		OFFICIAL - SENSITIVE	
	Title deeds and other documents relating to freehold property – not public records			Transfer to new freeholder on disposal		OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
3. BUSINESS TRANSFORMATION							
	Quality and Performance Management						
	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Service reviews		Destroy 5 years from closure		OFFICIAL	
	The process of assessing the quality, efficiency, or performance of a local authority service or unit	Assessment form		Destroy 2 years from closure		OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
4. CHIEF EXECUTIVE							
	Enquiries and Complaints						
	The management in summary form of enquiries and complaints directed to council	Indexes Registers		Permanent		OFFICIAL	
	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Reports Returns Correspondence		Permanent, transfer to place of deposit after admin use.		OFFICIAL	
	The management of detailed responses on council actions, policy or procedure	Reports Returns Correspondence Ombudsman – 10 yrs from date complaint is resolved		Destroy 7 years after administrative use is concluded		OFFICIAL - SENSITIVE	
	The management of routine responses on council actions, policy or procedures	Printed material Form letters		Destroy 2 years after administrative use is concluded		OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
5. CEMETERIES & CREMATORIA							
	Summary management systems that record the location of burials & identity of deceased individuals	Register of interments Cemetery register Cemetery plans		20 years from the closure of the cemetery	ESD Local Government Record Retention	OFFICIAL	
	The process of regulation of burials and cremations	Permits Applications for burials Orders		Destroy 6 years after admin use concluded	Limitation Act 1980	OFFICIAL	
	The process of regulation of burials and cremations	Applications for Cremations		Destroy 6 years after admin use is concluded	Limitation Act 1980	OFFICIAL	
	Register for Cremations	Register for Cremations		20 years from the closure of the cemetery	ESD Local Government Record Retention	OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
6. DEMOCRATIC SERVICES							
	Council and Committee Meetings						
	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	<p>Council minutes – permanent Public Bodies (Admission to Meetings) Act 1960</p> <p>Council agenda and business papers Local Government Act 1972 – destroy after 6 yrs</p> <p>Council notice papers and proceedings Local Government Act 1972 – destroy after 6 yrs</p> <p>Indexes Local Government Act 1972 – destroy after 6 yrs</p> <p>Committee minutes - permanent</p> <p>Registers of delegations to Special Committees destroy 7 years after delegation ends</p>				OFFICIAL	
	Minute taking	<p>Draft/rough minutes</p> <p>Audio tapes – Local Government Act 1972</p>		Destroy after date of confirmation		OFFICIAL	

		destroy 2 years after date of meeting		of the minutes			
	Partnership, Agency and External Meetings						
	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.	Documents establishing the committee – destroy after 6 years Agendas destroy after 6 years Minutes - permanent Council reports Recommendations Supporting documents such as Council briefing and discussion papers				OFFICIAL	
	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority does not own the record	Documents establishing the committee Reports Recommendations Supporting documents Local Authorities (Executive Arrangements) (Access to Information) (England) 2012 destroy after 4 years such as briefing and		Destroy 3 years after last action		OFFICIAL	

		discussion papers					
	Honours and Submissions						
	The process of preparing honours submission	Honours nomination form Covering documentation Letters of support Referral for comment from lord lieutenant		Destroy after 5 years of last action		OFFICIAL	
	Political Parties Papers						
	The process of undertaking representation of the local authority – local authority representatives	Leader of opposition papers Executive Mayor and Cabinet		Destroy 3 years after last action		OFFICIAL - SENSITIVE	
	Tender Issuing and Return						
	The process involved in the issuing and return of Tender envelope	Opening notice		Destroy 1 year after start of contract		OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
7. ELECTORAL REGISTRATION							
	Elections						
	Summary certification of those eligible to vote	Electoral Register		6 years	Representation of the People Act 1983	OFFICIAL - SENSITIVE	
	Voting (Local elections only)	Ballot papers		Destroy 6 months from close of poll	Local Elections (Parishes and Communities) Rules 1986 Electoral Registration Administration Act 2013	OFFICIAL - SENSITIVE	
	Results						
	Declaration of results (Local elections only)	Consolidated returns of votes received		Destroy 6 months from date of election	Representation of the People Act 1983	OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
8. EMERGENCY PLANNING							
	Emergency Planning						
	Process to develop the emergency/disaster plan for the local community	Major Incident Plan		Permanent		OFFICIAL	
	Process of recording the results of the test for emergency/disaster plan for the local community			7 years		OFFICIAL	
	Major Incident						
	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not			Permanent		OFFICIAL	
	Activities that report on all minor incidents in the local community			7 years		OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
9. FINANCE							
	Accounts and Audit Reporting						
	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Consolidated annual reports Consolidated financial statements Statement of financial position Operating statements General ledger		Destroy when cumulated into quarterly/annual reports	National archive (3) accounting records	OFFICIAL	
	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Consolidated monthly & quarterly reports Consolidated monthly & quarterly financial statements Working papers for the preparation of the above Monthly accrual statements Cashflow statements Creditor listings and reports Debtor listings & reports		Destroy when cumulated into quarterly/annual reports	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Financial and						

	Transactions Management						
	Management of the approvals process for purchase, including investigations	Appointments & delegations Audit investigations Arrangements for the provision of goods and/or services		Destroy 7 years after the end of the financial year in which the records were created	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Identification of the receipt, expenditure and write offs of public monies	Allowances Work orders Invoices Credit card statements Cash books Receipts Cheque counterfoils Bank statements Subsidiary ledgers (annual) Journals (annual) Vouchers		Destroy 6 years after the conclusion of the financial transaction that the record supports	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Process involving the provision and support for individuals using public transportation	Applications Card issue		Destroy 6 years after the conclusion of the financial transaction that the Record supports	National archive (3) accounting records	OFFICIAL - SENSITIVE	

