

Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations	Date of Last Review
1.01	Cemeteries & Crematoria	Burial Identity and Location	Register of interments; Cemetery Plans and Register.	20 years	from closure of the cemetery	<i>From ESD Local Government Record Retention</i>	14/12/2017
1.02	Cemeteries & Crematoria	Burial Identity and Location	Permits; Applications; Orders.	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
2.01	Council Property	Management of Council Property	Land Deeds; Property deeds; Land & Property Rental Documents; Property Valuation Lists; Purchase & Sale of Property Register	Until sold	Retain from date ownership commenced until property is sold.	<i>From ESD Local Government Record Retention</i>	14/12/2017
2.02	Council Property	Property Acquisition and Disposal	Records of management of the acquisition process for real property - Plans	Life + 12 years	Retain for life of property or building plus 12 years. Offer material re major/ significant properties to the Archivist for review.	Common Practice	14/12/2017
2.03	Council Property	Property Acquisition and Disposal	Legal documents relating to the sale; Particulars of sale documents; Board of survey; Tender documents; Conditions of contracts	15 years	after obligations. Entitlements are concluded. Offer material re major/ significant properties to the Archivist for review.	Common Practice	14/12/2017
2.04	Council Property	Property and Land Management	Consolidated property & buildings annual reports; Summary of leased property; Summary of local authority's owned property; Site register; Register of leases	Permanent		Common Practice	14/12/2017
2.05	Council Property	Property and Land Management	Lease agreements; Rental expenditure authorities; Valuation queries; Applications for leases, licences & rental revision	15 years	after the expiry of the lease	Common Practice	14/12/2017
2.06	Council Property	Property and Land Management	Requests for works, cleaning etc.	7 years		Common Practice	14/12/2017
2.07	Council Property	Property and Land Management	Stock monitoring records	6 years	from date of the survey of housing stock	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
2.08	Council Property	Property and Land Management	System Development; System Implementation Plan		from date system commissioned until date system decommissioned	<i>From ESD Local Government Record Retention</i>	14/12/2017
2.09	Council Property	Property and Land Management	System Administration (maintenance and monitoring)	1 year	from year record created	<i>From ESD Local Government Record Retention</i>	14/12/2017
2.10	Council Property	Property and Land Management	Leases; Contracts; Quotes; Approvals; Fleet authorisation numbers; Approvals as drivers; Allocations & authorisations for vehicles; Maintenance of vehicles; Vehicle usage reports; vehicle log books	6 years	from date of maintenance	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
2.11	Council Property	Property Development and Renovation	Project specifications; Plans; Installation manuals; Certificates of approval.	Permanent		Common Practice	14/12/2017
2.12	Council Property	Property Development and Renovation	Correspondence; Work orders; Tender documents; Conditions of contracts	7 years		Common Practice	14/12/2017
3.01	Democracy	Corporate Planning & Reporting	Corporate Plan; Strategy Plans; Business Plans; Annual Reports	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
3.02	Democracy	Corporate Planning & Reporting	Cross department consideration - strategic management team minutes; Unit/team consideration minutes	1 year	retain from date of meeting	<i>From ESD Local Government Record Retention</i>	14/12/2017
3.03	Democracy	Decision Making	Council Minutes; Agenda and Business Papers; Notice Papers and Proceedings; Indexes; Committee Minutes; Register of delegations to Special Committees	6 years	from date of meeting / decision	Local Government Act 1972 (section 100B) <i>From ESD Local Government Record Retention</i>	14/12/2017
3.04	Democracy	Decision Making	Draft/ Rough Minutes (All formats incl Audio Tapes)		Destroy after date of confirmation of the minutes	Common Practice	14/12/2017

3.05	Democracy	Honours & Awards	Honours nomination form; Covering documentation; Letters of support; Referral for comment from Lord Lieutenant	5 years	after last action	Common Practice	14/12/2017
3.06	Democracy	Policy, Procedures, Strategy & Structure	Policy, procedure, precedent, instructions; Organisation Charts; Records relating to policy implementation and development; Education Plan; Children's services plan; Community Strategy; Community plan; Community safety plan	6 years	from date of meeting / decision	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	14/12/2017
3.07	Democracy	Policy, Procedures, Strategy & Structure	Asset management plan	6 years	from year records created	From ESD Local Government Record Retention	14/12/2017
3.08	Democracy	Policy, Procedures, Strategy & Structure	Minutes of monitoring and reviewing strategic plans, policies and procedures	6 years	from creation of records	From ESD Local Government Record Retention	14/12/2017
3.09	Democracy	Representation	Electoral Register	Permanent		Electoral Registration and Administration Act 2013 From ESD Local Government Record Retention	14/12/2017
3.10	Democracy	Representation	Ballot Papers	6 months	from close of poll	Representation of the People Regulations 2001 From ESD Local Government Record Retention	14/12/2017
