

Records and Retention Policy

January 2025



CONTENTS

CONTENTS.....	2
INTRODUCTION	10
Scope.....	10
Objectives	10
Review	11
Procedural Requirements	11
Role of Directors	11
Role of the Legal Team	12
Data Protection Act / General Data Protection Regulations (GDPR).....	12
Record Disposal.....	12
Key Disposal/Retention Considerations	13
1. ALL STAFF – CORPORATE PLANNING & REPORTING	16
Management and Administration	16
Statutory Returns	17
Policy, Procedures Strategy and Structure.....	17
Public Consultation	18
Contracts and Tendering Pre Contract Advice	18
Specification and Contract Development	18
Evaluation of Tender	19
Tender document.....	19
Post Tender Negotiation	20
Awarding of contract	21

Contract Management.....	21
Asset Registers.....	22
Miscellaneous	22
Client Project Board Minutes and Papers	23
Externally Funded Schemes	23
2. ARCHITECTURAL	24
Plans, Inspections and Associated Architectural Services	24
Meetings with Contractors	29
3. AUDIT	30
4. BUSINESS TRANSFORMATION	31
Quality and Performance Management.....	31
5. CCTV	32
6. CHIEF EXECUTIVE AND CORPORATE LEADERSHIP TEAM.....	33
Enquiries and Complaints	33
7. CEMETERIES & CREMATORIA	34
8. CULTURAL SERVICES.....	35
9. DEMOCRATIC SERVICES	36
Council and Committee Meetings.....	36
Partnership, Agency and External Meetings	37
Honours and Submissions	38
Political Parties Papers	38
10. ELECTORAL REGISTRATION.....	39
Elections	39
Voting (Local elections only)	39
Results.....	39

11. EMERGENCY PLANNING.....	41
Emergency Planning.....	41
Major Incident	41
12. FINANCE.....	42
Accounts and Audit Reporting.....	42
Financial and Transactions Management.....	42
Financial Provisions	44
Budgets and Estimates	44
Loans	45
Bank Account Records	46
Cheques and associated records	46
Bank deposits	46
Bank reconciliations	47
Bank statements	47
Electronic banking and electronic funds transfer	48
Expenditure Records	48
Cash books/sheets.....	48
Petty cash records	48
Creditors	49
Statements.....	49
Subsidiary records	49
Vouchers.....	50
Voucher registers.....	50
Costing records.....	51
Ledger Records	51
General and subsidiary ledgers.....	51

Related records	52
Journals	52
Trial balances &	52
reconciliations	52
Receipts And Revenue Records	52
Receipt records	52
Cash registers	53
Summaries/analysis records	53
Cashiers' records	54
Revenue records	54
Debtors records/invoices	54
Debts/refunds	54
Depreciation Registers	55
Financial statements	55
Insurance – Policy Management	55
Insurance - Claims Management	56
Miscellaneous	57
13. FLEET MANAGEMENT	58
Transport Management	58
14. HEALTH & SAFETY	59
Health and Safety – Inspection, Assessment, Monitoring and Recording	59
15. HOUSING	61
Housing provision	61

Tenancy Agreements	62
Housing Provision	63
Private Sector Housing	64
16. HUMAN RESOURCES	65
Personnel administration	65
Employee and Industrial Relations	66
Equal Employment Opportunities	68
Occupational Health	68
Recruitment	69
Staff Monitoring	70
Termination	70
Training and Development	71
Appointments of Statutory Officers	72
Employment and Career	73
Health	76
Pay and Pension	77
Personal	82
Payroll Accountable	82
Payroll Non-accountable	83
Salaries and related records	83
17. ICT	84
Systems Management	84
18. INFORMATION GOVERNANCE	85
19. LEGAL	86
Information Management	86

Litigation.....	86
Agreements.....	87
Conveyance (see also Property Acquisition and Disposal).....	87
Property Acquisition and Disposal.....	88
Tests and Statutory Certificates	88
Meetings with Contractors	88
Bye-Laws - Enactment.....	89
Bye-Laws – Administration and Enforcement.....	89
20. LEISURE.....	90
21. LICENSING, ENVIRONMENTAL HEALTH, AND PUBLIC PROTECTION	91
Enforcement Certification and Prosecution	91
Registration, Certification and Licensing	91
Notification	91
Investigation, Inspection and Monitoring	91
Prosecution	92
22. MARKETING, COMMUNICATIONS AND CUSTOMER SERVICES	93
Publications.....	94
Marketing	94
Photographic Records Albums.....	94
Miscellaneous	95
23. MAYOR	96
Civic and Royal Events	96
24. STORES.....	97
Stores Records	97
Purchase Order Records	97