	Processes that balance & reconcile financial accounts	Reconciliation Summaries of accounts		Retain for 6 years	National archive (3) accounting records	OFFICIAL	
	Taxation records	Taxation records Motor vehicle logs Fringe benefits tax records Group certificates		Retain for 7 years (as HMRC can claim against the council for a period up to 6 years).		OFFICIAL - SENSITIVE	
	Processes involved in the collection of National Insurance Number	Notification & Input records		Destroy 2 years after the employee ceases employment		OFFICIAL - SENSITIVE	
	Financial Provisions Budgets and Estimates						
	Process of finalising local authorities annual budget	Annual budget		Permanent		OFFICIAL	
	The process of developing local	Draft budgets Departmental budgets		Retain for 2 years after		OFFICIAL	

	authorities annual budget	Draft estimates		adopted			
	The process of reporting which examines the budget in relation to actual revenue and expenditure	Quarterly statements		Destroy after 2 years		OFFICIAL	
	Loans						
	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Loan files		Destroy 7 years after the loan has been repaid		OFFICIAL - SENSITIVE	
	Summary management of loans	Loans registers		Permanent archive		OFFICIAL - SENSITIVE	
	Bank Account Records			6 years			
	Cheques and associated records						
	Cheque book/butts for all accounts			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Cancelled cheques			2 years	National archive (3) accounting	OFFICIAL - SENSITIVE	

					records		
	Dishonoured cheques/dishonoured cheques register			2 6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Fresh cheques			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Paid cheques/presented cheques, lists, statements of presented cheques			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Stoppage of cheque payment notices			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Record of cheques opened books			2 6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Cheque registers			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Record of cheques drawn for payment			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Bank deposits						

	Bank deposit books/slips/butts			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Bank deposit summary sheets. Summaries of daily banking, cheque schedules			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Register of cheques lodged for collection			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Bank reconciliations						
	Reconciliation files/sheets			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Daily list of paid cheques			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Unpaid cheque records			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Bank statements						
	Bank statements, periodic reconciliations			5 years	HMRC Compliance	OFFICIAL - SENSITIVE	
	Bank certificates of balance			2 years	National archive (3) accounting	OFFICIAL - SENSITIVE	

					records		
	Electronic banking and electronic funds transfer						
	Cash transactions, payment instructions, deposits and withdrawals			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Expenditure Records						
	Cash books/sheets						
	Expenditure sheets			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Cash books/sheets			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Petty cash records						
	Petty cash records/books/sheets			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Petty cash receipts			26 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Postal cash book/sheets, postage/courier accounts/cash records,			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	

	register of postage expenditure, postage paid records, postage books/sheets						
	Summary cash books			2 years	National archive (3) accounting records	OFFICIAL	
	Creditors						
	Creditors history records, lists/reports			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Statements						
	Statements of accounts outstanding, outstanding orders			2 years	National archive (3) accounting records	OFFICIAL	
	Statements of accounts-rendered; statements of accounts – payable			2 years	National archive (3) accounting records	OFFICIAL	
	Subsidiary records						
	Copies of abstracts and expenditure dissections			1 year	National archive (3) accounting records	OFFICIAL	
	Credit note books, credit notes			2 years	National archive (3) accounting	OFFICIAL - SENSITIVE	

					records		
	Debit note books			2 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Vouchers						
	Vouchers – includes claims for payment, purchase orders, requisitions for goods and services			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Accounts payable invoices, invoices received etc.			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Wages/salaries vouchers			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Copies of vouchers (not the main accountable copy) copies of wages/salaries vouchers			1 year	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Voucher registers						
	Voucher registration cards			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Voucher payments			6 years	National	OFFICIAL -	

	cards				archive (3) accounting records	SENSITIVE	
	Voucher summaries advice/schedule of vouchers despatched, delivery advices			1 year	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Costing records						
	Cost cards, costing records, dissection sheets, etc.			2 years	National archive (3) accounting records	OFFICIAL	
	Ledger Records						
	General and subsidiary ledgers						
	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information			6 years	National archive (3) accounting records	OFFICIAL	
	Other ledgers (eg contracts, costs, purchases, etc)			2 years	National archive (3) accounting records	OFFICIAL	
	Creditors ledgers			10 years		OFFICIAL - SENSITIVE	
	Related records						
	Audit sheets – ledger postings			2 years	National archive (3) accounting	OFFICIAL	

					records		
	Journals						
	Journals (prime records for the raising of charges)			6 years	National archive (3) accounting records	OFFICIAL	
	Journals (routine adjustments)			6 years	National archive (3) accounting records	OFFICIAL	
	Trial balances & reconciliations						
	Year-end balances, reconciliations & variations to support ledger balances and published accounts			6 years	National archive (3) accounting records	OFFICIAL	
	Receipts And Revenue Records						
	Receipt records						
	Receipt butts/books; office copies of receipts;- includes cashiers', cash register, fines and costs, sale of publications and general receipt books/butts/records			6 years	National archive (3) accounting records	OFFICIAL	
	Postal remittance books/records			6 years	National archive (3)	OFFICIAL	

					accounting records		
	Receipt books/records for imposts (e.g. stamp duty & VAT receipt books/records irregular remittance books			6 years	National archive (3) accounting records	OFFICIAL	
	Cash registers						
	Butts/copies of cash register forms			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Cash register reconciliation sheets			6 years	National archive (3) accounting records	OFFICIAL	
	Rolls Cash register audit rolls			2 years	National archive (3) accounting records	OFFICIAL	
	Summaries/analysis records			2 years	National archive (3) accounting records		
	Cash register analysis and summary records Cash register reading books/sheets			2 years	National archive (3) accounting records	OFFICIAL	

