

Records Retention and Disposal Schedule 2022-25

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Introduction and Scope

The Council's Retention and Disposal Schedule has been based upon various organisations to ensure best practice, which includes (but not limited to) the Information Commissioner's document and National Archives.

The aim of the Retention and Disposal Policy is to outline the Council's approach to managing the retention and secure disposal of our information in line with our:

- business requirements, and,
- legal obligations.

There are various pieces of legislation which outline retention requirements. These include, but this is not an exhaustive list, the following:

- Freedom of Information Act 2000 – including the Code of Practice Section 46 (FOIA)
- The UK General Data Protection Regulations (the UK GDPR)
- Data Protection Act 2018 (DPA 18)
- Public Records Act 1958

The requirements outlined in this Schedule have been developed to provide a consistent approach to the retention and disposal of corporate information. This policy applies to all physical and digital information, regardless of storage location.

Retention and Disposal Schedule

The Schedule sets out the Council's retention periods. Information must be kept for the length of time defined in the Schedule unless there is an overriding legal requirement to destroy it sooner.

The Schedule is arranged by function, rather than by directorate. By following a functional approach we can ensure that:

- the Schedule will not need to change in the event of any organisational restructures, and,
- information held by multiple directorates is only captured on the Schedule once.

Roles and Responsibilities

All Council staff are responsible for managing the information they create and receive as part of their normal daily business activities and should familiarise themselves with this Schedule.

Specific records management responsibilities are also allocated to individual staff members / groups across our corporate structure. The following roles have additional responsibilities around retention and disposal:

- **Information Asset Owners (IAO):**
IAOs ensure that all assets under their control are following retention schedule rules. They have ownership of the assets and are therefore responsible for ensuring adherence to the Retention and Disposal Schedule. IAOs are responsible for authorising the destruction of information when required. An updated list of IAOs can be found on the Council's intranet (just search for "Information Asset Owners").
- **CIGG representative:**
The Corporate Information Governance Group meets monthly. The purpose of the group is to provide a strategic lead in creating and

sustaining an information culture within RMBC and with its partners. The CIGG rep for each area is to ensure flow of information from CIGG in the service, as well as for services to flow information into CIGG. This would include IAOs wanting to flag any information concerns regarding information for which they are accountable.

- **Information Management Team:**

One of the roles of this Team is the Records Management Centre (physical / hard copy records) and corporate disposal of information that is beyond retention. Services / IAOs will be contacted when a record held exceeds its retention period in order to determine from the service as to whether the record can be destroyed or whether retention requires extending. The IM Team does not make decisions on the service's / IAO's information, as any decision must be authorised by the relevant service / IAO.

RETENTION

Retention Periods

Our retention periods are driven by legislation and/or business need. If there is no legally defined retention period for corporate information then it is the responsibility of the relevant IAO(s) to determine an appropriate retention period related to service need.

The Council assigns clearly defined retention periods to our information to ensure it is kept for the appropriate length of time. Each retention period has three elements:

- **Trigger:** the action which begins the retention period (e.g., 'End of Financial Year' or 'End of Employment')
- **Retention period:** the length of time the information will be kept
- **Action:** once the retention period has elapsed then the records must be reviewed and determined whether to 'retain' or 'destroy'.
 - **Retain:** If the action is 'retain' then the IAO must agree justify an extension and agree a future review period.
 - **Destroy:** If the action is 'destroy', then the sign-off for destruction must come from the relevant service / IAO.

Weeding

Not all information we create has long-term value. Our Retention and Disposal Schedule does not include redundant, obsolete or trivial (ROT) information. This should be destroyed periodically by each team / service / directorate as part of routine housekeeping. Approval or sign-off to delete ROT information is not required.

'Weeding' does not apply to corporate records included in the Schedule, which should only be destroyed when they have reached the end of their retention period.

Information should be weeded for two reasons:

- To ensure that we are not wasting money or space (either digital or physical) by storing ROT information.
- To make the process of reviewing and appraising records easier. Sifting through 'low value' records makes this process more time-consuming.

Below are common examples of information which are usually of limited value once they are no longer in use and can be weeded through housekeeping. This should not

be seen as an exhaustive list.

- **Drafts:** Draft documents lose value and can become obsolete once a final version has been published. However, on some occasions where significant changes or deviation have taken place, a draft may be retained to show how the final decision was made.
- **Emails:** The mailbox of an employee who leaves the authority will be deleted within three months of their departure. Therefore if an email (or attachment, etc.) is to be retained for either i) a business need and/or ii) a legal need that information asset must be saved to shared spaces. This will provide evidence of decisions made or action taken. This why an email account should only ever be a temporary data store. Each officer is responsible for the management of their own mailbox and, subject to business or legal need, can delete emails as they see fit in terms of managing their own workflow.
- **Duplicates:** We should not retain any duplications. Duplications can lead to multiple versions of information which can cause confusion.
- **Research Material:** Whether developing policy or preparing to give advice, research material may be created or collected such as notes or copies of guidance from external organisations. The value of this information decreases once the final version has been created.
- **Limited Long Term Operational Value:**
Some information may be of importance for only a short period of time and then become redundant. This information should be weeded as soon as they are no longer required.

Weeding should be done on a regular basis to ensure that clutter does not build up over time. It is up to each team to decide a reasonable schedule for housekeeping, based on their resources and the amount of information they generate.

IAOs should encourage weeding on a regular basis. Weeding should cover all information the directorate stores, paper or digital, regardless of the system it is held on. This includes personal drives and desktops

DESTRUCTION

Exclusions to destruction

If information is...:

- marked for permanent preservation, or,
- subject to a legal hold

Anything within these categories should not be destroyed. Do not destroy.

This includes, but is not limited to, the Independent Inquiry into Child Sexual Abuse (IICSA), also referred to as the Goddard Inquiry.

Retaining instead of destroying

Information should only be retained beyond its retention period in limited circumstances. When conducting a review, the following factors should be taken into account:

- Is the information required to fulfil statutory or regulatory requirements?
- Is the information relevant to ongoing litigation / subject to a legal hold?
- Is the information the subject of an information request or relate to information recently disclosed in a response?
- Is retention required to evidence events in the case of a dispute?
- Does the information fall under the selection criteria for permanent preservation and transfer to the National Archives outlined in the Selection and Appraisal Methodology?
- Is the information required for a Public Inquiry?
- Is there another demonstrable business need for retaining the information? If the information is deemed to still be required, an extension of two years is given, the information needs to be reviewed again at the end of the extension

Destruction

If a data asset contained within the Schedule is to be destroyed it should follow certain routes:

- **Records Management Centre [RMC].**
If the data asset is held in the RMC the information will require sign-off for disposal by the relevant service / IAO. This will be coordinated by the Information Management Team and:
 - Formal RMC disposal procedure to be followed.
 - Record of destruction to be retained.
- **Service / team.**
If the data asset is held by a team / service (i.e. on a system and/or hard-copy store room) the information will require sign-off for disposal by the relevant service / IAO. Secure disposal is required:
 - physical / hardcopy:
 - small volumes these can be disposed of via standard confidential waste (i.e. Blue Bins).
 - physical / hardcopy large volumes then the Information Management Team can be contacted for disposal advice.
 - electronic data can be deleted
 - Record of destruction to be retained

If the data asset is held by a service / team and has no business or legal need to be retained, the team can destroy it themselves under 'weeding' (see above). There is no requirement to note such destruction.
- **Individual.** An individual should not be retaining information themselves that falls under this Schedule. Any such information should be held in a shared access area (whether physical or electronic).