3.11	Democracy	Representation	Election Results	6 months	from date of election	Representation of the People Act 1985 From ESD Local Government Record Retention	14/12/2017
3.12	Democracy	Representation	Leader of opposition papers	3 years	after last action	Common Practice	14/12/2017
3.13	Democracy	Statutory Returns	Reports to Central Government	7 years	from closure	Common Practice	14/12/2017
4.01	Finance	Accounts & Audit	Publication of council accounts; Court Case Papers; Insurance Records;	6 years	from date of records created	Local Government Finance Act 1992	14/12/2017
4.02	Finance	Accounts & Audit	Signed Audited Accounts	permanent			14/12/2017
4.03	Finance	Accounts & Audit	Financial Account Working Papers; FMIS records; Government Statistical Returns; RO & CO forms; Audit Committee Meeting Minutes; Audit Terms of Reference; Audit Reports (Others)	3 years		National Archive (11) Internal Audit Records	14/12/2017
4.04	Finance	Accounts & Audit	Audit Reports (long term contracts)	6 years		National Archive (11) Internal Audit Records	14/12/2017
4.05	Finance	Accounts & Audit	Committee Reports; Background Papers	4 years	from date of meeting / decision	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	14/12/2017
4.06	Finance	Accounts & Audit	Contracts; Agreements	6 years	from end of contract	NA(5) Contractual Records	14/12/2017
4.07	Finance	Accounts & Audit	Internal Audit Files		Until Next Full Audit Review		14/12/2017
4.08	Finance	Accounts & Audit	Audit Programmes/Plans/Strategies	1 year		National Archive (11) Internal Audit Records	14/12/2017
4.09	Finance	Accounts & Audit	Standing Orders; Financial Regulations; Computer Hardware and Software Descriptions	permanent		Common Practice	14/12/2017
4.10	Finance	Accounts & Audit	ESF & ERDF files	permanent	documentation relating to ERDF/ESF supported projects must be retained until at least 31st December 2014 and then only destroyed with permission of the GOEM European Secretariat	Common Practice	14/12/2017
4.11	Finance	Asset Management	Asset Register	6 years	after asset is disposed of	National Archive (10) Central Expenditure Records HMRC - Compliance Handbook Manual CH15400	14/12/2017
4.12	Finance	Asset Management	Stores Records; Issue Notes; Requisition Notes;	3 years	from end of financial year to which records relate	National Archive (11) Internal Audit Records	14/12/2017

4.13	Finance	Corporate Counter Fraud	Case file (No Prosecution)	18 months	from date of closure	Common Practice	14/12/2017
4.14	Finance	Corporate Counter Fraud	Case file (Prosecution)	6 years	from date of closure	Common Practice	14/12/2017
4.15	Finance	Corporate Counter Fraud	Case file (POCA order)	7 years	from date of POCA or the length of the order if longer	Proceeds of Crime Act 2002	14/12/2017
4.16	Finance	Financial Provision Management	Loan records (after redemption of loan)	6 years	from end of financial year to which records relate	The Money Laundering Regulations 2007 Section 19(1)	14/12/2017
4.17	Finance	Financial Provision Management	Investment Records	2 years	after investments are liquidated or matured	National Archive (10) Central Expenditure Records	14/12/2017
4.18	Finance	Financial Transaction Management	Journals; Expense claims; Allowance claims; Copy receipts; Goods Received Notes	6 years	from end of financial year to which records relate	National Archive (3) Accounting Records	14/12/2017
4.19	Finance	Financial Transaction Management	Budget Books	3 years	from end of financial year to which records relate	Taxes Management Act (1970) Section 12B	14/12/2017
4.20	Finance	Financial Transaction Management	Detailed Working Papers; Prime records of cash recorded; Prime records of postal payments	3 years	from end of financial year to which records relate	NA(3) Accounting Records	14/12/2017
4.21	Finance	Financial Transaction Management	Summaries of account records; Petty Cash Records (books, sheets, receipts); Delivery Notes	2 years	from end of financial year to which records relate	National Archive (3) Accounting Records	14/12/2017
4.22	Finance	Financial Transaction Management	Bank Statement; Invoices received	6 years	from year records created	HMRC - Compliance Handbook Manual CH15400	14/12/2017
4.23	Finance	Financial Transaction Management	Payment Card Details	0	Not to be retained in any format and data is to be securely destroyed	See main policy guidance - Authority for guidance relates to criteria that must be met for PCI compliance.	14/12/2017
4.24	Finance	Financial Transaction Management	Prime evidence of money being Banked; Prime evidence of income raising	6 years	from year records created	HMRC - Compliance Handbook Manual CH15400	14/12/2017
4.25	Finance	Financial Transaction Management	Audit records of monies paid and received	6 years	from year records created	HMRC - Compliance Handbook Manual CH15400 <i>From ESD Local Government Record Retention</i>	14/12/2017
4.26	Finance	Financial Transaction	Cash Books / Sheets	6 years	from date of payment or receipt	National Archive (3) Accounting Records	14/12/2017
4.27	Finance	Financial Transaction	Cheques drawn on Bank Accounts	6 years	from date of issue	National Archive (3) Accounting Records	14/12/2017
4.28	Finance	Financial Transaction Management	Invoices; Purchases; Orders	6 years	from date of records created	HMRC - Compliance Handbook Manual CH15400	14/12/2017