	Cashiers' records			2 years	National archive (3) accounting records	OFFICIAL	
	Revenue records						
	Revenue cash Books/sheets/records Receipt cash books/sheets Daily revenue dissections Periodical revenue dissections			6 years	National archive (3) accounting records	OFFICIAL	
	Debtors records/invoices						
	Copies of invoices/debit notes rendered on debtors – includes invoices paid and invoices unpaid & registers of invoices – debtors ledgers source documents /records used for raising of invoices/debit notes copies of invoices and copies of source documents			6 years	National archive (3) accounting records	OFFICIAL - SENSITIVE	
	Debts/refunds						
	Records relating to			6 years	National	OFFICIAL -	

	unrecoverable revenue, debts and overpayments – include register of debts written off, register of refunds, etc.				archive (3) accounting records	SENSITIVE	
	Depreciation Registers						
	Records relating to calculation of annual depreciation			6 years after the asset or last one in register is disposed of	National archive (3) accounting records	OFFICIAL	
	Financial statements						
	Statements/summaries prepared for inclusion in the quarterly and annual reports			6 years	National archive (3) accounting records	OFFICIAL	
	Periodic financial statements prepared for management on a regular basis			Destroy when cumulated into quarterly or annual reports	National archive (3) accounting records	OFFICIAL	
	Ad hoc statements			1 year	National archive (3) accounting records	OFFICIAL	
	Insurance – Policy						

	Management						
	The summary management of insurance arrangements	Insurance register		Permanent/ Archive		OFFICIAL	
	The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage	Insurance policies Correspondence		7 years after the policy expires	ESD Local Government Record Retention	OFFICIAL - SENSITIVE	
	The process of renewing insurance policies	Insurance policy Renewal records Correspondence		Destroy 7 years after the insurance policy has been renewed	ESD Local Government Record Retention	OFFICIAL	
	Insurance - Claims Management						
	The process that records insurance claims against the local authority or local authority officers	Claims records Correspondence		Destroy 6 years after all obligations/ entitlements are concluded (allowing for the claimant to reach age 25 years)	ESD Local Government Record Retention Limitation Act 1980	OFFICIAL - SENSITIVE	

	Miscellaneous						
	Final accounts			12 years after property is disposed of		OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
10. FLEET MANAGEMENT							
	Transport Management						
	The process of acquisition and disposal of vehicles through lease or purchase	Leases Contracts Quotes Approvals Fleet authorisation numbers		Destroy 6 years	Limitation Act 1980	OFFICIAL	
	The process of managing allocation & maintenance of vehicles	Approvals as drivers Allocations & authorisations for vehicles Maintenance		Destroy 6 years from the date of maintenance	Limitation Act 1980	OFFICIAL	
	The process of recording vehicle usage	Vehicle usage reports		Destroy 6 years	Limitation Act 1980	OFFICIAL	
	The process of recording drivers usage	Vehicle log book		Destroy 6 years after closure	Limitation Act 1980	OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
11. HEALTH & SAFETY							
	Health and Safety – Inspection, Assessment, Monitoring and Recording						
	Inspections and Assessments Process of inspecting equipment to ensure its safe	Equipment inspection records		Destroy 6 years	Limitation Act 1980	OFFICIAL	
	Process of carrying out monitoring to ensure that the process is safe	Monitoring results		Destroy 6 years	Limitation Act 1980	OFFICIAL	
	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Property asbestos files		Destroy 40 years from last action	Control of Asbestos Regulations 2012	OFFICIAL	
	Process of monitoring areas where employees & persons are likely to have come in contact with radiation	Radon monitoring		Destroy 2 years	Ionising Radiation Regulations 1999	OFFICIAL	
	Process to ensure safe systems at work			R Destroy 6 years	Limitation Act 1980	OFFICIAL	

	Process to assess the level of risk	Risk assessment		Destroy 6 years	Limitation Act 1980	OFFICIAL	
	Processes that permit work			Destroy 6 years	Limitation Act 1980	OFFICIAL	
	Process that records injuries to adults	Accident books		Destroy 3 years from closure	Reporting of Injuries Diseases & Dangerous Occurrences Regulations 2013	OFFICIAL - SENSITIVE	
	Process that records injuries to children	Accident books		Destroy 25 years from closure	Limitation Act 1980	OFFICIAL - SENSITIVE	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
12. HOUSING							
	Housing provision						
	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness			6 years from the date of last action	ESD Local Government Record Retention	OFFICIAL	
	The registration of individuals housing applications	Council Housing Register (Moveahead)		Destroy 6 years from application	Limitation Act 1980	OFFICIAL - SENSITIVE	
	The process for applying for council housing (Unsuccessful applications only, successful applications will generally be placed on the tenancy file)	Council housing application forms and supporting material Application for transfer of tenancy and supporting papers		Destroy 6 years from application	Limitation Act 1980	OFFICIAL - SENSITIVE	
	The process for managing the tenancy of an individual tenant	Correspondence re tenancy Tenancy files		Destroy 6 years after termination of tenancy	Limitation Act 1980	OFFICIAL - SENSITIVE	

		Council housing Application forms and supporting material Application for transfer of tenancy and supporting papers Application for emergency housing or referral from another agency					
	Tenancy Agreements						
	The process of awarding tenancies in welfare housing	Signed tenancy agreements Sealed tenancy agreements		<u>Ordinary Tenancy</u> Destroy 6 years after the terms of agreement have expired <u>Tenancy Under Seal</u> Destroy 12 years after the terms of agreement have expired	Limitation Act 1980	OFFICIAL	
	The process of offering financial help with welfare housing provision and maintenance			<u>6 years from the date the records was created</u>	Limitation Act 1980		