DISPOSAL

Records Management Centre [RMC]

- Data assets from the RMC are disposed of via contractual agreements with secure disposal companies.
- These are scheduled 'bulk' collections by approved confidential waste companies.
- All destructions are logged.

Service / teams / individuals – hard copy

- **Small volumes.** Small volumes can be disposed of via the corporate confidential waste process (i.e. the blue bins). Please see Appendix 1 for use of the Blue Bins.
 - A log of destruction is required.
- **Large volume.** In the unlikely event that a service holds a large volume of data assets to be disposed of in one go, please contact your IAO
 - Advise you IAO:
 - Volume
 - What the data is
 - Where it is located
- The IAO should then be able to assess and approve destruction. The IAO or relevant service manager should then contact the Information Management Team for advice on confidential collections.

Service / teams / individuals – electronic

- **Electronic (automated).** Any automated destruction by a system should be in line with retention periods. The cycle of automated destruction should be formally noted within a Data Privacy Impact Assessment, which will Act as a record of destruction.
- **Electronic (manual).** Information to be manually deleted (e.g. network folder) once retention has elapsed should already have approval from the IAO prior to its deletion.
 - If a 'one-off' manual deletion. An email confirming the planned deletion to the IAO, plus the IAO's approval, should be retained.
 - Routine manual deletions. If information is to be manually deleted on a recurring basis, this a record of this should be kept in a relevant file – including IAO's approval for the cycle.

Non-intentional disposals

If information is disposed in error or is lost / corrupt within its retention period then this is a data loss and may constitute a data breach. As soon as the issue is discovered, which is sometimes after the event, then:

- A data breach form should be completed (search on the intranet for 'data breach').
- A copy of the above form should be completed the same day the issue is identified.
- Also on the same day, a copy of the form should be sent to the Information Management Team, relevant IAO and relevant Service Manager.

The Independent Inquiry into Child Sexual Abuse

On Thursday 12 March 2015 the Home Secretary established a statutory inquiry under the 2005 Inquiries Act with the aim of conducting an overarching national review of the extent to which institutions in England and Wales have discharged their duty of care to protect children against sexual abuse.

The Inquiry is independent of government. It is supported by a Panel, Victims and Survivors Consultative Panel, and other expert advisers. The Inquiry will cover England and Wales. A wide range of public institutions will be investigated including local authorities, the police, the armed forces, schools, hospitals, children's homes, churches, and charities.

On 2nd July 2015 Justice Goddard wrote to John Henderson, as well as every Chief Executive of a Local Authority in England and Wales, requesting that the organisation :

'retain any and all documents; correspondence; notes; emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word "children" relates to any person under the age of 18.'

We must not destroy, and must make available for inspection, all reports, reviews, briefings, minutes, notes and correspondence in relation to:

- allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children
- institutional failures to protect children from sexual abuse or other exploitation
- statutory responsibilities for the care of children in public or private care
- the development of policy on child protection - the development of legislation on child protection
- the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.

All of these document types – in whatever format – must be “retained pending further requests from the Inquiry”

Although the Councils records retention schedules are very clear on the destruction dates of files, the instructions received by the Inquiry constitute a legal hold as defined by section 12.3 of the code of practice issued under Section 46 of the Freedom of Information Act. As such all records that fall within the above categories are retained, and not destroyed, until we are directed otherwise.

For any advice on clarification on whether records can be destroyed or are covered by the Inquiry retention hold, consult the Information Management Team at IGU@rotherham.gov.uk.

Please note that this statement will be updated as and when associated guidelines alter (in line with any guidance updates).

Retention at a Glance

This section is intended to provide a quick reference guide to records retention periods. However, it does not give the full details of retention requirements, triggers, disposal actions and codes of practice, nor the authorities requiring or guiding retention periods. For full details please consult the Retention and Disposal Policies section of this schedule.

Adult Health and Care	
Accommodation Support	6 years after no longer in receipt of service
Case Management	6 years after no longer in receipt of services
Community Living and Disabilities Support	6 years after no longer in receipt of service
Mental Health Support	20 years after end of treatment or service provision or 8 years after death
Vulnerable Adult Protection and Safeguarding	6 years after no longer in receipt of service
Children and Families	
Adoptions Management	100 years from date of adoption order
Case Management	Until service user's 25 th birthday
Child Protection	75 years from DOB of the youngest child
Children in Need and Education Support	Until service user's 25 th birthday
Foster Carer Supervision and Support (Unsuccessful or withdrawn applicants)	3 years from decision or withdrawal
Foster Carer Supervision and Support (Successful applicants)	10 years from termination of approval
Looked After Children	Until service user's 75 th birthday
Residential Homes Management and Administration	15 years from date created
Safeguarding	Until service user's 25 th birthday
SEN Assessment and Support	Until service user's 31 st birthday
Targeted Intervention and Support	Until service user's 25 th birthday
Youth Offender Support and Supervision	Until service user's 25 th birthday

Community Safety	
Animal Health and Welfare Inspection and Monitoring	6 years after site closure, change of use or keep until The Council no longer responsible for function
Civil Emergency Planning and Response	3 years after date created
Complaint Investigation and Enforcement	6 years after resolution, end of enforcement action or sentence period
Fair Trading Inspection and Monitoring	6 years after site closure, change of use or until The Council no longer responsible for
Safety Registration and Licensing	6 years after expiry of license or registration
Sample and Product Testing	6 years after date created
Democracy	
Civic Offices Support	6 years after date created
Decision Making	6 years after date created
Electoral System Support	1 years after date created
Member Support	6 years after date created
Education	
Admissions and Transfers Processing	6 years after end of academic year
RMBC school records (non-school derived)	6 years after end of academic year
Catering	6 years after end of academic year
Appeals Administration	Until pupil's 25 th birthday
School Capacity Planning	6 years after review, decision not to proceed or completion of implementation
Environmental Protection	
Advice Provision	6 years after date created
Complaint Investigation and Enforcement	6 years after resolution, end of enforcement action or sentence period
Historic Enforcement Protection and Improvement	Keep until the Council are no longer responsible for function
Natural Environment Protection and Improvement	Keep until the Council are no longer responsible for function

Finance

Accounting and Reporting	6 years after end of financial year
Banking Administration	6 years after end of financial year
Budgets Management	6 years after end of financial year
Charities and Trusts Administration (Administrative records)	6 years after end of financial year
Charities and Trusts Administration (Deeds and instruments)	Transfer after wound-up
Financial Planning	6 years after end of planning period or strategy superseded
External Funding Acquisition	Minimum 6 years after end of funding period or as required by funding body
Grant Funding Administration	Minimum 6 years after end of funding period or as required by funding body
Income Processing	6 years after end of financial year
Loans and Leasing Administration	6 years after settlement or end of lease
Payroll Administration	6 years after end of financial year
Pension Fund Management	6 years after end of scheme
Pension Scheme Administration	6 years after death of last known beneficiary of member
Procurement (Unsuccessful tenders)	1 year after contract awarded
Procurement (Awarded contracts)	6 /12 / 15 years after end of contract
Purchasing and Payment Processing	6 years after end financial year
Revenues, Benefits and Payments	6 years after end financial year
Taxes Management	6 years after end of tax year

Health and Safety

Accident and Incident Reporting and Investigation (Adults)	3 years after investigation
Accident and Incident Reporting and Investigation (Children)	21 years after date of birth
Advice Provision	6 years after date created
Hazardous Substances Management	100 years after date created
Health Surveillance and Exposure Monitoring (identifiable individuals)	Until 75 th birthday or 40 years after last medical assessment (50 years if exposed to ionising radiation)
Health Assessment	6 years after last assessment
Pre-employment health screening	1 year after date created

