



Document Retention Schedule

1. Introduction to the Retention Schedule

This schedule has been adopted as a Retention Schedule in order to comply with the requirements of the legislative areas of Freedom of Information, Data Protection, the Local Government Act and various other pieces of legislation some of which are outlined below. These guidelines should be consulted whenever a decision is made for the appraisal or destruction of any information, and should be considered when recording the suggested appraisal/destruction date on forms listing material to be archived.

1.1 Scope of the Guidelines

The Schedule covers the life span of a record from its creation through to its destruction, transfer to another location, or permanent preservation. These retention times apply irrespective of the form or format (e.g. paper, electronic) that the record is in. Records scheduled for destruction should be disposed of in accordance with these guidelines, along with any backup copies, or copies stored in alternate formats. This is necessary for compliance with the Freedom of Information and Data Protection Act.

1.2 Objectives

The aims of this schedule are to

- Assist in identifying records that are worth preserving permanently
- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial or other obligations of the Council and mitigate the risks associated with the improper retention of records
- Provide consistency for the destruction of those records that are not required permanently after specified periods
- Promote Records Management practices within Amble Town Council

- Ensure efficient utilisation of storage space and the de-cluttering of desks and work spaces

Inappropriate retention/destruction of documentation could:

- Produce problems when information is requested and not knowing if that information is held or not
- Produce difficulties in defending litigious claims
- Open the Council up to accusations of failing to meet legal obligations on the use, retention and destruction of data (especially under the Data Protection Act)
- Opens the council up to embarrassment
- Increased fire risk in the case of manual and paper records.

1.3 Retained Documents

When reviewing which documents are to be retained, members of staff should consider whether there are any practical reasons to prevent hard copies of documents or files being copied to more space-efficient means such as being scanned into a document imaging system or similar. However, care must be taken that the imaging quality is sufficient to mean the document is still of use, especially with regards colour. Consideration should also be given to whether any parts of documents or files could be disposed of. Relevant considerations are that in general the most space efficient means of retention should be used. This is subject to the following:

- a. Adherence with legislative obligations on retention
- b. There being sufficient budget to deal with retention other than keeping hard copies
- c. Ease of means of retrieval
- d. Adherence to any general Council policy which might subsequently be introduced
- e. Compliance with the Councils Publication Scheme under the Freedom of Information Act 2000

1.4 Disposal of Documents

In the Schedule, when the Retention Action called for is destruction after a certain number of years, for example, 'Destroy 3 years after last action,' the record should be kept for three full years, and would then be destroyed on the fourth.

All documents should be disposed of having regard to the potential for the need for confidentiality. All staff are responsible for the proper disposal of information. Any files that may contain personal information should be disposed of confidentially. Paper files

should be shredded onsite. Computer hard-drives should be destroyed. Care should be taken to ensure that electronic records have been fully wiped, rather than merely placed in a temporary folder or “recycle bin”.

Wherever there is the possibility of litigation, the records that could be involved in this should be kept unchanged until the threat of litigation has ended.

All destruction of records should be recorded in the document destruction form.

1.5 Freedom of Information and Data Protection

It is illegal to destroy information which is due for destruction but has been requested under the Freedom of Information, Environmental Information Regulations or Data Protection Act. Such information should be kept until all deadlines for appeal procedures have been met.

The Data Protection Act also specifies that information should only be kept for as long as it is necessary. There is no specific guidance on the meaning of “necessary”, but it should be seen as a timescale that is reasonable to ensure the purpose for which the information is used for is met and any legal obligations on retention are accommodated. Any decision should be evidenced and have a rational and reasonable backing. “Just in case” is not usually a reasonable excuse for keeping personal information which should be deleted.

The Act also demands that information is accurate and the longer information is kept and not updated, then the greater the chance that we have inaccurate data.

1.6 Other major pieces of legislation which governs the retention and destruction of documents

Tax Legislation: Minimum retention period for certain financial records are imposed by statutes such as the VAT Act 1994, and the Taxes Management Act 1970. These retention periods are identified in the retention schedules.

Statutory Registers: Various local government statutes require registers to be kept of certain events, notifications, or transactions. It is implicit within such legislative requirement that these records be maintained on a permanent basis, unless the legislation concerned stipulates otherwise.

The Audit Commission Act 1998: This provides auditors with a right of access to every document relating to the Council that appears necessary for the purposes of carrying out the auditor's functions under the Act.

The Local Government Act 1972, S.225: Any document deposited with "the proper officer" of the Council in accordance with Statute should be retained permanently. (This is analogous to the position re Registers, above).