	Mortgages	Mortgage agreements Correspondence		<u>Last payment + 6 years if signed</u> <u>Last payment +12 years if sealed</u>		OFFICIAL - SENSITIVE	
	"Right to Buy"	Sale documents Agreement concerning sale		<u>Destroy 6 years from the close of the case</u>		OFFICIAL	
	Rent payments	Rent card Correspondence concerning payment Requests for payment		<u>Destroy 6years from the end of the tenancy</u>		OFFICIAL	
	Home improvement Grants	Agreement to pay loan Details of payments Correspondence relating to loan		<u>Destroy 6 years after last payment for grants under £50,000, for grants over £50,000 destroy 12 years after last payment</u>	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Housing Provision						
	The process of managing local authority welfare housing estates	Stock monitoring records		Destroy 6 years after last action	Limitation Act 1980	OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
13. HUMAN RESOURCES							
	Personnel administration						
	<p>Summary management systems that allow the monitoring and management of employees in summary form</p> <p><u>Note: The summary information that this record class attempts to capture is:-</u></p> <p>Name DOB Date of appointment Work history details Position/designation Titles and dates held</p>	<p>Employment Register -permanent staff Employment Register Temporary staff Employment register-Casual staff Registers of personnel files Personal history cards Superannuation history card Salary master record</p>		Destroy 6 years	Limitation Act 1980	OFFICIAL - SENSITIVE	
	The process of administering employees to ensure that entitlements and obligations are in accordance with	<p>Medical clearance Letter of appointment Letter of acceptance Details of assigned duties</p>		Destroy 6 years from date of leaving	Limitation Act 1980	OFFICIAL - SENSITIVE	

	agreed employment requirements Records containing superannuation information	Probation reports Medical examinations Personal particulars Educational qualifications Declarations of Pecuniary interests Secrecy undertakings Employment contracts					
	Records relating to staff working with children			Termination + 25 years	Retention Guidance for Local Authority 2003	OFFICIAL - SENSITIVE	
	All other records			Termination + 6 years	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Employee and Industrial Relations						
	Identification & development of significant directions concerning employment matters	Generic agreements and awards Negotiations Disputes Claims lodged		Destroy 7 years		OFFICIAL - SENSITIVE	
	Liaison processes of minor and routine employment matters	Daily employment relations management		Destroy 2 years after administrative use is concluded	Retention Guidance for Local Authority 2003	OFFICIAL - SENSITIVE	

	Processing of disciplinary & grievances investigations where proved			Oral warning – 6 months Written warning – 1 year Final warning – 18 months The above warnings to be removed and destroyed after the relevant time has 'spent'. Warnings involving children- Placed on personal file permanently	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Processing of disciplinary & grievances investigations where unfounded	Disciplinary		Destroy immediately after the grievance has been found to be unfounded; or after appeal	ICO Employment Practices Code 2.13.1	OFFICIAL - SENSITIVE	

	Equal Employment Opportunities						
	The process of investigation & reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies			Destroy 6 years after action completed	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Occupational Health						
	The process of checking and ensuring health of staff	Health questionnaire Medical clearance Adjustment to work place Restrictions Recommendations		Destroy years after last entry		OFFICIAL - SENSITIVE	
	Recruitment						
	The selection of an individual for an established position	Advertisements Applications Referee reports Interview reports Unsuccessful applicants		Destroy 6 months after recruitment has been finalised (for letter of appointment for successful candidate use employment	CIPD 2010	OFFICIAL - SENSITIVE	

				conditions)			
	Staff Monitoring						
	Performance	Probation reports Performance plans		Destroy 6 years after leaving	Retention Guidance for Local Authorities 2013	OFFICIAL - SENSITIVE	
	Process of monitoring staff leave and attendance	Sick leave Jury service Study leave Special and personal leave Attendance books Flexitime sheets Leave applications Clock on/off cards Annual leave		Destroy 2 years after action completed	Retention Guidance for Local Authorities 2003	OFFICIAL - SENSITIVE	
	Financial reward			Destroy 6 years after action completed	HMRC CH14530	OFFICIAL - SENSITIVE	
	Other strategy			Destroy 3 years after action completed		OFFICIAL	
	Termination						
	The process of termination of staff through voluntary	Resignation Redundancy		Retain for 6 years after leaving	CIPD 2010	OFFICIAL - SENSITIVE	

	redundancy, dismissal and retirement	Section188 Dismissal Death Retirement					
	Training and Development						
	Routine staff training processes, not occupational health and safety or children related	Course individual staff assessment Course Material 2 years Certificates 6 years		Destroy 2 years after action completed		OFFICIAL - SENSITIVE	
	Training (concerning children)	Course individual staff assessment Training register		Destroy 6 years after training completed, or last entry	ICO Employment Practice Data Protection Code Part 1	OFFICIAL - SENSITIVE	
	Training (occupational health and safety training)	OH&S training register		Destroy 50 years after training completed Individual course assessment records should be destroyed once the training has		OFFICIAL	

				been renewed every 3 years			
	Training (materials)			Destroy 2 years after course is superseded		OFFICIAL	
	Training (proof of completion)	Certificates Awards & Exam results		Destroy 6 years after action completed		OFFICIAL - SENSITIVE	
	Appointments of Statutory Officers						
	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements			Destroy 6 years after departure from employment		OFFICIAL - SENSITIVE	
	The appointment of an individual for a statutory position	Appointment Files		Permanent archive	CIPD 2010	OFFICIAL - SENSITIVE	
	The process of selection of an individual for a statutory position	Vacancies & applications records Interview notes Prospective staff records		Destroy 2 years after date of appointment		OFFICIAL - SENSITIVE	