Risk Assessment	6 years after assessment superseded
Housing	
Complaints and Intelligence	Retain records 6 years from end of year
Enforcement	Retain records 6 years from end of year
Housing Choices	Retain records 6 years from end of year
Pest Control	Retain records 6 years from end of year
Surveillance and Entry	Retain records 6 years from end of year
Human Resources	
Attendance and Time Recording	2 years after date created
Employment Contracts Management	6 years after end of Council employment
Disciplinary and Grievance Procedures Administration	6 years after end of Council employment
Disclosure and Barring Service Checking (DBS reports)	6 months after receipt
Disclosure and Barring Service Checking (Records of checking)	6 years after termination of relevant contract
Industrial Relations Management	10 years after date created or end of agreement
Performance Monitoring and Review	6 years after date created
Recruitment and Termination Administration (Unsuccessful candidates)	1 year after recruitment decision
Recruitment and Termination Administration (Successful candidates)	6 years after end of Council employment
Sickness Absence Management	6 years after end of Council employment
Leave Administration	3 years after end of financial year
Staff Training (Individual training records)	6 years after end of Council employment
Training Provision (Course administration)	6 years after date created
Training Provision (Course content)	6 years after superseded or course no longer provided
Information and Communication Technology (ICT)	
ICT Service Design	6 years after date created
ICT Service Operation	1 year after date created

ICT Service Transition	6 years after date created
Information Management	
CCTV Recording	28 days after recording
Information Access Management	5 years after date created
Information Security Management	3 years after date created
Records Storage Management	Lifetime of organisation
Voice Call Recording	90 days after recording
Legal	
Advice, Guidance and correspondence	3 years from date of advice, guidance and correspondence
Litigation	75 years from child's 18 th birthday
Land and Highways/Advice	12 years Process of changing land or property – after closure
Leisure and Culture	
Collections Access Management	6 years after date created
Collection Acquisition (Surveys and unsuccessful bids)	6 years after decision not to acquire or unsuccessful bid
Collection Acquisition (Acquired items)	Lifetime of deposit
Collections and Stock Management	Lifetime of deposit or library stock item
Reader, Membership and Loans Administration	1 year after end of membership, account inactive or loan return
Management	
Business Planning	6 years after date created
Communications Management and Marketing	7 years after date created
Complaints Management (Service complaints)	6 years after resolution
Consultation and Engagement	6 years after date created
Events Management	6 years after event

Feedback Processing	2 years after date created
Partnership Development	Retain Indefinitely
Performance Monitoring and Reporting	6 years after date created
Policy and Procedures Development	6 years after superseded
Research and Analysis (Raw data)	Out of date and/or no longer required
Research and Analysis (processed data, analysis and interpretation)	6 years after date created
Strategic Planning	6 years after superseded
Transformation and Change Management	6 years after date created
Physical Assets and Property	
Property and Land Management	Retain Indefinitely
Property Acquisition and Disposal	15 years after disposal of land or property
Asset Monitoring and Maintenance	7 years after last action
Equipment Management, Vehicle and Fleet Maintenance Management	6 years after disposal of equipment and or vehicle
Registrars and Coroners	
Register of birth, death, still birth and civil partnerships	Retain Indefinitely
Planning and Development Control	
Complaint Investigation and Enforcement (Mineral excavation and waste deposit)	10 years after resolution, end of enforcement action or sentence period
Developer Contribution and Obligation Negotiation	6 years after funding period or lifetime of development
Land and Property Enquiry Processing	6 years after date created
Mineral and Waste Site Inspection and Monitoring	Keep until The Council no longer responsible for function
Planning Application Processing	Keep until The Council no longer responsible for function
Planning Consultation Processing	6 years after consultation period
Pre-planning Advice Provision	6 years after date created

Risk Management and Insurance Administration	
Business Continuity Planning	6 years after superseded
Insurance Claims Administration	6 years after settlement or repudiation but not before claimant reaches age of 24
Insurance Claims Administration (Subsidence claims)	100 years after settlement or repudiation
Insurance Policy Administration (Liability)	40 years after end of policy
Insurance Policy Administration (Non-liability)	10 years after end of policy
Audit	
Audit	6 years after audit or investigation or legal action
Whistleblowing	
Whistleblowing	6 years after audit or investigation or legal action
Transport and Infrastructure	
Highway Asset Management	15 years after end of life of structure
Highway Adoption and Dedication	Keep until end of The Council responsibility for function
Highway Maintenance	6 years after date created
Highway Scheme Delivery	15 years after completion or keep until The Council no longer responsible for function
Highway Works Regulation	6 years after expiry of permit, or change to, or removal of licensed structure
Passenger Transport Management	6 years after date created
Rights of Way	Keep until The Council not responsible for
Traffic Management	6 years after date created
Traffic Regulation	6 years after extinguishment or expiry of order

Disposal outside set parameters

Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, investigation or inquiry, change of legislation or regulations, or to support legitimate business need.

The detailed schedule starts on the next page. This document:

- is in Word and you can therefore use the 'search' function.
- is split into directorates and services (as best possible).

Any divergence from policies contained in this schedule requires liaison with the Information Management Team via IGU@rotherham.gov.uk (and there it will be considered by the Head of Information Management).

Queries

Please note queries on the actual information assets should be directed to the Information Asset Owner.

Queries on this document or general retention queries can be directed to IGU@rotherham.gov.uk

Adult Health and Care

Accommodation Support

Retention	Disposal	Authority
Retain records 6 years after no longer in receipt of accommodation services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Placement planning, residential and nursing care, supported accommodation, Rothercare and lodgings provision		

Case Management

Retention	Disposal	Authority
Retain records 6 years after longer in receipt of services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Management and administration of adult health and care cases including enquiry processing, referral, needs assessment, care and support planning, key information recording		

Community Living and Disabilities Support		
Retention	Disposal	Authority
Retain records 6 years after no longer in receipt of community and disability services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
<p>Scope: Collection of benefits, day care and meals, administration of personal allowances, housing needs and adaptation support, personal care, occupational therapy, learning disabilities, rehabilitation, provision of equipment and carer support Excluding education support</p>		

Mental Health Support		
Retention	Disposal	Authority
Retain records 20 years after no longer in receipt of services, or 8 years after the patient's death if the patient died while receiving treatment	Destroy	NHS Records Management Code of Practice for Health and Social Care 2016
<p>Scope: Mental health case records including psychological assessment records</p>		

Vulnerable Adult Protection and Safeguarding

Retention	Disposal	Authority
Retain records 6 years after no longer in receipt of protection and support services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Investigation and protection planning, guardianship and receivership administration		

Children and Families

Adoptions Management		
Retention	Disposal	Authority
Retain records for 100 years from date of adoption order	Destroy (See IICSA retention hold advice p.4)	Requirement to maintain "Section 56 information" taken from The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 .
<p>Scope: The guidance on adoption for local authorities published by the DfE in 2014 specifies "Section 56" information that is covered by the 100 year retention rule as being:</p> <ul style="list-style-type: none"> • Identifying information about the child, the birth parents, other birth relatives, adoptive parents and any other people involved in the adoption such as foster carers and professionals • Background information including the child's birth and medical history, education, and development • Information supplied by the birth parent and other birth relatives including photographs, and letters • Information supplied by the adoptive parent(s) after the adoption • Information supplied by any foster carer • Information that the adopted person has asked to be kept, this would include their views on any contact • A copy of the child's permanence record (CPR) • The prospective adopters' report • Written record of the proceedings of the adoption panel and the agency decision • Any consent to placement and placement orders and any withdrawal of consent • The Adoption Placement Report • The Adoption Support Plan • The Adoption Placement Plan • Any other information the agency considers necessary to keep <p>In addition</p> <ul style="list-style-type: none"> • Care leaver support records 		