4.29	Finance	Financial Transaction Management	Advice Notes	1 year		National Archive (3) Accounting Records	14/12/2017
4.30	Finance	National Taxation	VAT, Income Tax and National Insurance Records	3 years	from end of financial year to which records relate	The Income Tax (Employments) Regulations 1996	14/12/2017
4.31	Finance	Payroll & Pensions	Occupational Health Records	30 years	in event of compensation claims for work related injuries		14/12/2017
4.32	Finance	Payroll & Pensions	All records relating to the transparency of senior salaries	1 year	from date of records created	Retention Guidance for Local Authority 2013	14/12/2017
4.33	Finance	Payroll & Pensions	Inland Revenue returns; Department of Work & Pensions returns	6 years	from end of financial year to which records relate	Finance Act 2008 Schedule 37	14/12/2017
4.34	Finance	Payroll & Pensions	Timesheets; Car Allowance Claims; Overtime Claims	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
5.01	Health & Safety	Incident Records	Employees Incident report forms	6 years	from year records created	Limitation Act 1980	14/12/2017
5.02	Health & Safety	Incident Records	Incident report forms – members of the public (adults); Accident investigation reports	3 months	from date of accident	Limitation Act 1980 (section 11) <i>From ESD Local Government Record Retention</i>	14/12/2017

5.03	Health & Safety	Incident Records	Incident report forms – members of the public (children); Accident investigation reports	3 months	from date of birth	Limitation Act 1980 (section 11) <i>From ESD Local Government Record Retention</i>	14/12/2017
5.04	Health & Safety	Incident Records	Investigation of work-related ill health cases by Safety Adviser	6 years		Statutory	14/12/2017
5.05	Health & Safety	Incident Records	Individual's accidental exposure to radiation	>50 years	Retain until the Employee reaches the age of 75, but in any event retain for at least 50 years.	The Ionising radiation regulations 1999	14/12/2017
5.06	Health & Safety	Incident Records	Individual's accidental exposure to asbestos	30 years	30 years for employees with exposure	Control of Asbestos at Work Regulations 1987	14/12/2017
5.07	Health & Safety	Inspections & Assessments	Equipment inspection records; Monitoring results	6 years	from record created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
5.08	Health & Safety	Inspections & Assessments	Property asbestos files	40 years	from closure of building	<i>From ESD Local Government Record Retention</i>	14/12/2017
5.09	Health & Safety	Risk Assessments	Noise & Vibration risk assessments/ surveys; DSE risk assessments; Collective/team based stress risk assessments; Other risk assessments not specifically listed above, that do not contain	6 years	kept at least 6 years after new RA carried out	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
5.10	Health & Safety	Risk Assessments	Asbestos risk assessments (of tasks and activities where exposure exceeds action level – incidents of exposure is listed above); COSHH substance risk assessments (COSHH Safety Data Sheets)	50 years	from date of closure	COSHH Regulations 1997 <i>From ESD Local Government Record Retention</i>	14/12/2017
5.11	Health & Safety	Risk Assessments	Personal/individual stress risk assessments	>6 years	Length of employment + 6 years.	Statutory	14/12/2017
5.12	Health & Safety	Risk Assessments	H&S monitoring (i.e. audit and inspection records) by safety advisers; Plant/equipment inspection records; Portable electrical equipment test records; Fixed electrical inspection test records; Written procedures/safe systems of work (other than asbestos etc.)	6 years		Statutory	14/12/2017
5.13	Health & Safety	Risk Assessments	Pre-employment medical forms; Referral consultation notes	6 years	after date closed	Access to Medical Report Act 1998	14/12/2017
6.01	Housing	Housing Provision	Home Energy; Housing Benefits; Council Tax; Housing Development; Leaseholder Records; <u>Mortgage Records</u>	6 years	from date of action	<i>From ESD Local Government Record Retention</i>	14/12/2017
6.02	Housing	Housing Provision	Renewals & Grants (under £50,000); Rent Accounts	6 years	after last payment	Limitation Act 1980	14/12/2017
6.03	Housing	Housing Provision	Renewals & Grants (over £50,000)	12 years	after last payment	Limitation Act 1980	14/12/2017
6.04	Housing	Housing Provision	Right To Buy (case files)	6 years	from close of case	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
6.05	Housing	Managing Tenancies	Hostels; Tenancy Support; Supported Housing; Community Care	6 years	from year of record created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
6.06	Housing	Managing Tenancies	Housing Options (documents related to housing applications; allocation system)	6 years	from date of application	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
6.07	Housing	Managing Tenancies	Sheltered Housing	6 months	from date of assessment	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017

6.08	Housing	Managing Tenancies	Housing Improvement & Repairs; Key Tenancy Records; Correspondance	6 years	after tenancy has expired (Dependant on relevance up to length of tenancy)	Limitations Act 1980 (section 5)	14/12/2017
7.01	Human Resources	Employee & Industrial relations	Grievances records	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980	14/12/2017