		Registers of applicants Unsuccessful applications records					
	Employment and Career						
	Written particulars of employment Contracts of employment, including the Certificate of Qualification or its equivalent and including the Senior Civil Service Changes to terms and conditions including change of hours letters			Retain for 6 years after employment finishes	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Job history – consolidated record of whole career and location details (paper or electronic)			Paper Records destroy 6 years after employment has ended Electronic Records permanent		OFFICIAL - SENSITIVE	
	Current address details			6 years after employment has ended		OFFICIAL - SENSITIVE	
	Variation of hours –			Destroy after		OFFICIAL -	

	calculation formula for individual			use		SENSITIVE	
	Promotion, temporary promotion and/or substitution documentation			Destroy 6 years after employment has ended		OFFICIAL - SENSITIVE	
	Working Time Directive opt out forms			3 years after the opt-out has been rescinded or has ceased to apply		OFFICIAL - SENSITIVE	
	Record of previous service dates			Retain until age 85		OFFICIAL - SENSITIVE	
	Previous service supporting papers			Destroy after records noted as appropriate		OFFICIAL - SENSITIVE	
	Qualifications/references			Retain for 6 years after employment has concluded	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Annual/Assessment reports			Retain for 5 years		OFFICIAL - SENSITIVE	
	Annual Assessment reports for the last 5 years of service			Retain until age 72		OFFICIAL - SENSITIVE	

	Training history			Retain for 6 years	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Travel and subsistence-claims and authorisation			Retain for 6 years after employment has concluded	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Annual leave records (dependent on departmental practice)			Retain for 6 years after employment has concluded	Limitation Act 1980		
	Job applications – internal			Retain for 1 year if unsuccessful Retain for 6 years after employment has concluded if successful		OFFICIAL - SENSITIVE	
	Recruitment, appointment and/or production board selection papers			Retain for 1 year if unsuccessful Retain for 6 years after employment has concluded if		OFFICIAL - SENSITIVE	

				successful			
	Building society / Bank references			6 months		OFFICIAL - SENSITIVE	
	Health						
	Health Declaration			Destroy 75 years after date of birth		OFFICIAL - SENSITIVE	
	Health referrals, including medical reports from doctors or consultants, correspondence with the appointed medical advisor			Destroy 75 years after date of birth		OFFICIAL - SENSITIVE	
	Papers relating to any injury on duty			Destroy 75 years after date of birth		OFFICIAL - SENSITIVE	
	Medical reports of those exposed to a substance(s) hazardous to health, including: Lead (Control of Lead at Work Regulations 1980) Asbestos (Control of Asbestos at Work Regulations			Retain for 30 years from date of exposure		OFFICIAL - SENSITIVE	

	1996)						
	Compressed Air (Work in Compressed Air Regulations 1996)			Retain for 40 years		OFFICIAL	
	Radiation (Ionising Radiation Regulations 1985)			Retain until employee is 75		OFFICIAL	
	Medical/Self Certificates – unrelated to industrial injury			Retain for 6 years after employment has concluded	Retention Guidance for Local Authorities 2003	OFFICIAL - SENSITIVE	
	Pay and Pension						
	Bank details – current			Retain 6 years after employment has ended	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Death Benefit Nomination and Revocation Forms			Retain until age 85		OFFICIAL - SENSITIVE	
	Death certificates			Retain copy until admin use is concluded		OFFICIAL - SENSITIVE	
	Decree Absolutes			Return		OFFICIAL -	

				original to provider. Retain copy until age 85		SENSITIVE	
	Marriage certificate			Return to original provider. Retain copy until age 85		OFFICIAL - SENSITIVE	
	Unpaid leave periods (maternity leave etc)			Retain for 3 years from the end of the financial year		OFFICIAL - SENSITIVE	
	Statutory maternity pay documents			Retain for 3 years from the end of the financial year		OFFICIAL - SENSITIVE	
	Other maternity pay documentation			Retain for 3 years from the end of the financial year		OFFICIAL - SENSITIVE	
	Paternity pay documentation			Retain 3 years from the end of the financial year		OFFICIAL - SENSITIVE	
	Overpayment documentation			Retain for 6 years after repayment or write-off		OFFICIAL - SENSITIVE	
	Personal payroll			Retain for 6	HMRC	OFFICIAL -	

	history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave			years after the tax year it relates to	CH14530	SENSITIVE	
	Pension estimates and awards			Retain for 6 years after employment has concluded	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Full name and date of birth National Insurance Number Pensionable pay at leaving Reckonable service for pension purposes (and actual service where this is different, together with reasons for the difference) Reasons for leaving and new employer's name (where known) Amount and			Retain for 6 years after employment has concluded		OFFICIAL - SENSITIVE	

	<p>destination of any transfer value paid.</p> <p>Amount of any refund of PCSPS contributions.</p> <p>Amount and date of any Contributions Equivalent Premium paid.</p> <p>All other papers relating to pensionability not listed above (e.g. papers about pensionability of other employment (including war service); extension of service papers, papers about widow's, widower's, children and other dependent's pensions; correspondence with the Cabinet Office, other departments and pension administrator's, or the officer and his/her representatives (MP's, unions or others) about pension matters.</p>						
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	Added years			Retain until age 85		OFFICIAL - SENSITIVE	
	Additional Voluntary Contributions (AVC)			Retain until age 85		OFFICIAL - SENSITIVE	
	Payroll input forms			Retain for 6 years		OFFICIAL - SENSITIVE	
	Bonus nominations			Retain for 6 years		OFFICIAL - SENSITIVE	
	Complete sickness/absence record showing dates and causes of sick leave			Retain for 6 years after employment has concluded		OFFICIAL - SENSITIVE	
	Statutory Sick Pay (SSP) forms			Retain for 3 years	HMRC CH14530	OFFICIAL - SENSITIVE	
	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances			Retain until age 85		OFFICIAL - SENSITIVE	
	Authorisation for deputising, substitution allowance &/or overtime/travel time claim			Retain for 6 years		OFFICIAL - SENSITIVE	
	Advances for:			Retain for 6		OFFICIAL -	