Case Management

Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
<p>Scope: Management and administration of adult health and care cases, including: enquiry processing, referral, needs assessment, care and support planning, key information recording</p>		

Child Protection

Retention	Disposal	Authority
75 Years from DOB of the youngest child	Destroy (See IICSA retention hold advice p.4)	Children Act 1989 & DoH Guidance – Data Protection Act 2018 Guidance to Social Services (March 2000) ADSS Guidance
<p>Scope: Child Protection Register, Case involving Child Protection, Serious Case Reviews, Management Investigation Records (Part 8 enquiries), Child Protection Enquiries where there is further action.</p> <p>Residential records – Day book</p>		

Children in Need and Education Support

Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Parent and family education support, childcare provision and monitoring, support of gifted and talented children, post-16 support, physical and sensory disability support, educational psychological and behavioural support and assessment		

Foster Carer Supervision and Support

Retention	Disposal	Authority
<p>Retain application and assessment records for unsuccessful applicants 3 years from application withdrawal or refusal</p> <p>Retain records of successful applicants 10 years end of last placement is terminated after carer ceases to provide care</p>	<p>Destroy (See IICSA retention hold advice p.4)</p>	<p>Foster Placement (Children) Regulations 1991 s.14</p> <p>Fostering Services Regulations 2002 s.32</p>
<p>Scope: Foster carer enquiry, application and assessment records, case files and statutory register maintenance</p>		

Looked After Children Support

Retention	Disposal	Authority
Retain records until service user's 75 th birthday	Destroy (See IICSA retention hold advice p.4)	Arrangement for the Placement of Children (General) Regulations 1991 s.9 and Care Planning, Placement and Case Review (England) Regulations 2010 s.50
<p>Scope: The Care Planning, Placement and Case Review (England) Regulations 2010 s.50 specifies (in s.49 – “Establishment of Records”) that the case records of a Looked After Child, retained until the child's 75th birthday, must include:</p> <ul style="list-style-type: none"> ☐ care plan, including any changes made to the care plan and any subsequent plans ☐ reports obtained under regulation 7 ☐ any other document created or considered as part of any assessment of child's needs, or of any review of child's case ☐ any court order relating to child ☐ details of any arrangements that have been made by the responsible authority with any other local authority or with an independent fostering agency under regulation 26 and Schedule 5, or with a provider of social work services, under which any of the responsible authority's functions in relation to care are discharged by that local authority or independent fostering agency or provider of social work services <p>In addition</p> <ul style="list-style-type: none"> ☐ Care leaver support records 		

Residential Homes Management and Administration

Retention	Disposal	Authority
Retain records 15 years from created	Destroy (See IICSA retention hold advice p.4)	Children's Homes Regulations 1991 s.17

Scope: Management and administration of children's residential homes including records and registers relating to multiple residents Including: records specified within schedule 3 of the regulations – Admission and discharge, accidents, administration of medicinal products, money and valuable deposited for safekeeping, disciplinary records and daily log of events. In addition record of persons employed by or working at children's home, duty rotas, record of other persons resident at the home and accounts

Safeguarding

Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After or Adopted, see other entries)	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services

Scope: Child Protection administration, referrals and management, child sexual exploitation investigation, allegations and causes for concern about carers / adopters, medical arrangements, court case preparation and orders, liaison with police and other agencies

SEN Assessment and Support

Retention	Disposal	Authority
Retain records until end of academic year in which service user's 31 st birthday occurs	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and requirements of Children and Families Act 2014 s.46
Scope: Special Educational Needs (SEN) assessment and statementing including Education Health Plans (EHC) and education support		

Targeted Intervention and Support

Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Eligibility and assessment records, requests for support, consent, children missing education, intensive prevention		

Youth Offender Supervision and Support

Retention	Disposal	Authority
Retain records until service user's 25th birthday	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5. and recommended by the Youth Justice Board Guidance 2014
<p>Scope: Young offender case management, bail and remand supervision, education, health, safeguarding assessment and intervention, and public protection assessment intensive supervision and surveillance, and restorative justice and reparation management, parent and carer support</p>		

Community Safety

Animal Health and Welfare Inspection and Monitoring

Retention	Disposal	Authority
Retain records 6 years after closure or change of use of site or The Council no longer responsible for function	Destroy Transfer to new authority	The Councils business need
Scope: Animal health and welfare inspection and monitoring Excluding complaint investigation and enforcement, and registration and licensing		

Civil Emergency Planning and Response

Retention	Disposal	Authority
Retain records 3 years after date created	Destroy	Based on a 3 year timescale in which an action can be brought in the case of personal injury or property damage under Limitation Act 1980 s.11
Scope: Emergency response planning, exercise planning and operation, incident response and recovery management, and review		

Complaint Investigation and Enforcement

Retention	Disposal	Authority
Retain records 10 years after resolution, end of enforcement action or sentence period	Destroy	UK Police Information Management Standards Criminal Procedure and Investigations Act 1996 (section 23(1)) Code of Practice
Scope: Complaint investigation, investigation operations, intelligence gathering, formal notification and prosecution, property and sample seizure		

Fair Trading Inspection and Monitoring

Retention	Disposal	Authority
Retain records 6 years after closure or change of use of site or The Council no longer responsible for function	Destroy Transfer to new authority	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Fair trading monitoring and inspection Excluding , complaint investigation and enforcement, and registration and licensing		

Safety Registration and Licensing

Retention	Disposal	Authority
Retain records 6 years after expiry or revocation of licence or registration	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
<p>Scope: Registration, licensing and safety certification of sites, sellers, animal movement licensing, animal trainer and exhibitor licensing, public weighbridge operators, sports ground licensing</p>		

Sample and Product Testing

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	The Council business need based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
<p>Scope: Testing and analysis of samples and products Including sample receipt, handling and storage, testing and analysis, testing methodologies, reports, sample return or disposal</p>		

Customer Services

Civic Offices Support

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Local Government (Access to Information) Act 1985 s.50c
Scope: Provision of support via customer contact centre, advice, recordings, cashiers and switchboard		

Democracy

Civic Offices Support

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Local Government (Access to Information) Act 1985 s.50c
<p>Scope: Provision of support to the Chair and Vice Chair in relation to their civic functions Including: Events arrangement, event attendance administration, civic gift giving and receiving, civic exchanges administration</p>		

Decision Making

Retention	Disposal	Authority
Retain records 6 years after date created	Transfer signed master copies to SRO Destroy duplicate and reference copies	Local Government (Access to Information) Act 1985 s.50c The Local Authorities (Referendums)(Petitions)(England) Regulations 2011 s.12
<p>Scope: Management, administration and support for the democratic decision making process including administration and support for Council and Cabinet, administration, support for scrutiny and overview function, administration of submission of reports and responses, administration of membership of committees and working groups, recording of appointments to external bodies and petition processing Excluding support for individual Members</p>		

Electoral System Support

Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	Based on a 1 year timescale in which an action can be brought under the Representation of the People Act 1983 s.76
<p>Scope: Provision of support for the county electoral system including provision of electoral process advice, appointment of returning officers and verification of electoral expenses</p>		