7.02	Human Resources	Employee & Industrial relations	H&S Assessment including records of consultation with safety representatives and committees.	Permanent	Retain permanently transfer to place of deposit when administration use is concluded. Offer to Archivist for review.	CIPD recommended retention period guidelines 2010	14/12/2017
7.03	Human Resources	Employee & Industrial relations	Records of allegations which are proved to be unfounded	0 year	Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to this, where for its own protection the employer has to keep a limited record that an allegation was received. and investigated, for example, where the allegation relates to abuse and the worker is employed to work with children or other vulnerable individuals.	ICO employment practices code section 2.13.1	14/12/2017
7.04	Human Resources	Employee & Industrial relations	Records of allegations which are proved to be unfounded - Staff working with children/vulnerable adults.	Retirement or 10 years	Retain on file until the Employee reaches retirement age, or for 10 years if that is longer.	House of common, allegations against school staff, children, school and family committee	14/12/2017
7.05	Human Resources	Employee & Industrial relations	Trade Union Agreements, Pay Award Negotiations	10 years	Destroy 10 years after ceasing to be effective.	CIPD recommended retention period guidelines 2010	14/12/2017
7.06	Human Resources	Employee & Industrial relations	Written warning; oral warnings	18 months	from date of warning	From ESD Local Government Record Retention	14/12/2017
7.07	Human Resources	Personnel Administration	Accident Forms, Personal Risk Assessments, Health Restrictions	3 years	after date of last entry	The reporting of injuries, diseases & dangerous occurrences regulations 1995	14/12/2017
7.08	Human Resources	Personnel Administration	Attendance management Documents (Trigger Interview Notes, Agreements, etc); Record of annual leave taken; Jury Service Notification; Occupational Health Documents; Other Leave Requests;	2 years	from year records created	Retention Guidance for Local Authority 2003	14/12/2017
7.09	Human Resources	Personnel Administration	Bank, Pension, Emergency Contact & Qualifications; Employment Contracts (signed); Educational Qualifications; Adverts, JD's and Person Specs; Car Loans & Mileage Band; Change of Hours; Travel & Subsistence Documents	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980	14/12/2017
7.10	Human Resources	Personnel Administration	Control of Asbestos at Work Health Employee Monitoring Records	>40 years	For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after Employee Leaving date.	The control of asbestos regulations 2006	14/12/2017
7.11	Human Resources	Personnel Administration	Control of Lead at Work Health Employee Monitoring Records	>40 years	For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after Employee Leaving date.	The control of Lead at work regulations 2002	14/12/2017

7.12	Human Resources	Personnel Administration	Control of Substances Hazardous to Health Employee Monitoring Records	>40 years	For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after Employee Leaving date.	The control of substances hazardous to health 2002	14/12/2017
7.13	Human Resources	Personnel Administration	Details of employees who work with Children	25 years	Destroy 25 years after Employee Leaving Date	Retention Guidance for Local Authority 2003	14/12/2017
7.14	Human Resources	Personnel Administration	Electronic Employee Records	Permanent	Retain permanently transfer to place of deposit when administration use is concluded. Offer to Archivist for review.	Information & Record Management Society	14/12/2017
7.15	Human Resources	Personnel Administration	Employee Counselling, Employee Occupational Health and Safety Records Kept by the Authorities Occupational Health Provider	45 years	Destroy 75 years after Date of Birth	Retention Guidance for Local Authority 2003	14/12/2017
7.16	Human Resources	Personnel Administration	Flexi-time	2 years	Destroy 2 years after end of annual flexi period	Working time regulations 1998	14/12/2017
7.17	Human Resources	Personnel Administration	HMRC (Inland Revenue) Approvals	Permanent	Retain permanently transfer to place of deposit when administration use is concluded. Offer to Archivist for review.	CIPD recommended retention period guidelines 2010	14/12/2017
7.18	Human Resources	Personnel Administration	Income Tax & NI Returns Income Tax Records & HMRC correspondence	3 years	from end of the financial year to which the returns relate	The Income Tax (Employments) Regulations 1996	14/12/2017
7.19	Human Resources	Personnel Administration	Radiation health surveillance; Ionising Radiation Regulations Employee Medical Records;	>50 years	Retain until the Employee reaches the age of 75, but in any event retain for at least 50 years.	The Ionising radiation regulations 1999	14/12/2017
7.20	Human Resources	Personnel Administration	JE Correspondence (relating to moderation and appeals)	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980	14/12/2017
7.21	Human Resources	Personnel Administration	Maternity leave; Paternity leave	3 years	Destroy 3 years after the end of the Tax Year in which the leave period ends	Maternity and parental leave regulations 1999	14/12/2017
7.22	Human Resources	Personnel Administration	Organisational Units - Changes to Existing or Creation of New; JE Creation of New Post Documentation	6 years	Destroy 6 years after date created	Common Practice	14/12/2017