25. TOWN CENTRE.....98

26. PARKS.....98

27. PLANNING.....99

 Planning Consents and Correspondence 99

 New buildings..... 99

 Correspondence..... 99

 PLANNING AND LAND USE 99

 Planning Scheme Development and Amendment..... 99

 Planning Scheme Regulation..... 102

 INFRASTRUCTURE AND TRANSPORT 103

 Planning and Development..... 103

 Traffic Management 103

 Infrastructure Management/Maintenance 104

28. PROPERTY SERVICES..... 105

 Summary Assets Management 105

 Asset Monitoring and Maintenance 105

 Management Reports..... 106

 Property Acquisition and Disposal..... 107

 Property Development and Renovation..... 107

 Leasing and Occupancy..... 108

 Bills of Quantity 109

 Miscellaneous 109

29. REVENUES AND BENEFITS..... 110

 Council Tax Valuation 110

 Property History 110

Rates & Local Authorities Tax Correspondence	112
Housing and Council Tax Reduction	112
Housing and Council Tax Reduction application forms.....	112
Housing and Council Tax Reduction– Fraud	112
Interviews under caution	113
BID.....	113
Miscellaneous	114
30. WASTE MANAGEMENT.....	115
Waste Management – Collection of Waste	115
Waste Management -Disposal of Waste	115

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 Assistant Director for Law and Governance and Monitoring Officer will review the schedule every year as changes in working practices or legislation require it. The Information Governance Team 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 Assistant 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 Information Governance 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 / UK 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 / UK 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 counterproductive, 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
	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
	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
	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
	Counter Fraud Investigations	Reports of potential Frauds		6 Years after investigation completed		OFFICIAL - SENSITIVE

	Client Project Board Minutes and Papers					
	Agendas Minutes			Destroy 6 years after admin use is concluded	Local Authorities (Executive Arrangements) (Meetings and access to information) (England) Regulation 2012	OFFICIAL
	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
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
3. AUDIT						
	Core Functions					
	Audit reviews in accordance with approved audit plan.	Service reviews		6 Years		OFFICIAL
	Counter Fraud Investigations as approved by Monitoring Officer	Assessment form		6 Years		OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
4. 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
5. CCTV						
	CCTV footage	Recordings of individuals in private / public spaces		30 days unless requested for transfer into evidence vault	Best Practice	
	Activity Logs	Operator Daily Activity Logs, Digital Database incident logs		3 year	ICO recommendations	OFFICIAL
	RIPA applications	Documents used for the approval of surveillance under the Investigatory Powers Act.		6 Years	Limitations Act 1980	OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
6. CHIEF EXECUTIVE AND CORPORATE LEADERSHIP TEAM						
	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
7. 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
	Memorial permit application	Forms for memorial application received from memorial mason		Indefinitely	Best Practice	OFFICIAL
	Public Health Burials and management of deceased Estate	Applications, Police and coroners reports		15 years	Best Practice	OFFICIAL
	Exhumations	Applications		15 years	Best Practice	OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
8. CULTURAL SERVICES						
	Commercial Sales	Customer credit card details for payments for merchandise, confectionary and bar. Consent forms for activities.		6 years	Best Practice	
	Ticketing CRM System	Customer booking records including personal details and addresses for ticketing and marketing		10 Years	Used to assess market trends, data anonymized after 10 years	OFFICIAL
	Volunteer Registration Forms	Registering volunteers		6 Years	Limitations Act 1980	OFFICIAL