	Season tickets Car parking Bicycles Christmas/holidays Housing			years after repayment		SENSITIVE	
	Personal						
	Welfare papers			Destroy after minimum of 6 years after last action		OFFICIAL - SENSITIVE	
	Security						
	Security personnel files			5 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age)		OFFICIAL - SENSITIVE	
	Payroll Accountable						
	Processes relating to payment of employees	Authority sheets Payroll deduction authorities Payroll disbursement Employee pay records Employee taxation records		Retain for 6 years		OFFICIAL - SENSITIVE	

	Payroll Non-accountable						
	Processes relating to payment of employees	Summary employee pay reports		Destroy after administrative use is concluded		OFFICIAL	
	Salaries and related records						
	Employee pay history records NB The last 3 years records must be kept for leavers, in either the personnel or the finance records system, for the calculation of pension entitlement			6 years and current	HMRC CH14530	OFFICIAL - SENSITIVE	
	Salary rates registers			6 years and current	HMRC CH14530	OFFICIAL - SENSITIVE	
	Salary ledger cards/records			6 years and current	HMRC CH14530	OFFICIAL - SENSITIVE	
	Copies of salary/wages/payroll sheets			6 years and current	HMRC CH14530	OFFICIAL - SENSITIVE	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
14. ICT							
	Systems Management						
	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority			Retain for life of system then destroy		OFFICIAL	
	The process to implement a system used to support the activities of the local authority			Destroy 7 years after last action		OFFICIAL - SENSITIVE	
	The process to support and administer a system used to support the activities of the local authority			Destroy 5 years after last action		OFFICIAL - SENSITIVE	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
15. LEGAL							
	Information Management						
	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	Classification schemes Registers Indexes Authorised lists of file headings		Permanent, transfer to archivist.		OFFICIAL	
	The management of collections of records transferred to the archives	Accession registers Depositor files		Transfer to place of deposit after admin use.		OFFICIAL - SENSITIVE	
	6 years after admin use	Disposal certificates		Destroy 10 years after last action	ESD Local Government Record Retention	OFFICIAL - SENSITIVE	
	Litigation						
	The process of managing, undertaking or defending for or against litigation on behalf of the local authority	Criminal case file Civil case file Correspondence		Subject to filleting, destroy 6 years after last action. Major litigation – pass to archivist	Limitation Act 1980	OFFICIAL - SENSITIVE	

	The process of providing legal advice on a point of law			Destroy 6 years after last action unless a major precedent, then pass to Archivist to hold	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Agreements						
	Process of agreeing terms between organisations Note: this does not include contractual agreements	Concordat		Destroy 6 years after agreement expires or is terminated	Limitation Act 1980	OFFICIAL	
	Conveyance (see also Property Acquisition and Disposal)						
	The process of changing ownership of land or property Non Right to Buy properties - permanent	Conveyancing files		Sale files 15 years, purchase file indefinitely		OFFICIAL	

	Property Acquisition and Disposal						
	Legal documents relating to the sale Particulars of sale documents Board of Survey Tender documents Conditions of contracts			Permanent		OFFICIAL	
	Tests and Statutory Certificates						
	Legal documents for buildings			Destroy 6 years after expiry or superseded		OFFICIAL - SENSITIVE	
	Meetings with Contractors						
	Leases (signed copies)			Destroy 16 years after expiry		OFFICIAL - SENSITIVE	
	Memoranda of terms			Destroy 16 years after expiry		OFFICIAL - SENSITIVE	
	Subletting agreements			Destroy 6 years after termination		OFFICIAL - SENSITIVE	
	Wayleave agreements			Destroy 6 years after expiry or termination		OFFICIAL - SENSITIVE	

	Landlords' consents			Destroy 16 years after surrender or termination of lease or memoranda of terms		OFFICIAL - SENSITIVE	
	Licences			Destroy 16 years after surrender, expiry or termination of lease		OFFICIAL - SENSITIVE	
	Bye-Laws - Enactment						
	The process of making local laws	Master set of bye-laws Policy development documents Correspondence Submissions		Destroy 6 years from expiry	ESD Local Government Record Retention	OFFICIAL	
	Bye-Laws – Administration and Enforcement						
	The process of administering and enforcing bye-laws	Applications and certificates Permits Licences Infringement notices(parking)		Destroy years from date of record	Limitation Act 1980 ESD Local Government Record Retention	OFFICIAL	

		Correspondence					
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Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
16. LICENSING							
	Enforcement Certification and Prosecution Registration, Certification and Licensing						
	The administration of applications, registration, certification and licences in relation to local authorities registration requirements	Applications for animal registration Application for business premises Certificates or registration or licences of: taxi drivers, private hire vehicle owners and operators, beauty therapists, Gambling Act and Licensing Act		Destroy 7 years after registration or entitlement lapses		OFFICIAL - SENSITIVE	
	Notification						
	The process of issuing notices to citizens with respect to particular responsibilities	Registration of premises infringement notices		Destroy 3 years after the record is created	ESD Local Government Record Retention	OFFICIAL - SENSITIVE	
	Investigation, Inspection and Monitoring						