7.23	Human Resources	Personnel Administration	Paper Personal Files & Backscanned Images NOTE: Backscanned Images currently contained in system Scanfile (CYP) and 6pm (Adults & Housing)	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980	14/12/2017
7.24	Human Resources	Personnel Administration	Probationary assessment & Appraisal Records	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Retention Guidance for Local Authority 2013	14/12/2017
7.25	Human Resources	Personnel Administration	Salary Record; Overtime, Bonus, Payment & Expenses Records; Mileage and Car Loans, Payroll Advances, Payroll Deductions, Recoverable Expenses, Salary Change Notifications;	6 years	Payment is subject to PAYE therefore destroy 6 years after end of Tax Year to which Payment relates.	HMRC CH14530 PAYE Record Keeping Guidelines	14/12/2017
7.26	Human Resources	Personnel Administration	Statutory Maternity Payment; Statutory Paternity Payment; Statutory Adoption Pay Records; Statutory Sick Pay Records	3 years	from the end of financial year to which records relate	The Statutory Maternity Pay (General) Regulations 1986 The Statutory Sick Pay (General) Regulations 1982	14/12/2017

7.27	Human Resources	Personnel Administration	Senior Executive or Statutory Employee Records	Permanent	Retain permanently transfer to place of deposit when administration use is concluded. Offer to Archivist for review.	CIPD 2010	14/12/2017
7.28	Human Resources	Recruitment & Selection	Application forms; References - Unsuccessful candidate	6 months	Destroy 6 months after date recruitment finalised	CIPD recommended retention period guidelines 2010	14/12/2017
7.29	Human Resources	Recruitment & Selection	CRB Disclosures	6 months	Destroy paper disclosure forms 6 months after date received. Record of CRB expiry date can be retained , to trigger 3 year renewals	CRB code of practice	14/12/2017
7.30	Human Resources	Recruitment & Selection	Recruitment document (Unsuccessful Disabled Candiditates)	1 year	Destroy 1 year after date recruitment finalised to allow for any claims under the DDA 1995.	CIPD recommended retention period guidelines 2010	14/12/2017
7.31	Human Resources	Recruitment & Selection	References, regrading and salary change documents - successful candidate	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980	14/12/2017
7.32	Human Resources	Sickness Records	Certification of absence forms; Self-certification forms; Doctors Certificates; Monitoring, Certificates, Calculations	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Statutory Sick Pay Regulations 1982	14/12/2017
7.33	Human Resources	Sickness Records	Staff absence form/return	2 years	after date of record	Retention Guidance for Local Authority 2003	14/12/2017
7.34	Human Resources	Termination	Dismissal document	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	ICO Corporate Disciplinary Procedure	14/12/2017
7.35	Human Resources	Termination	Redundancy (section 188) documents including details, calculations, payments, refunds, notification to the Secretary of State.	6 years	Minimum Legal requirement is to destroy 6 years after the Redundancy Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	CIPD recommended retention period guidelines 2010	14/12/2017
7.36	Human Resources	Termination	Retirement & Transfers (TUPE); Redeployment	6 years	from date of transfer	Transfer of Undertakings (Protection of Employment) Regulations 2006	14/12/2017
7.37	Human Resources	Training & Development	Training Course Materials	2 years	Destroy 2 years after course superceeded.	Retention Guidance for Local Authority 2003	14/12/2017
7.38	Human Resources	Training & Development	Training requests, training certificates and records. Proof of training course completion	6 years	Keep for a reasonable time based on business needs. 6 years minimum legal requirement.	ICO employment practices data protection code part 1	14/12/2017
8.01	Information Management	Records Management	Classification Schemes, Registers; Authorised lists of file headings and Indexes of activities whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively; Accession registers; Depositor files of collections of records transferred to the archives	Permanent			14/12/2017
8.02	Information Management	Records Management	Disposal Certificates	10 years	from year records created	From ESD Local Government Record Retention	14/12/2017
9.02	Legal & Contracts	Employment Law	Advice; Tribunals; Disciplinary matter; Equal pay claims	7 years		Common Practice	14/12/2017

9.03	Legal & Contracts	Housing	Disposal (Non RTB)	Permanent		Common Practice	14/12/2017
9.04	Legal & Contracts	Housing	Housing Benefit/Council Tax Advice; Housing Advice (Other); Housing Benefit Review Board; Housing Possession-Rent Arrears; Housing Possessions-Non Rent; Housing Renewal Grant Work; Housing Renovation Grants; Introductory Tenancies Panel Attendance-Housing; Introductory Tenancies-Rent; Introductory Tenancies-Non-Rent; Title/Status Enquiry (Property); Mortgage Work (Non RTB); Release of Rent bond	7 years	from year records created	<i>From ESD Local Government Record Retention</i>	14/12/2017
9.05	Legal & Contracts	Housing	Right to Buy (unit rate); Right to Buy (non standard)	25 years		Common Practice	14/12/2017
9.06	Legal & Contracts	Housing	Section 25 (Unit Rate); Section 25 (Non-standard); Assignment; Grant; Renewal; Surrender; Termination; Variation; WayLeave	16 years		Common Practice	14/12/2017