Member Support

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	The Councils business need
<p>Scope: Provision of support to Members Including processing of member requests for information, advice and research, maintenance of member information</p>		

Education

Admissions and Transfers Processing

Retention	Disposal	Authority
Retain records 6 years after end of academic year	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Primary, secondary school admissions and transfers Excluding appeals processing		

School records (created by RMBC and not school)

Retention	Disposal	Authority
Retain records for current academic year, plus 6 further academic years.	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Primary, secondary school records derived from RMBC activity (e.g. music)		

Catering

Retention	Disposal	Authority
Retain records 6 years after end of academic year	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: School catering		

Appeals Administration		
Retention	Disposal	Authority
Retain records until pupil's 25 th birthday	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
<p>Scope: Administration of appeals panels and council case preparation including school exclusions, admissions, Statementing and home-school transport appeals Excluding advocacy and parental support relating to appeals processes</p>		
<p>School Capacity Planning</p>		
Retention	Disposal	Authority
Retain records 6 years after date of end of review, decision not to proceed or completion of Implementation	Destroy	The Councils business need
<p>Scope: Review of school places including development and submission of proposals for expansion or reduction in capacity of local authority maintained schools and changes to school catchment areas</p>		

Environment

Advice Provision

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Provision of environmental management, protection and improvement advice		

Complaint Investigation and Enforcement

Retention	Disposal	Authority
Retain records 10 years after resolution, end of enforcement action or sentence period	Destroy	The Councils business need UK Police Information Management Standards
Scope: Complaint investigation, informal resolution, and enforcement action		

Historic Environment Protection and Improvement

Retention	Disposal	Authority
Retain records until The Councils not responsible for function	Transfer to new authority	The Councils business need
Scope: Planning, monitoring and review, protection and improvement scheme management, surveying, monitoring and analysis, and historic environment records maintenance Excluding planning application consultation		

Natural Environment Protection and Improvement		
Retention	Disposal	Authority
Retain records until The Councils no responsible for function	Transfer to new authority	The Councils business need
<p>Scope: Protection and improvement scheme management and monitoring Environmental consents, strategic planning, surveying, monitoring and analysis including geological and landscape sites, species and habitat Excluding planning application consultation</p>		

Finance

Accounting and Reporting

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Statutory, corporate and management accounts, abstracts, ledgers, budgetary control records		

Banking Administration

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Bank accounts administration including instruction and payments, bank deposits, account monitoring and reconciliation		

Budgets Management

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Management of capital and revenue budgets		

Charities and Trusts Administration

Retention	Disposal	Authority
Retain administrative records 6 years after the end of the financial year in which records created	Destroy	The Councils Business need year period for which annual reports and all supporting documents must be retained under Charities Act 2011 s.165
Retain trust deeds and charity and endowment instruments until charity, trust or endowment wound up	Transfer records to Archives Service.	The Councils business need
Scope: Administration of charity, trust and endowment for which The Councils acts as trustee including annual reports, deeds, instruments, winding-up records		

External Funding Acquisition

Retention	Disposal	Authority
Retain records a minimum of 6 years after the end of funding period unless otherwise specified by external funding body	Destroy	Funding body requirements
<p>Scope: Identification of funding opportunities and resources, development and submission of bids, management of funding resources, monitoring and reporting of outcomes to funding body Excluding grant funding administration</p>		

Financial Planning

Retention	Disposal	Authority
Retain records 6 years after the end of planning period or strategy superseded	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
<p>Scope: Strategic medium and long term financial planning</p>		

Grant Funding Administration

Retention	Disposal	Authority
Retain records minimum of 6 years after end of funding or monitoring period or period specified by funding body	Destroy	The Councils Business need or body requirements
Scope: Processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting		

Income Processing

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Processing income received for supply of goods and services, posting slips, tabulations, income records, receipt books, debtor accounts, cash books, till rolls		

Loans and Leasing Administration

Retention	Disposal	Authority
Retain records 6 years after end lease period or settlement of loan	Destroy	The Councils business need
Scope: Processing of staff loan and leasing applications, administration of loans, repayments and leasing		

Payroll Administration		
Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Taxes Management Act 1970 S.34
<p>Scope: Transactional HR records including expenses and allowances claims, changes to pay, increments, loss of earnings, statutory and non-statutory payments and deductions, additional hours claims redundancy payments, income tax and national insurance records</p>		

Pension Fund Management		
Retention	Disposal	Authority
Retain records 6 years after the end of scheme	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
<p>Scope: The Councils pension fund management records including fund management strategy, policy and guidance influencing decisions Excluding accounting and reporting</p>		

Pension Scheme Administration

Retention	Disposal	Authority
Retain records 6 years after death of last known beneficiary of member	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
<p>Scope: Records of member and employer pension contributions, member notifications administration of pension benefit payments to scheme members, repayment of contributions to members withdrawing from scheme including copies of legislation, regulation, guidance notices, policies affecting contributions and payments (Note: documents may that may not be readily available from other sources in the long-term)</p>		

Procurement

Retention	Disposal	Authority
Retain unsuccessful tenders 1 year after contract award decision	Destroy	Retention of unsuccessful Tenders-Council business need
Retain awarded contract records 6 years (signed – 'simple contracts') 12 years (under seal) 15 years (conveyancing) after end of contract, substantial completion, or end of overage or clawback period as applicable		The authority for awarded contracts depends on the nature or value of contract Limitation Act 1980 s.5 or Limitation Act 1980 s.8 or Limitation Act 1980 s.14B
<p>Scope: Pre-tender planning, tender process, contract award and contract management including pre-qualification questionnaires, requests for information, invitations to tender, tender evaluation, tender negotiation, supplier approval, bids and correspondence</p>		

Purchasing and Payment Processing

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Orders, credit notes, creditor invoices, delivery notes, payment records, records of advances		

Revenues, Benefits and Payments

Retention	Disposal	Authority
Fraud & Committal files indefinite	Indefinite	DWP Security & Fraud Act , Local Government Finance Act 1993 . Council Tax And NNDR Complaint Lists . Local Government Finance Act 1993
Liability Order Court Lists		
Financial records 6 years after the end of the financial year in which records created	Destroy	Financial Regulations
Scope: Fraud files/tapes/documentation, liability order court lists, committal files. Financial records – accruals, bank statements, bacs reports, housing benefit payments, income sheets, paying in books, write off reports, arrears correspondence/spreadsheets		

Taxes Management		
Retention	Disposal	Authority
Retain records 6 years after the end of the tax year to which records relate	Destroy	Taxes Management Act 1970 S.34
<p>Scope: Payment of collected taxes and National Insurance contributions to H.M. Revenue and Customs and claims and negotiation of refunds for e.g. overpayment Excluding transactional HR records</p>		

Health and Safety

Accident and Incident reporting and Investigation (Adults)

Retention	Disposal	Authority
Retain records 3 years after end of investigation	Destroy	Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
Scope: Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving adults		

Accidents and Incident reporting and Investigation (Children)

Retention	Disposal	Authority
Retain records 21 years after date of birth	Destroy	Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
Scope: Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving children		

Advice Provision

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Provision of health and safety advice and support		

Hazardous Substances Control

Retention	Disposal	Authority
Retain records 100 years after date created	Destroy	Based on a period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A and
Retain records until disposal or demolition of affected premises or end of operations involving hazardous substances	Transfer copy to new owner of premises at disposal	Control of Substances Hazardous to Health Regulations 2002 Reg. 10 (5) Control of Lead at Work Regulations 2002 Reg.10, Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 1999 Reg. 24
Scope: Surveying, testing, identification, monitoring, risk assessment, management plans, records of control measures plans of work, licenses, notifications of works and remediation or demolition works including work operations and processes involving hazardous substances Excluding individual health surveillance and exposure monitoring		