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

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
10. ELECTORAL SERVICES						
	Elections					
	Registration - Previous copies of the register	Previous published registered kept to determine overseas electors		Indefinite	Representation of the People Act 1983	OFFICIAL - SENSITIVE
	Registration - Collection of Annual Canvass Forms			1 year	Representation of the People Act 1983	OFFICIAL - SENSITIVE
	Registration - collection of names to appear on the Electoral Register.	electoral register		Indefinite	Representation of the People Act 1983	OFFICIAL - SENSITIVE
	Registration - Collection of Invitation to Register			1 year	Representation of the People Act 1983	OFFICIAL - SENSITIVE
	Registration - collection of absent vote application forms	Collected to allow those requesting absent votes to either have a proxy or postal vote.		3 years		OFFICIAL - SENSITIVE
	Election - Results	Result of the Election		1 year following declaration		OFFICIAL - SENSITIVE
	Election - Nominations			35 days	The Local	OFFICIAL -

					Elections act 2006 & RPA 1983	SENSITIVE
	Election - Staff Details	Information of staff kept on our EMS to allocate those wanting to work		2 year	The Local Elections act 2006 & RPA 1983	OFFICIAL - SENSITIVE
	Elections - Right To work Documents	Check those willing to work are able to work.		Life of person record	Local Elections 2006 + Elections act 2022 + RPA 1983	OFFICIAL - SENSITIVE
	Election - Marked Registers	Register marked by Presiding Officer and staff to show who's cast their vote.		1 year following declaration	Local Elections 2006 + Elections act 2022 + RPA 1983	OFFICIAL - SENSITIVE
	Elections - Additional Documents - Corresponding number list, unused ballot papers	Documents retained from the polling station which legally need to be kept incase of any police matters arising in the year following an election		1 year following declaration	Local Elections 2006 + Elections act 2022 + RPA 1983	OFFICIAL - SENSITIVE

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
11. 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	Best Practice	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	Best Practice	OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
12. 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
	Grant in aid payments			6 Years	ESD Local Government Record Retention Limitation Act 1980	OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
13. 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 hours	Drivers hours digi-tacho and/or logbook		Destroy 6 years after closure	Limitation Act 1980	OFFICIAL
	Private/taxi MOT Service	Receipts of work		Destroy 6 years after closure	Limitation Act 1980	OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
14. 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			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
15. 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 6 years 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</u> <u>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
	ASSIST Service					

		Personal data and Health details and next of kin, emergency contacts collected and installed onto Tunstall PNC system which holds all details so can assist with responding to emergency calls, sheltered housing, and hospital discharge.		Destroy 6 years after contact end	Limitation Act 1980	OFFICIAL
	Handyperson Service	Handyperson request form, signed consent on completion of works		6 years	Limitation Act 1980	OFFICIAL
	Private Sector Housing					
	Grants	Referral form received from OT, case created on Civica		10 Years		
	Enforcement	Delivering and investigating statutory responses		7 Years		

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
16. 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 6 years	Limitation Act 1980	OFFICIAL - SENSITIVE	
	Liaison processes of minor and routine employment matters	Daily employment relations management		Destroy 6 years	In line with Personnel File	OFFICIAL - SENSITIVE	

	Processing of disciplinary investigations where proved			<p>Oral warning – 6 months</p> <p>Written warning – 1 year</p> <p>Final warning – 24 months</p> <p>The above warnings to be removed and destroyed after the relevant time has 'spent'. Warnings involving children- Placed on personal file permanently</p>	In line with Disciplinary Policy	OFFICIAL - SENSITIVE
	Processing of grievance investigations where proved			6 Months	Best Practice	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 6 years after termination of contract		OFFICIAL - SENSITIVE
	Occupational Health Records of Front line employees, or employees who			Termination + 75 Years	Compliance with Insurance Provider	OFFICIAL - SENSITIVE

	were exposed to dangerous substances					
	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 conditions)	CIPD 2010	OFFICIAL - SENSITIVE

	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 6 years after termination of contract		OFFICIAL - SENSITIVE
	Financial reward			Destroy 6 years after action completed	HMRC CH14530	OFFICIAL - SENSITIVE
	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			Retain for 6 years after employment has concluded		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 6 Months if unsuccessful Retain for 6 years after employment has concluded if successful		OFFICIAL - SENSITIVE
	Recruitment, appointment and/or production board selection papers			Retain for 6 Months 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. Amount of any refund of PCSPS contributions. Amount and date of any Contributions Equivalent Premium paid. 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>					
--	--	--	--	--	--	--

	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
	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
17. 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			Retain for life of system then destroy		OFFICIAL - SENSITIVE
	The process to support and administer a system used to support the activities of the local authority			Retain for life of system then destroy		OFFICIAL - SENSITIVE