9.07	Legal & Contracts	Housing	Rent review;	6 years	from close of case	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
9.08	Legal & Contracts	Licences	Standard; Non-standard; Amenity; Property	16 years		Common Practice	14/12/2017
9.09	Legal & Contracts	Licensing	Liquor Licensing; Licensing Appeals	7 years		Common Practice	14/12/2017
9.10	Legal & Contracts	Other Legal	Procurement process work; Judicial review; Transfer of deeds; Joint Consultative Committee; Service Standards; General advice; Policy documents; Enquiries; Corporate legal advice; CCT-DSO advice; Land searches; Registration; Voluntary registration project; Legal Complaints;	7 years		Common Practice	14/12/2017
9.11	Legal & Contracts	Other Legal	Charter and Civic Rights; Preservation Orders; Local Authority Company Work; Trust & Probate (advice and assistance); Orders otherwise uncategorised	Permanent		Common Practice	14/12/2017
9.12	Legal & Contracts	Other Legal	Compulsory Purchase Orders; Shires Compulsory Purchase order; Covenants; Releases; Variation; Easement; Miscellaneous; Acquisitions; Appropriations; Transfers; Purchases (Land)	25 years		Common Practice	14/12/2017
9.13	Legal & Contracts	Other Legal	Footpath Diversion Orders;	Permanent		From ESD Local Government Record Retention	14/12/2017
9.14	Legal & Contracts	Other Legal	Economic Development; Non Housing; ERDF	16 years		Common Practice	14/12/2017
9.15	Legal & Contracts	Other Legal	Intellectual Property Rights	6 years	from date intellectual property / copyright ends	From ESD Local Government Record Retention	14/12/2017
9.16	Legal & Contracts	Planning	Agreements; Enforcement; Discontinuance notices	25 years		Common Practice	14/12/2017
9.17	Legal & Contracts	Planning	Listed Buildings	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
9.18	Legal & Contracts	Planning	Planning Appeals	7 years		Common Practice	14/12/2017
9.19	Legal &	Prosecution	Material unused in prosecution	6 months	after conviction/custodial sentence	Common Practice	14/12/2017

9.20	Legal & Contracts	Prosecution	Prosecutions by LCC; Injunctions; Anti-social behaviour; Prosecution against LCC; Prosecution Sanction Files	7 years		Common Practice	14/12/2017
9.21	Legal & Contracts	Traffic	Highways Agreement;	6 years	from close of case	Highways Act 1980 <i>From ESD Local Government Record Retention</i>	14/12/2017
9.22	Legal & Contracts	Traffic	Renaming of Streets	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
9.23	Legal & Contracts	Traffic	Traffic Regulation Orders (Temporary); Traffic Regulation Orders (Special); Traffic Regulation Orders (other)	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
10.01	Legal Services	Bye-Laws	Applications and certificates; Permits; Licences; Infringement Notices (Parking); Fixed Penalty Notices (City Wardens); Correspondence	6 years	from year records created	Limitation Act 1980 (section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
10.02	Legal Services	Bye-Laws	Master Set of bye-laws; Policy Development documents; Correspondence and Submissions of the process of making local Laws	6 years	from date ob byelaw expired	<i>From ESD Local Government Record Retention</i>	14/12/2017
10.03	Legal Services	Litigation	Building Inspection Fees; Deposit Guarantee Scheme; Racial Harassment Loan; Furniture Pack; Furniture Storage	7 years		Common Practice	14/12/2017
10.04	Legal Services	Litigation	Drain/ Footway & Repair Work; Rechargeable Works; Works in Default; Accident Damage; Shop Front/Face Lift Scheme; Advertising; Block schemes; Tipping charges; Target rent cooker; Removal of rubbish; Magazine Business Centre	7 years		Common Practice	14/12/2017
10.05	Legal Services	Litigation	Employee Debts; Commercial Debts; Sundry Debts; Liquidation; Prosecution/ sanction files; RTB Service & Repair Charges; Residential Care Homes; Home Care Charges	6 years	from close of case	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
10.06	Legal Services	Litigation	Ex-Tenant Arrears; Ex-Tenant Arrears (With existing Court Order); Hostel Arrears; Market Stall Arrears	7 years		Common Practice	14/12/2017
10.07	Legal Services	Litigation	High court against LCC; High court by LCC; County court against LCC; County court by LCC; Pension claims dispute; Compensation payments	6 years	from date claim settled	Common Practice	14/12/2017
10.08	Legal Services	Litigation	Legal Guidance Documents		Until superseded (until new revised version available)		14/12/2017
10.09	Legal Services	Litigation	Overpaid Housing Benefit; Overpaid Housing Benefit to Landlord; Overpaid Council Tax Benefit; Overpaid Student Grants; Housing Renovation Grant	7 years		HMRC - Compliance Handbook Manual CH15400 <i>From ESD Local Government Record Retention</i>	14/12/2017
11.01	Management and Administration	Civic & Royal Events	Correspondence of organising a ceremonial event or civic occasions Visitors' book; Audio tapes; Video tapes; Photographs	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
11.02	Management and Administration	Corporate Communication	Design Documents	3 years	from last action	Common Practice	14/12/2017
11.03	Management and Administration	Corporate Communication	Press Cuttings; Media reports; Marketing; Media Liaison	3 years	from closure	<i>From ESD Local Government Record Retention</i>	14/12/2017