Part VA of the Local Government Act 1972: This governs public access to certain documents relating to Council and Committee meetings. Certain documents that form part of the public part of the agenda are required to be available for inspection by members of the public.

See the paragraph above about the **Freedom of Information Act** and **Data Protection Act**.

Some retention is required to provide evidence of events in the case of dispute. **The Limitations Act 1980** specifies time limits for commencing litigation. The majority (but not all) of potential legal claims are statute barred on the expiry of 6 years. For this reason many organisations consider it prudent to retain files or records for a period of 6 years from the date when the subject matter was completed. It is important, though, to keep in mind that in the course of the Council's everyday business many documents are generated that serve no purpose after relatively short periods of time. Many documents will relate to completed matters where, realistically, the risk of subsequent litigation or other dispute is minimal, if not non-existent. Long-term retention of such documents is counterproductive.

There is also legislation which governs the provision of a public archive of records of decision made by the council. This is currently over 30 years.

National Government and the European Union may also demand retention of documentation for a period of time when providing funding arrangements.

1.7 Standard Operating Procedure

Some records do not need to be kept at all. This section defines types of records that may be routinely destroyed in the normal course of business.

This applies to information that is duplicated, unimportant or of short-term facilitative value. Unimportant records or information include:

- 'With Compliments' slips
- Catalogue and trade journals
- Telephone message slips
- Non-acceptance of invitations
- Trivial emails, or notes not related to Amble Town Council business
- Requests for stock information such as plans, advertising materials or application forms.
- Out-of-date distribution lists
- Some working papers that lead to a final report

Where the above contains personal information about an identifiable individual, this should still be shredded to avoid it falling into the wrong hands. Such items should not be thrown in the bin.

Duplicated and superseded information such as stationery, manuals, drafts, forms, and reference copies of annual reports should also be destroyed. Electronic copies of documents or faxes where a hard copy has been printed and filed are also covered.

1.8 Responsibilities

It is the responsibility of the Town Clerk to ensure that he/she complies with the necessary legal obligations, and this schedule, regarding the retention and destruction of records. They are also responsible for the appropriate destruction of information.

1.9 Review of this policy

The retention schedule should be reviewed every two years with reference to the guidelines. However, recorded changes may be made on an ad hoc basis as developments occur and new documentation is created.

2.0 Definitions: RGLA in the rationale refers to the Retention Guidelines for Local Authorities

Agreed:

Class	Series	Records	Description	Retention Period	Rationale
<u>Community safety and emergencies</u>					
. Community safety					
. CCTV surveillance		Recordings	CCTV related information	Video surveillance destroyed after 28 days	
. <i>Emergency planning information</i>					
. Emergency agencies			List of public contacts for emergency agencies	Destroy when superseded	
. Emergency call-outs			List of council contact numbers to use in case of emergency	Destroy when superseded	
. Registration, certification and licensing - Consolidated listing of licensed activities requiring a register within the local authority.					
. Licensing	Street collections and lotteries licences		Documentation regarding street collections and lotteries licences.	Destroy when superseded when superseded	Local – financial information

Class	Series	Records	Description	Retention Period	Rationale
<u>Council property – General documentation on council buildings</u>					
. Maintenance of council property					
. Maintenance		Instruction manuals	Instruction manuals related to council property.	Destroy - 7 years after last action	RGLA 7.27
. Planned maintenance	Case files - property		Documentation relating to the process of managing and undertaking planned maintenance of property.	Destroy - 7 years after last action	RGLA 7.27
. Refurbishment	Case files - property	Tenders and contracts	Documentation relating to the process of managing and undertaking planned renovations and development of property.	Destroy - 7 years after conclusion of transaction	RGLA 8.7
. Responsive maintenance	Case files - property		Documentation on emergency maintenance of property.	Destroy - 7 years after last action	RGLA 7.27

Class	Series	Records	Description	Retention Period	Rationale
Property acquisition and disposal					
. Deeds	Case files - property		Deeds and associated documentation.	Permanent	
. Disposal	Case files - property	Assets over £ 50000	Documents relating to the management of the disposal (by sale or write off) process for real property.	Destroy - 12 years after all obligations/ entitlements concluded	Limitations Act 1980. RGLA 7.29
. Disposal	Case files - property	Assets under £ 50000	Documents relating to the management of the disposal (by sale or write off) process for real property.	Destroy - 6 years after all obligations/ entitlements concluded	Limitations Act 1980. RGLA 7.29
. Disposal	Case files - property	Sale or write-off of property	Information on the disposal of property.	Destroy - 15 years after obligations or entitlements are concluded	RGLA 8.3
. Property and land management					
. Fleet management		Allocation and maintenance of vehicles	Information how vehicles have been allocated and maintained	Destroy - 7 years after disposal of the vehicle	RGLA 8.15