Health Surveillance and Exposure Monitoring		
Retention	Disposal	Authority
Retain identifiable individual's records until 75th birthday or 40 years after last medical assessment or exposure monitoring period (50 years if working with or exposed to ionising radiation)	Destroy Should The Council Cease to exist monitoring records should be provided to Health and Safety Executive (HSE)	Control of Substances Hazardous to Health Regulations 2002 Reg. 10 (5) Control of Lead at Work Regulations 2002 Reg.10, Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 1999 Reg. 24
Scope: Health and exposure monitoring of employees (identifiable individuals) working with or exposed to substances hazardous to health		

Health Assessment		
Retention	Disposal	Authority
Retain records 6 years after last assessment	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Manager referred and self-referred employee health assessment records		

Pre-Employment Health Screening

Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	The Councils business need
Scope: Pre-employment health screening assessment		

Risk Assessment

Retention	Disposal	Authority
Retain records 6 years after assessment has been superseded	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Identification, assessment of, and planning to mitigate risks including operational activities, individual or groups of employees, service users, first aid, machinery and equipment, premises and plant, service users and health and safety audits Excluding hazardous substances		

Housing

Complaints and Intelligence

Retention	Disposal	Authority
Retain records 6 Years from end of year	Destroy	Limitation Act 1980 Town & Country Planning Act
<p>Scope: Complaints, Intelligence Gathering, Assessment & Dissemination, Environmental Protection Act Premises Working Files, Planning Documentation</p>		

Enforcement

Retention	Disposal	Authority
Retain records 6 Years from end of year	Destroy	Limitation Act 1980 Police and Criminal Evidence Act 1984 & Criminal Procedure & Investigations Act 1997 Home Office Guidelines
<p>Scope: Issue of Warnings, Issue of Formal Caution to Individual, Officers pocket books, Prosecution / Works in default files (incl quotes). Any legal proceedings</p>		

Housing Choices		
Retention	Disposal	Authority
Retain records 6 Years from end of year	Destroy	VAT requirements CORGI Regulations and the Gas safety (instillation and use) Regulations (GSIUR) Limitation Act 1982 Business practice Limitations Act 1981
<p>Scope: Housing Solutions Case Files, Invoices, Paying-in Books for cheques, Records of KCPM rent and remittances received, Customer Files/Property Information - Furnished and Temp, Right to Repair Request, Defect Liability reports, Gas /access Enforcement Action, Void packs including work schedule, Q&A Empty Homes Standard check, New tenancy checklist, Meter readings, Houseproud Documentation, Pre termination Documentation, Recharge Repair Documentation, Correspondence and documentation relating to breaches of tenancy agreement, Nuisance Monitoring Sheets, Housing Stock ABC,NSP,NPP,NEIT and legal /court paper work, Rent arrears record/action sheets, Court papers and correspondence, Rent collectors strips, Cashiers Daily Receipts/Banking in books, Garden scheme payments /receipt books, Records of Decoration Vouchers/ allowances, Code 18-19 & other tenancy related allowances related allowances</p>		

Housing Choices (continued)		
Retention	Disposal	Authority
Retain records 12 years from end of year	Destroy	Business practice. Limitations Act 1981
<p>Scope: Sale of Miscellaneous properties, Sale of land</p>		

Pest Control

Retention	Disposal	Authority
Retain records 6 Years from end of Year/treatment closure	Destroy	Financial Regulations Health & Safety at Work Act & professional Indemnity
<p>Scope: Schedules of fees and charges, Calculation of contract prices, Training Records, Investigation and treatment records</p>		

Surveillance & Entry

Retention	Disposal	Authority
Retain records 6 Years from end of Year	Destroy	Limitation Act 1980 Police and Criminal Evidence Act 1984 & Criminal Procedure & Investigations Act 1998 Limitation Act 1980, RIPA 2000, Access to Comms Data
<p>Scope: Interviews, Obtain and Prepare Witness Statements, Liaison with other Enforcement Agencies, Communications Data, Surveillance Equipment Log, Application, Authorisation, Review, Renewal & Cancellation to Carry Out Surveillance, Record of Authorised Officers, Directed Surveillance, Application for Warrant of Entry</p>		

Human Resources

Attendance and Time Recording

Retention	Disposal	Authority
Retain records 2 years after date created	Destroy (See IICSA retention hold advice p.4)	Working Time Regulations 1998, Road Transport (Working Time) Regulations 2005 Reg.11
Scope: Timesheets, drivers log cards		

Employment Contracts Management

Retention	Disposal	Authority
Retain records 6 years after end of Council employment	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Individual employees' terms and condition of employment, job description, personal specification, pay grade, change of role and record of changes to individuals' employment contracts		

Disciplinary and Grievance Procedures Administration

Retention	Disposal	Authority
Retain records 6 years after end of Council employment	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Administration of formal disciplinary and grievance processes including tribunal cases		

Disclosure and Barring Service Checking

Retention	Disposal	Authority
Retain disclosure reports 6 months after receipt Retain records of checking 6 years after termination of relevant contract	Destroy (See IICSA retention hold advice p.4)	Home Office Code of Practice For Registered Persons and other recipients of Disclosure Information The Information Commissioner's Office, Employment Practices Code (data protection) Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Record of routine Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau – CRB) checks having been made during employment where required by nature of job role		

Industrial Relations Management		
Retention	Disposal	Authority
Retain records 10 years after date created or agreement ceases to be effective	Destroy	CIPD Recommendation
Scope: Management of relationship between The Council, trade unions or employee representative organisations		

Performance Monitoring and Review		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See IICSA retention hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Individual target setting to meet business plan requirements, mid-year and end of year formal review of performance against targets		

Recruitment and Termination Administration

Retention	Disposal	Authority
<p>Retain records of unsuccessful applicants 1 year after recruitment decision</p> <p>Retain records of successful applicants (employees) 6 years after end of Council employment</p>	<p>Destroy (See IICSA retention hold advice p.4)</p>	<p>National Archives Guidance</p> <p>Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5</p>
<p>Scope: Recruitment planning, application processing and assessment, interview administration and candidate assessment, pre-employment vetting and checks, contract offer administration, planning and management of employee probationary period and administration of employment termination processes Excluding transactional HR payments administration</p>		

Sickness Absence Management

Retention	Disposal	Authority
<p>Retain records 6 years after end of Council employment</p>	<p>Destroy (See IICSA retention hold advice p.4)</p>	<p>Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5</p>
<p>Scope: Formal sickness absence management processes including sickness absence records, self-certification, fit notes, occupational health referrals and reports, return to work documentation, formal absence process records</p>		

Leave Administration

Retention	Disposal	Authority
Retain records 3 years after end of financial year in which records created	Destroy (See IICSA retention hold advice p.4)	Statutory Sick Pay (General) Regulations 1982 reg. 13 Statutory Maternity Pay (General) Regulations 1986 reg.26 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002 reg.9
Scope: Maternity and paternity leave and non-statutory leave e.g. contractual leave and unpaid leave		

Staff Training (Individual training records)

Retention	Disposal	Authority
Retain records 6 years after end of Council employment	Destroy	CIPD Guidance
Scope: Training and development records relating to attendance and achievement of individual employees Excluding records of training for work with hazardous substances		