11.04	Management and Administration	Corporate Communication	Publications	3 years	from year record created	<i>From ESD Local Government Record Retention</i>	14/12/2017
11.05	Management and Administration	Enquiries & Complaints	Housing Tenancy Complaints	3 years	from year record created	<i>From ESD Local Government Record Retention</i>	14/12/2017
11.06	Management and Administration	Enquiries & Complaints	Indexes; Registers	Permanent		Common Practice	14/12/2017
11.07	Management and Administration	Enquiries & Complaints	Management of detailed response on council action, policy or procedure (Reports; Returns; Correspondence)	7 years	after administrative use is concluded	Common Practice	14/12/2017
11.08	Management and Administration	Enquiries & Complaints	Management of enquiries, submission and complaints which result in significant change in policy of procedure (Reports; Returns; Correspondence)	Permanent		Common Practice	14/12/2017
11.09	Management and Administration	Enquiries & Complaints	Ombudsman	10 years	from date complaint resolved	<i>From ESD Local Government Record Retention</i>	14/12/2017
11.10	Management and Administration	Enquiries & Complaints	Printed Material; Form letters	2 years	after administrative use is concluded	Common Practice	14/12/2017
11.11	Management and Administration	Information Governance	Case file records detailing the authorisation	5 years	after last used	Common Practice	14/12/2017
11.12	Management and Administration	Information Governance	Case file records detailing the request, consideration of exemptions and subsequent appeals	2 years	from year records created	<i>From ESD Local Government Record Retention</i>	14/12/2017
11.13	Management and Administration	Information Governance	Data about requests answered and outcomes	10 years	after creation	The National Archives	14/12/2017
11.14	Management and Administration	Information Governance	Documents of the Council's DPA/FOIA/EIR/PSI policies and procedures	3 years	from date of policy expired	<i>From ESD Local Government Record Retention</i>	14/12/2017
11.15	Management and Administration	Information Governance	Retention and Disposal Policy	10 years	from year records created	<i>From ESD Local Government Record Retention</i>	14/12/2017
11.16	Management and Administration	Preparing Business	Agendas; Minutes; Council reports; Recommendations	6 years	from date of meeting / decision	Local Authorities (Access to Information) Regulations 2000 <i>From ESD Local Government Record Retention</i>	14/12/2017
11.17	Management and Administration	Preparing Business	Documents establishing the committee; Reports; Recommendations; Supporting documents such as Council briefing and discussion papers	4 years	from date records superseded	<i>From ESD Local Government Record Retention</i>	14/12/2017
11.18	Management and Administration	Public Consultation	Process of consulting the public and staff in the development of minor policies of the local authority (Correspondence)	1 year	from closure		14/12/2017
11.19	Management and Administration	Public Consultation	Process of consulting the public and staff in the development of significant policies of the local authority (Correspondence)	6 years	from date records created	<i>From ESD Local Government Record Retention</i>	14/12/2017

11.20	Management and Administration	Quality & Performance Management	Assessment Form	2 years	from closure	Common Practice	14/12/2017
11.21	Management and Administration	Quality & Performance Management	Best Value Review	5 years	from closure	Common Practice	14/12/2017
12.01	Planning & Building	Building Control	Building Control Registers	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
12.02	Planning & Building	Building Control	Building Regulations	6 years	from date of outcome of enforcement action	<i>From ESD Local Government Record Retention</i>	14/12/2017
12.03	Planning & Building	Building Control	Certificate of final inspection; Building Inspection records; Diaries	10 years	from issue of final certificate of inspection	Building Control Performance Standards 2006 <i>From ESD Local Government Record Retention</i>	14/12/2017
12.04	Planning & Building	Building Control	The process of approving building applications in relation to listed or other significant buildings (Building files; Plans; Specifications; Correspondence; Applications; Permits; Certificates)	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
12.05	Planning & Building	Building Control	The process of approving building applications, for all other buildings (Building files; Plans; Specifications; Correspondence; Applications; Permits; Certificates; Objections)	10 years	after construction completed	Building Control Performance Standards 2006 <i>From ESD Local Government Record Retention</i>	14/12/2017
12.06	Planning & Building	Development Control	Enforcement Notices	6 years	from date of outcome of enforcement action	Building Control Performance Standards 2006 <i>From ESD Local Government Record Retention</i>	14/12/2017
12.07	Planning & Building	Development Control	Historically listed buildings; Definitive map; Commons registration; Planning application files and plans; Correspondence relating to any objections; Hearing papers; Planning application register	Permanent		Common Practice	14/12/2017
12.08	Planning & Building	Development Control	Sites and Monuments records; Ecological records; Species Records	Permanent		Common Practice	14/12/2017