	The process of investigation, monitoring or inspection laws in the responsibility of the local authority			Destroy 6 years from the date the certificate expires	Regulatory Reform Fire Safety Order 2005 ESD Local Government Record Retention	OFFICIAL - SENSITIVE	
	Prosecution						
	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Prosecution/sanction files		Destroy 7 years from last action		OFFICIAL - SENSITIVE	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
17. MARKETING & COMMUNICATIONS							
	Publications						
	The process of designing information for publication			Destroy 3 years from the year the record is created	ESD Local Government Record Retention	OFFICIAL	
	The published work of the local authority			Destroy after administrative use is concluded Note: One copy from the initial print run should go directly to the archive.		OFFICIAL	
	Process of interaction with the media			Destroy 3 years from closure	ESD Local Government Record Retention	OFFICIAL	
	Media publications concerning local authorities	Press cuttings Media reports		Transfer to place of deposit after admin use is concluded	ESD Local Government Record Retention	OFFICIAL	
	Marketing						
	The process of			Destroy 3	ESD Local	OFFICIAL	

	developing and promotion of local authority campaign events			years after last action	Government Record Retention		
	Photographic Records Albums						
	Catalogues of photographs			Review 12 years after compilation		OFFICIAL - SENSITIVE	
	Prints and negatives			Review 12 years after compilation		OFFICIAL - SENSITIVE	
	Site photographs			Review 12 years after project or event		OFFICIAL	
	Work in progress			Review 12 years after project or event		OFFICIAL - SENSITIVE	
	Completed works			Review 12 years after project or event		OFFICIAL	
	Publicity photographs			Review 12 years after project or event		OFFICIAL - SENSITIVE	
	Miscellaneous						

	Publicity literature (ceremonial, official openings, dedications etc)			Review 12 years after event or publication		OFFICIAL	
	Historical narratives			Destroy on issue of replacement copy		OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
18. MAYOR							
	Civic and Royal Events						
	The recording of ceremonial events and civic occasions	Visitors book Audio tapes Video tapes Photographs		Permanent.	ESD Local Government Record Retention	OFFICIAL	
	The process of organising a ceremonial event or civic occasions			Permanent	ESD Local Government Record Retention	OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
19. STORES							
	Stores Records						
	Goods inwards books/records, delivery docket, stock/stores control cards/sheets/records, stock/stores issue registers/records, stocktaking sheets/records – includes inventories, stock reconciliations, stock take reports			3 years after from end of the financial year that the records relate to	National Archive (11) Internal Audit Records	OFFICIAL	
	Purchase Order Records						
	Purchase order records, purchase order books/records, railway/courier consignment books/records, travel warrants			6 years after item/asset, or last one in register disposed of	National Archive (3) Internal Audit Records	OFFICIAL	
	Requisition records		Stores	2 years and current	National Archive (3)	OFFICIAL	

					Accounting Records		
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Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
20. PLANNING							
	Planning Consents and Correspondence						
	Alterations to buildings			Permanent		OFFICIAL	
	New buildings			Permanent		OFFICIAL	
	Listed buildings consents and correspondence			Permanent	ESD Local Government Record Retention	OFFICIAL	
	Correspondence Consultants and Contractors			Destroy 6 years after expiry of contract by hand and 12 years after expiry of contract under seal	Limitation Act 1980	OFFICIAL	
	Statutory authorities			Permanent		OFFICIAL	
	Utility and communication companies			Permanent		OFFICIAL	
	PLANNING AND LAND USE						
	Planning Scheme Development and Amendment						
	The activity of	Structure Plan		Permanent		OFFICIAL	

	developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure the implementation of the Structure Plan	Local Plan Town Centre plans					
	The activity of consultation to gain approval for the structure of Local Plans	Consultation documents and replies Inquiries and objections made by members of public Public Inquiry documents		Permanent		OFFICIAL	
	The activity of recording information on historical buildings, monuments and ecology at a specific site	Sites & Monuments Ecological records Species records Historically listed buildings Definitive map Commons registration		Permanent		OFFICIAL	
	The activity of establishing planning scheme controls and providing for them to be amended			Destroy after admin use is concluded		OFFICIAL	
	The process of	Waste Planning		Destroy 10		OFFICIAL	

	receiving, considering and responding to submissions and objections to planning schemes and amendments	application consultation Mineral Planning applications consultation Objections Inquiries-Public etc Archaeological: Advice/conditions		years			
	The process of controlling development of areas through applications for planning permission	Planning application files and plans Correspondence relating to any objections Hearing papers Planning application register		Transfer planning application register to Archivist once the register has been completed (or at arranged intervals if it is held electronically) Refer all other records to Archivist for sampling		OFFICIAL	
	The process of maintaining the countryside and developing open spaces for public	Tree preservation orders Country parks and nature reserves		Permanent Refer to the Archivist		OFFICIAL except for objection letters- OFFICIAL -	

	amenity	Development plans and correspondence Land purchase agreements				SENSITIVE	
	Planning Scheme Regulation						
	The summary management of planning scheme regulation	Building control registers		Permanent offer to Archivist	ESD Local Government Record Retention	OFFICIAL	
	The process of regulating the planned use of land or buildings			Permanent		OFFICIAL	
	The process of approving building applications in relation to listed or other significant buildings	Building files Plans Specifications Correspondence Applications Permits Certificates		Permanent		OFFICIAL	
	The summary management of planning scheme regulation	Building control registers		Permanent offer to Archivist		OFFICIAL	
	The process of regulating the planned use of land or buildings			Permanent		OFFICIAL	
	The process of	Building files, Plans		Permanent	ESD Local	OFFICIAL	

	approving building applications in relation to listed or other significant buildings	Specifications Correspondence Applications, Permits Certificates			Government Record Retention		
	The summary management of planning scheme regulation	Building control registers		Offer to Archivist Transfer to place of deposit after administrative use is concluded		OFFICIAL	
	INFRASTRUCTURE AND TRANSPORT						
	Planning and Development						
	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Enquiries, consultation documents, objections and correspondence		Destroy after admin use is concluded		OFFICIAL	
	Traffic Management						
	The activity of planning, and programming the continued flow, diversion or reduction of traffic	Traffic orders (off street)		Destroy 6 years after action completed	Limitation Act 1980	OFFICIAL	