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
18. INFORMATION GOVERNANCE						
	Process Management					
	Requests for Information	Registers of previous requests		3 Years	ICO Guidance	OFFICIAL
	ICO complaints			3 Years	ICO Guidance	OFFICIAL - SENSITIVE
	Data Protection Impact Assessments			6 Years since the end of the process	ICO Guidance	OFFICIAL - SENSITIVE
	Data Breach logs			6 Years	Limitations Act 1980	OFFICIAL - SENSITIVE

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
19. 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
	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			6 years after expiry or superseded		OFFICIAL - SENSITIVE
	Meetings with Contractors					
	Leases (signed copies)			16 years after expiry		OFFICIAL - SENSITIVE
	Memoranda of terms			16 years after expiry		OFFICIAL - SENSITIVE
	Subletting agreements			6 years after termination		OFFICIAL - SENSITIVE
	Wayleave agreements			Destroy 6 years after expiry or termination		OFFICIAL - SENSITIVE

	Landlords' consents			16 years after surrender or termination of lease or memoranda of terms		OFFICIAL - SENSITIVE
	Licenses			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/ Licenses Infringement notices(parking) Correspondence		Destroy years from date of record	Limitation Act 1980 ESD Local Government Record Retention	OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
20. LEISURE						
	Applications					
	Support referrals and grant funding applications	Food Support Utility Support Household Support Fund Grant Aid Scheme International Sport Pass Breastfeeding Accredited Organisations		Destroy 6 months after funds have been granted		
	Contact Details of Groups/clubs	School Sports Partnership Sports Club contacts International Sports Pass Bellamy Insights residents contacts Health Development partnership contacts		Reviewed annually, individuals removed if no longer current.		

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
21. LICENSING, ENVIRONMENTAL HEALTH, AND PUBLIC PROTECTION						
	Enforcement Certification and Prosecution Registration, Certification and Licensing					
	The administration of applications, registration, certification and licenses in relation to local authorities registration requirements	Applications for animal registration Application for business premises Certificates or registration or licenses of: taxi drivers, private hire vehicle owners and operators, beauty therapists, Mobile Homes, Sexual Entertainment Venues, Gambling Act and Licensing Act		Destroy 6 years after registration or entitlement lapses		OFFICIAL - SENSITIVE
	Notification					
	The process of issuing notices to citizens with respect to particular responsibilities	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 6 years from last action	Limitations Act 1980	OFFICIAL - SENSITIVE
	Stray Dog Service					
	Contracts and service provision for the collection and kenneling of stray dogs.	Contact Details, Names		6 Years		
	Pollution Control					
	Pollution Control and contaminated land enquiries	Application processing, inspection visits, processing data from Public register. Contaminated land reports and service request investigations.		Indefinitely	Environmental Permitting (England and Wales) Regulations 2010, Environmental Protection Act 1990	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
22. MARKETING, COMMUNICATIONS AND CUSTOMER SERVICES						
	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
	Customer Services					

	general enquiry, service request, and complaints			3 years	Best practice	
	Ombudsman Correspondence			3 years	Best practice	
	Post Room	Tracked mail receipts		2 years		
	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
23. 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
24. STORES						
	Stores Records					
	Goods inwards books/records, delivery dockets, 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			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) Accounting Records	OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
25. TOWN CENTRE						
	Trader Applications	Application forms, and liability insurance forms		3 Years		
	Shop Mobility Application Form			3 Years		
	Green Bag applications			6 years		
	Car Parks Permits and Enforcement	Parking Permits and Fines				
	Changing Place (Disabled support for toilets)	Application forms		Medical Proofs retained for 6 weeks, application forms retained for duration of access to FOB		

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
26. PARKS						
	Parks customer agreements including allotments and park leases	Customer applying/signing for allotment, sports booking, park leases (burger vans etc).		6 years	Limitation Act 1980	OFFICIAL
	Sports clubs details	Details of football teams, bowls teams who use our parks.		6 years	Limitation Act 1980	
	Friends Groups	Volunteers to help little picking on parks and streets in the community		6 years	Limitation Act 1980	