12.09	Planning & Building	Forward Planning	Consultation documents and replies	15 years	from year records created	<i>From ESD Local Government Record Retention</i>	14/12/2017
12.10	Planning & Building	Forward Planning	Inquiries and objections made by members of public; Public Inquiry documents; Amendments to definitive map	Permanent		Common Practice	14/12/2017
12.11	Planning & Building	Forward Planning	Local Plan	6 years	from date of plan expired	<i>From ESD Local Government Record Retention</i>	14/12/2017
12.13	Planning & Building	Forward Planning	Structure Plan; Town Centre plans; Unitary; Development plans	Permanent		Common Practice	14/12/2017
12.14	Planning & Building	Forward Planning	Tree preservation orders; Country parks and nature reserves development plans and correspondence, Land purchase agreements; Land Use surveys	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
13.01	Procurement	Contracting	Major Works; Minor Works (non standard); Minor Works (Unit Rate); Computer; Consultancy; Goods; Services; Concession; Commission (work); General; Consortium Agreement; Warranties and Indemnities; Agency Contracts	16 years		Common Practice	14/12/2017

13.02	Registration, Certification and Licensing	Registration, Certification and Licensing	Applications for: animal registration; registration of a business premises; release of animals impounded; Registers;	6 years	from date licence/registration expires	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
13.03	Registration, Certification and Licensing	Registration, Certification and Licensing	Certificates of registration of: Door supervisors; Taxi drivers; Beauty therapists; Animal movement licences; Gaming; Fire certification;	6 years	from date licence/registration expires	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
13.04	Registration, Certification and Licensing	Registration, Certification and Licensing	Health and safety licensing; Hazardous substances; Contaminated land register/pollution	Permanent		<i>From ESD Local Government Record Retention</i>	14/12/2017
14.01	Risk Management	Business Continuity Planning	Major Incident Plan Test Results	7 years		Common Practice	14/12/2017
14.02	Risk Management	Business Continuity Planning	Major Incident Plan; Major incident report;	Permanent		Common Practice	14/12/2017
14.03	Risk Management	Business Continuity Planning	Minor Incident Report	7 years		Common Practice	14/12/2017
14.04	Risk Management & Insurance	Insurance against loss	Insurance register	Permanent		Common Practice	14/12/2017
14.05	Risk Management & Insurance	Insurance against loss	process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage - Insurance policies; Correspondence	7 years	after terms of the policy have expired	<i>From ESD Local Government Record Retention</i>	14/12/2017
14.06	Risk Management & Insurance	Insurance against loss	process of renewing insurance policies - Insurance policy renewal records; Correspondence	7 years	after insurance policy has been renewed	Common Practice	14/12/2017
14.07	Risk Management & Insurance	Insurance against loss	process that records insurance claims against LCC or its officers - Claims records; Correspondence	6 years	from date claim settled	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
15.01	Transport & Infrastructure	Traffic Management	Traffic orders	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
16.01	Waste Management	Waste Collection	Abandoned vehicles	6 years	from date records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	14/12/2017
16.02	Waste Management	Waste Collection	Trade Waste	3 years	from date records created	HMRC - Compliance Handbook Manual CH15400	14/12/2017
16.03	Waste Management	Waste Collection	Bulk; Domestic wastes	3 years	from date records created	<i>From ESD Local Government Record Retention</i>	14/12/2017
16.04	Waste Management	Waste Collection	Controlled waste	6 years	from date records created	<i>From ESD Local Government Record Retention</i>	14/12/2017
16.05	Waste Management	Waste Disposal	Management of Sites; Waste Site Plans	Permanent	from Life of the plan	Common Practice	14/12/2017
17.01	Environmental Health	Provisions of Advice	Provision of environmental management, protection and improvement advice	6 years	from date records created	Based on a 6 year period in which an action can be brought in the case of negligence under limitation Act 1980 S14A	
17.02	Environmental Health	Complaint investigation enforcement	Complaint investigation, informal resolution and enforcement action	10 years	after resolution, end of enforcement action or sentence period	OWBC business need based on UK police information management standards	

17.03	Environmental Health	Historic Environment protection and improvement	Planning, monitoring and review, protection and improvement scheme management, surveying, monitoring and analysis, and historic environment records maintenance excluding planning application consultation	Permanent - or until OWBC is no longer responsible for function		Common Practice	
17.04	Environmental Health	Natural Environment protection and improvement	Protection and improvement scheme management and monitoring environmental consents, strategic planing, surveying, monitoring and analysis including geological and landscape sites, species and habitat excluding planning application consultation	Permanent - or until OWBC is no longer responsible for function		Common Practice	