	Infrastructure Management/Maintenance						
	The activity of providing municipal services in relation to infrastructure within the local authority	Street files Street records Requests for: Hedge clipping Tree planting Naming of streets Numbering of houses Street road limits Street signs Bus shelters Applications to dig up pavements HGV application Advice/comment Level crossings Right of ways Roundabouts Traffic calming measures Street lighting		Destroy 6 years after last action	Limitation Act 1980	OFFICIAL	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
21. PROPERTY SERVICES							
	Summary Assets Management						
	See Property Management for real property assets. See Transport Management for vehicle assets.						
	Summary management reporting on the overall assets of the local authorities	Schedules of acquisitions Consolidated current asset reports				OFFICIAL - SENSITIVE	
		Annual reports Summary of current assets Asset registers		6 years after disposal of item/asset or last one in register	National Archive (10) Central Expenditure	OFFICIAL	
	Asset Monitoring and Maintenance						
	Management systems that allow the monitoring & management of assets in summary form	Subsidiary asset registers		Destroy 7 years after the conclusion of the financial transaction that the record		OFFICIAL	

				supports			
	Process of reporting and reviewing assets status	Routing returns & reports on asset status Inventories Stocktaking Surveys of usage Acquisition and disposal reports & proposals		Retain for 2 years		OFFICIAL	
	The process of maintaining assets	Garden maintenance Cleaning Painting		Destroy 7 years after last action		OFFICIAL	
	The process of maintaining plant & equipment	Service records Plant files		Destroy 7 years after sale or disposal of asset		OFFICIAL	
	Management Reports						
	Reports to management on overall property of the local authority	Consolidated property & buildings annual reports Summary of leased property Summary of local authority's owned property Site register Register of leases		Destroy 7 years after administrative use is concluded		OFFICIAL	

	Property Acquisition and Disposal						
	(See also Conveyance) Management of the acquisition (by financial lease of purchase) process for real property	Plans		Retain for life of property or building plus 12 years. Offer material re. major/significant properties to Archivist for review		OFFICIAL	
	Management of the disposal (by sale or write-off) process for real property			Destroy 15 years after all obligations entitlements are concluded. Offer material re. major/significant properties to Archivist for review		OFFICIAL	
	Property Development and Renovation						
	The process of					OFFICIAL	

	managing and undertaking renovations and development of property						
	Management Buildings and estates of "special interest"	Project specifications Plans Installation of manuals Certificates of approval		Permanent		OFFICIAL	
	Management all other buildings and estates	Project specifications Plans Installation manuals Certificates of approval		Permanent		OFFICIAL	
	The action process involved in the development and renovation of property	Work orders Tender documents Conditions of contracts		Destroy 7 years after the conclusion of the transaction that the record supports		OFFICIAL	
	Leasing and Occupancy						
	The process of managing leased property	Lease Agreements Rental expenditure authorities Valuation queries Applications for leases,		Destroy 15 years after the expiry of the lease		OFFICIAL	

		licences & rental revision					
	The process of managing the occupancy of property	Requests for works, cleaning etc		Destroy 7 years after the conclusion of the transaction that the record supports		OFFICIAL	
	Bills of Quantity						
	Project documents Building records			Review 16 years after compilation		OFFICIAL - SENSITIVE	
	Schedules of known tenant alterations			Destroy 16 years after surrender, expiry or termination of lease or memoranda of terms		OFFICIAL - SENSITIVE	
	Register of records and documents deposited in safe custody			Destroy 16 years after register ceases to be current		OFFICIAL	
	Miscellaneous						
	Any other records			Review 12		OFFICIAL	

	relating to buildings not otherwise referred to in the schedules			years after date of issue, closure or last action			
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Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
22. REVENUES							
	Council Tax Valuation						
	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists		Valuation lists- Permanent.		OFFICIAL	
		Correspondence Objections Reports		Destroy 6 years after the year in which the valuation was made		OFFICIAL - SENSITIVE	
	Property History						
	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property. Note: records containing accounting information primarily, & not being a source of property history, should be disposed of according to the appropriate	Rate books Rate cards Register of rateable properties		Permanent		OFFICIAL	

	record class within the Accounts & Audit function						
	Rates & Local Authorities Tax Correspondence						
	The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters.	Notices Objections Applications Correspondence Rate certificates Notices of acquisition and disposition Rate property files		Destroy 7 years after last action		OFFICIAL - SENSITIVE	
	Housing and Council Tax Reduction						
	Housing and Council Tax Reduction application forms			Destroy after 6 years after the end of the claim	ESD Local Government Record Retention	OFFICIAL - SENSITIVE	
	Housing and Council Tax Reduction- Fraud						

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification	ISP
23. WASTE MANAGEMENT							
	Waste Management – Collection of Waste						
	The process of arranging the collection or transportation of household waste			Destroy 3 years after last action	ESD Local Government Record Retention	OFFICIAL	
	The process of arranging the collection or transportation of controlled waste			Destroy 6 years after last action	ESD Local Government Record Retention	OFFICIAL	
	Waste Management - Disposal of Waste						
	The summary management of sites used for the disposal of waste within the local authority			Permanent offer to archivists Transfer to place of deposit after administrative use is concluded		OFFICIAL	
	The process of the short term storage of household waste	Transfer site		Destroy 3 years after site closure		OFFICIAL	
	The process involved	Waste site plans		Permanent		OFFICIAL	

	in management the use type and amount of waste to be disposed at a specific site			offer to archivists			
	As appropriate for District	Successful Waste Planning application Successful Mineral Planning applications Amendments to definitive map Mineral Register Applications for mineral extraction Land use surveys		Permeant		OFFICIAL	