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
27. 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 amenity	Tree preservation orders Country parks and nature reserves Development plans and correspondence Land purchase agreements		Permanent Refer to the Archivist		OFFICIAL except for objection letters- OFFICIAL - 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 approving building applications in relation to listed or other significant buildings	Building files, Plans Specifications Correspondence Applications, Permits Certificates		Permanent	ESD Local Government Record Retention	OFFICIAL

	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
28. 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 6 years after the conclusion of the financial transaction that the record		OFFICIAL

				supports		
	Process of reporting and reviewing assets status	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 6 years after last action		OFFICIAL
	The process of maintaining plant & equipment	Service records Plant files		Destroy 6 years after sale or disposal of asset		OFFICIAL
	Management Reports					
	Reports to management on overall property portfolio 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 6 years after administrative use is concluded		OFFICIAL

	Property Acquisition and Disposal					
	(See also Conveyance) Management of the acquisition (by financial lease or purchase) process for real property	Plans		Retain for life of property or building plus 12 years.		OFFICIAL
	Management of the disposal (by sale or write-off) process for real property			Destroy 15 years after all obligations entitlements are concluded.		OFFICIAL
	Property Development and Renovation					
	The process of managing and undertaking renovations and development of property			Permanent while the asset is owned by the Local Authority		OFFICIAL
	Management Buildings and estates of "special interest"	Project specifications Plans Installation of manuals Certificates of approval		Permanent while the asset is owned by the Local Authority		OFFICIAL

	Management all other buildings and estates	Project specifications Plans Installation manuals Certificates of approval		Permanent while the asset is owned by the Local Authority		OFFICIAL
	The action process involved in the development and renovation of property	Work orders Tender documents Conditions of contracts		Destroy 6 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, licenses & rental revision		Destroy 15 years after the expiry of the lease		OFFICIAL

	The process of managing the occupancy of property	Requests for works, cleaning etc		Destroy 6 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 relating to buildings not otherwise referred to in the schedules			Review 12 years after date of issue, closure or last action		OFFICIAL

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
29. REVENUES AND BENEFITS						
	Council Tax					
	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
	Administration of Council Tax	Updating, creating and maintaining Council Tax accounts. Applying relevant exemptions and discounts. Collection and administration of Direct Debits		Destroy 6 years	Local Government Finance Act 1992	OFFICIAL - SENSITIVE
	Property History					

	<p>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</p>	<p>Rate books Rate cards Register of rateable properties</p>		<p>Permanent</p>		<p>OFFICIAL</p>
--	--	--	--	------------------	--	-----------------

	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 6 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					

	Interviews under caution	Tapes		Two years plus current from IUC, unless sanction case – then retain for six years from the conclusion of the case.		OFFICIAL - SENSITIVE
	Fraud – general	Log Books		Retain completed books for five years from last entry.		
		Investigation File (no fraud)		Current year + one		
		Investigation File (fraud)		Do Not Destroy	DWP Retention Policy Guidance	
		Sanctions File				
	Mansfield Business Improvement District (BID)					

	Collection of BID	Collection of BID via issue of reminders, summons, Liability Orders obtained at court, attachment of earning order, attachment benefit order, enforcement agents, committal action, Bankruptcy, insolvency & charging orders		Indefinitely		OFFICIAL - SENSITIVE
	Administration of BID	Updating, creating and maintaining BID accounts. Applying relevant exemptions and discounts. Collection and administration of Direct Debits		6 years, Local Government Finance Act 1992, Limitations Act 1980		OFFICIAL - SENSITIVE
	Miscellaneous					
	Payment of Covid-19 Business Grants	Administration of Covid-19 Business Grant schemes on behalf of BEIS		10 years	BEIS Guidance	OFFICIAL - SENSITIVE
	Payment of energy Rebate Payments	Administration of Council Tax Energy Rebate Scheme on behalf of DLUHC		To be confirmed by DLUHC	DLUHC Guidance	OFFICIAL - SENSITIVE

Department	Function Description	Examples of Records	Responsible Officer	Retention Period	Rationale / Legislation	Classification
30. WASTE MANAGEMENT						
	Waste Management – Collection of Waste					
	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	Bin collections, members of public can make requests to return for missed bins and to report problem with damaged bins etc Clinical collections for health reasons including health care forms being submitted		6 years	Limitation Act 1980	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 in management the use type and amount of waste to be disposed at a specific site	Waste site plans		Permanent offer to archivists		OFFICIAL
	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		Permanent		OFFICIAL