Training Provision		
Retention	Disposal	Authority
<p>Retain course administration records 6 years after date created</p> <p>Retain course content and supporting materials until superseded or course no longer provided</p>	<p>Destroy</p>	<p>The Councils business need</p>
<p>Scope: Development and provision of training and courses including e-learning courses, course content and supporting materials, records of completion and attendance Excluding individual staff training records</p>		

Information and Communications Technology (ICT)

ICT Service Design

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: ICT architecture management, infrastructure, capacity and availability management, design coordination, service catalogue maintenance		

ICT Service Operation

Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	The Councils business need
Scope: ICT systems access management, application management, event and incident management, operations control, problem management, request fulfilment, technical management		

ICT Service Transition		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Application development, change evaluation, release and deployment management, service validation and testing, service asset and configuration management, transition planning and support		

Information Management

CCTV recording		
Retention	Disposal	Authority
Retain recordings for 31 days after recording	Destroy	Home Office National CCTV Strategy report 2007
Scope: CCTV recordings from Council owned, operated or commissioned cameras or surveillance equipment		

Information Access Management		
Retention	Disposal	Authority
Retain records 3 years after date created	Destroy	The Councils business need based on National Archives Guidance
Scope: Information access request processing, FOI's, DSAR, data publication re-use and licensing		

Information Security Management		
Retention	Disposal	Authority
Retain records 3 years after date created	Destroy	The Councils business need based on Computer Misuse Act 1990 s.11
Scope: Incident response and investigation, compliance audit		

Records Storage Management

Retention	Disposal	Authority
Retain records for specified retention period	Transfer to authorised contractor for confidential disposal	The Councils business need based on Freedom of Information Act s. 46 Code of Practice
Scope: Records transfer processing, retrieval, disposal Excluding equipment and premises		

Voice Call Recording

Retention	Disposal	Authority
Retain 6 months after recording	Destroy	The Councils business need Financial Services Authority Telephone Recording: recording of voice conversations and electronic communications, Policy statement 08/1
Scope: Recordings of content of telephone calls		

Legal

Advice and guidance

Retention	Disposal	Authority
Retain 3 years from Last advice / correspondence	Destroy	Business Need
Scope: General legal advice and guidance		

Litigation

Retention	Disposal	Authority
Destroy 7 years from last action	Destroy	RMS
Destroy Childcare Proceedings 75 years from child's 18 th birthday	Destroy	Dept of Health Guidance
Destroy housing possession cases 10 years from last action	Destroy	Business Need
Scope: Civil, Commercial and Criminal Case Files Childcare proceedings Housing Possession Cases		

Land and Highways / Advice

Retention	Disposal	Authority
12 years	Destroy	RMS
6 years from last Payment	Destroy	RMS
2 years from end of the contract	Destroy	RMS
<p>Scope: Successful Tender document, Management and Amendment of Contract, Conveyancing, Mortgage files/deeds (sealed), Right to Buy. Mortgage files/deeds (signed). Unsuccessful Tender documents, Monitoring staff leave and attendance (departmental copy), Pre contract advice (process of calling for expressions of interest).</p>		

Leisure and Culture

Collections Access Management

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	The Councils business need
<p>Scope: Administration public access to library, museum and archive collections and resources, provision of outreach services, research services Excluding member and reader administration Excluding reader and membership administration, and library loans administration, theatres</p>		

Collection Acquisition

Retention	Disposal	Authority
<p>Retain survey and unsuccessful bid records 6 years after decision not to acquire or bid outcome</p> <p>Retain acquisition records during lifetime of deposit or ownership</p>	<p>Destroy</p> <p>Transfer records to new owner or depositor</p>	<p>The Councils business need</p>
<p>Scope: Surveying, assessment and acquisition of archive, museum and art items or collections, legal transfer of ownership and loan agreements Excluding financial transaction records</p>		

Collections and Stock Management		
Retention	Disposal	Authority
Retain records until disposal of item or collection	Return to depositor or transfer to new owner or responsible body	The Councils business need
Retain until disposal of library stock item	Destroy	
<p>Scope: Archive, artwork and museum collection cataloguing, conservation, restoration, display, loan, de-accessioning and disposal records and library stock management records</p>		

Reader, Membership and Loans Administration		
Retention	Disposal	Authority
Retain records 1 years after end of membership, account inactive or loan returned	Destroy	The Councils business need
<p>Scope: Administration of library membership, archive service reader cards , library loans and requests</p>		

Management

Business Planning

Retention	Disposal	Authority
Retain records 6 years after date created Working papers and drafts to be retained for 1 year	Destroy	The Councils business need
<p>Scope: Business planning to achieve operational service delivery priorities based on corporate priority outcomes, and management of The Councils relationships with, and planning of joint and 'joined up' service delivery with other local authorities, partnership, private and third sector (voluntary) organisations including joint service delivery planning, monitoring and review</p>		

Communications Management and Marketing

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	The Councils business need based on National Archives Guidance
<p>Scope: Management of the council's engagement with both its external and internal audience including media monitoring and media relations management, marketing Excluding consultation and engagement, events management</p>		

Complaints Management

Retention	Disposal	Authority
Retain records 6 years after complaint resolution	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
<p>Scope: Processing and investigation of, and response to complaints against The Councils concerning decision making, service provision or staff, including statutory, ombudsman, and non-statutory complaints processes and legal defence case preparation</p>		

Consultation and Engagement

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	The Councils business need
<p>Scope: Community and stakeholder consultation and engagement including surveys, questionnaires, display materials</p>		

Events Management

Retention	Disposal	Authority
Retain records 6 years after event	Destroy	The Councils business need
<p>Scope: Management of communications, marketing, engagement and training events to promote The Councils, partner organisations, supported organisations and their services, and management of business events including development of programmes of events, event planning, delegate, event delivery and evaluation</p>		

Feedback Processing		
Retention	Disposal	Authority
Retain records 2 years after date created	Destroy	The Councils business need
Scope: Processing of customer feedback and comments Excluding complaints management processes		

Partnership Development		
Retention	Disposal	Authority
Retain Indefinitely	Destroy	The Councils business need
Scope: Local economic development partnership working, planning, growth initiatives		

Performance Monitoring and Reporting		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	The Councils business need
Scope: Performance monitoring, bench marking, collection and analysis of performance data, reporting to external agencies, partner organisations and internally within The Council		

Policy and Procedures Development		
Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy	The Councils business need
Scope: Development and review of Council corporate and operational policy, development and review of safe, efficient and effective business processes, methods of work and quality assurance measures and compliance monitoring		

Research and Analysis

Retention	Disposal	Authority
<p>Retain raw datasets until out of date and/or no longer required</p> <p>Retain processed data, analysis and interpretation 6 years from date processed or created</p>	Destroy	The Councils business need
<p>Scope: Primary data collection, secondary source raw data, data processed for specific purposes, data analysis and interpretation</p>		

Strategic Planning

Retention	Disposal	Authority
<p>Retain records 6 years after superseded</p> <p>Retain working papers and drafts for 1 year after strategy adoption</p>	Destroy	The Councils business need
<p>Scope: Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes</p>		

Transformation and Change Management

Retention	Disposal	Authority
<p>Retain records 6 years after date created</p> <p>Retain working papers and drafts to be retained for 1 year after implementation completed</p>	<p>Destroy</p>	<p>The Councils business need</p>
<p>Scope: Planning and management of change, oversight of major projects to achieve strategic aims and objectives and improve business delivery</p>		

Physical Assets and Property

Property and Land Management

Retention	Disposal	Authority
Retain Indefinitely	Transfer to Place of Deposit after administration use is concluded	The Councils business need 12 year timescale in which an action can be brought in the case of a land dispute under Limitation Act 1980 s.15
<p>Scope: Management of access land, open spaces and common land including Maintenance and improvement. Management on overall property of the Local Authority including leased and owned.</p>		

Property and Land Acquisition and Disposal

Retention	Disposal	Authority
Retain records 15 years after Council ceases to own or lease site or premises	Destroy	Based on a 15 year long stop in which an action can be the case latent damage under Limitation Act 1980 s.14b
<p>Scope: Land and premises acquisition</p>		

Asset Monitoring, Maintenance and Services

Retention	Disposal	Authority
7 years after last	Destroy	The Councils business need
<p>Scope: Garden maintenance, cleaning, painting, service records, catering</p>		

Equipment Management ,Vehicle and Fleet Maintenance

Retention	Disposal	Authority
Retain records 6 years after disposal of equipment, fixed plant or system	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
<p>Scope: Portable equipment, plant, fixed equipment and systems defects reporting and repair, routine inspection, testing, servicing and maintenance, transport and storage</p> <p>Vehicle and vehicle equipment defect reporting and repair, routine inspection, maintenance, servicing, statutory testing and taxing Excluding financial transactions e.g. vehicle purchase and sales , contracts and leasing</p>		

Planning and Development Control

Complaint Investigation and Enforcement		
Retention	Disposal	Authority
Retain records 10 years after resolution, end of enforcement action or sentence period	Destroy	The Councils business need
<p>Scope: Investigation of complaints, enforcement action relating to unauthorised mineral extracting and waste deposit</p>		

Developer Contribution and Obligation Negotiation		
Retention	Disposal	Authority
Retain records 6 years after expiry of funding period or lifetime of development	Destroy or transfer to new authority	The Councils business need requirements of Town and Country Planning Act 1990 s.106 and Limitation Act 1980
<p>Scope: Negotiation and management of developer contributions and obligations for developments impacting on for e.g. highways and school places including Assessment of impact of proposed developments, negotiation, agreements and engrossment of contributions and obligations, monitoring of compliance and developer funding contribution expenditure monitoring, town centre management</p>		

Land and Property Enquiry Processing

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
<p>Scope: Processing of land and property search enquiries including common land, highway extent, mineral and waste sites and developments, petroleum storage sites and rights of way searches</p>		

Mineral and Waste Site Inspection and Monitoring

Retention	Disposal	Authority
Retain records until The Council is no responsible for function	Transfer to new authority	The Councils business need
<p>Scope: Inspection and monitoring of mineral extraction and waste sites</p>		

Planning Application Processing

Retention	Disposal	Authority
Retain records until The Council is no responsible for function	Transfer to new authority	The Councils business need
<p>Scope: Processing of mineral and waste development planning applications including appeals and public inquiry processes including post-application advice</p>		

Planning Consultation Processing		
Retention	Disposal	Authority
Retain records 6 years after consultation period	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
<p>Scope: Processing, co-ordination and submission of planning application consultation responses in relation to applications made to other decision-making authorities for which The Council is the statutory consultee or development may impact Council interests</p>		

Pre-Planning Application Advice provision		
Retention	Disposal	Authority
Retain pre-application advice records 6 years after date created	Destroy	The Councils business need maintaining records in case of negligence under Limitation Act 1980 s.14A
<p>Scope: Provision of pre planning advice, documents, consultations, assessment, Regulation 21 statements</p>		

Registration and Coroners

Registers of Birth and Death, Marriage, Civil Partnership and Still Birth

Retention	Disposal	Authority
register of birth, death, civil partnership and still birth to be retained Indefinitely	n/a	GRO Legislation
cash books, accounts and certification	1 to 7 years destroy	GRO Legislation
Scope: register of birth, death, civil partnership and still birth		

Risk Management and Insurance Administration

Business Continuity Planning

Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy	The Councils business need
<p>Scope: Identification of, and planning to mitigate risks and response to, and recovery from, incidents affecting business activities including emergency incident planning, operation and review of emergency exercises, incident response and recovery management, post incident review records</p>		

Insurance Claims Administration

Retention	Disposal	Authority
Retain records 6 years after from settlement or repudiation (but not before the child / claimant reaches the age of 24)	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Retain subsidence claims 100 years		
<p>Scope: Administration of liability and non-liability insurance claims</p>		

Insurance Policies Administration

Retention	Disposal	Authority
Retain liability policy documents 40 years after policy expiration or termination	Destroy	The Councils business need
Retain non-liability documents 10 years after policy expiration or termination		
Scope: Administration of insurance policies including: arrangement, variation, renewal and termination of policies		

Audit

Retention	Disposal	Authority
Retain records 6 years after audit, investigation or legal action	Destroy	The Councils business need
Scope: Audit of all functions, systems, procedures and controls across the Council. Prevention or investigation of alleged fraud and / or misappropriation		

Whistleblowing

Retention	Disposal	Authority
Retain records for 6 years after the investigation or legal action.	destroy	The Councils business need.
Scope – investigations into allegations covered by the whistleblowing policy.		

Transport and Infrastructure

Highway Asset Management		
Retention	Disposal	Authority
Retain records 15 years after end of life of structure or asset no longer part of highway	Destroy or transfer to new authority	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Scope: Traffic and asset data management, dispute resolution		

Highway Adoption and Dedication		
Retention	Disposal	Authority
Retain records until The Council no longer responsible for function	Transfer to new authority	The Councils business need
Scope: Administration of developer agreements (Highways Act 1980 s38)		

Highway Maintenance

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5
<p>Scope: Processing of fault reports and requests for service, safety and condition inspection, maintenance works scheduling and maintenance operations</p>		

Highway Scheme Delivery

Retention	Disposal	Authority
Retain records 15 years after scheme completion	Destroy	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Retain as built records until Council no longer responsible premises, site or structure	Transfer to new authority	
<p>Scope: Delivery of highway schemes including programme management, scheme brief development, site investigations and feasibility study, public consultation, scheme design, scheme delivery planning and monitoring Excluding procurement and contract management, and ongoing asset management</p>		

Highway Works Regulation

Retention	Disposal	Authority
Retain records 6 years after expiry of permit or licence, or from change to, or removal of, licensed structure	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
<p>Scope: Regulation and co-ordination of works on the highway including licensing and issue of permits for access crossings, cattle grids, cellars and openings, cranes and booms, excavation, licensing of amenities and facilities, tree planting, fencing, minor local improvements, private apparatus and structures , skip and deposit, temporary traffic signals, and Inspection of sites and third party works on or affecting the highway</p>		

Passenger Transport Provision

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5
<p>Scope: Public transport provision of community , voluntary and provision of public, school, special needs and social care transport provision Including route planning, capacity management and scheduling Excluding procurement, contract management and complaint investigation</p>		

Rights of Way Network Management

Retention	Disposal	Authority
Retain records until The Council no longer responsible For function	Transfer to new accountable body	The Councils business need
Scope: Created, establishment, modification or extinguishment of rights of way, licensing of structures and permissive paths including landowner declarations (Highways Act 1980 s 31)		

Traffic Management

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	The Councils business need
Scope: Abnormal load management, congestion management, traffic incident management excluding Civil contingency planning and response		

Traffic Regulation

Retention	Disposal	Authority
Retain TROs 6 years after extinguishment or expiry of order	Destroy	The Councils business need
Scope: Traffic Regulation Orders (TROs) including temporary orders		