Class	Series	Records	Description	Retention Period	Rationale
. Fleet management		Recording vehicle usage	Information on vehicle usage.	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
. Fleet management		Vehicle records, lease or purchase	Documentation regarding the process of acquisition and disposal of vehicles through lease or purchase.	Destroy - 7 years after disposal of the vehicle	RGLA 8.14
. Land and property history	Case files - property		Historical documents about council property and land owned by the council.	Destroy - 12 years from life of property	RGLA 8.2
. Maps and directions	Case files - property		Maps and directions relating to council property.	Destroy when superseded	
. Valuations	Case files - property	Valuations on disposal	Valuation documentation and statistics.	Destroy - 6 years from end of financial year after disposal of property	

Class	Series	Records	Description	Retention Period	Rationale
Cemeteries					
. Burial identity and location					
. Registration		Cemetery plans, burial plot layout	Documentation regarding the layout of burial spaces.	Permanent - offer to archives	RGLA 9.24
. Registration		Summary management systems, registers	Includes: Burial Register; plan of plot ownership and occupation. Register of ownership of interment of ashes.	Permanent - offer to archives	RGLA 9.24
. Bookings		Applications	Documentation related to booking for an interment or monument erection.	Destroy - 5 year after last action	RGLA9.25
. Exhumations			Documentation regarding the process of regulation of exhumation.	Permanent - offer to archives	RGLA9.24
. Interment Service		Regulation of burials and cremations	Process relating to the burial of an individual.	Destroy - 5 year after last action	RGLA9.25

Class	Series	Records	Description	Retention Period	Rationale
Maintenance of burial grounds					
. Planned Maintenance			Program of maintenance to cemeteries over the next maintenance period.	Destroy - 21 years after maintenance completed	
. Redundant Churchyards			Documentation relating to disused churchyards, specifically their upkeep.	Destroy - 21 years after maintenance completed	
. Responsive Maintenance			Emergency or unplanned maintenance to cemeteries	Destroy - 21 years after maintenance completed	
Planning		Applications	Documentation	Minor- Retain until decision taken. Major/ Controversial- Retain until decision approval period ends	
		Decisions	Documentation	Minor- Retain 3 months Major/Controversial- Retain until decision approval period ends	
		Refusal but Appealed	Documentation	Retain until decision made	

Class	Series	Records	Description	Retention Period	Rationale
. Governance					
. Aims		Aims	The aims of the council.	Permanent - offer to archives	RGLA 1.4
. Decision making					
. Council and committee meetings		Minutes	Agendas, meetings, minutes relating to full council decision making processes.	Permanent - offer to archives	RGLA 1.4
. Council and committee meetings		Committee Clerks Notebooks	Any notes relating to full council decision making processes.	Destroy after date of confirmation of the minutes of meetings	RGLA 1.5
. Delegations			The process of delegating power to authorise an action/ the seeking and granting permission to undertake a requested action.	Permanent	

Class	Series	Records	Description	Retention Period	Rationale
. Referenda			Management of democratic activities inc. elections and committee meetings.	Permanent - offer to archives	
. Referenda			Management of democratic activities including elections and committee meetings.	Permanent - offer to archives	
Honours and awards					
. Honours submissions			Submissions and details of individuals considered for honours.	Destroy - 5 years after last action	RGLA 1.8
. Member support					
. Gifts and hospitality		Register	Register of gifts and hospitality.	Destroy - 18 months after member leaves office	
. Register of Interests		Register	Members' disclosure of involvement in organisations & income received from other bodies.	Retain for 18 months after member leaves office (requirement to keep register is being phased out)	

Class	Series	Records	Description	Retention Period	Rationale
. Representation					
. Elections		Consolidated returns of votes	Election results.	Destroy 6 months from close of poll	RGLA 1.3
. Elections		Electoral Register	List of people registered to vote.	Until superseded	
. Lists of councillors		Council diaries, members details	Contact details of local reps. of the council.	Destroy once cease to be a councillor	
<u>Economic development - Management of activities</u>	<i>to promote</i>	<i>and examine the</i>	<i>local economy</i>		
. Regeneration					
. Community development			Information relating to revitalising a specific area.	Retain until updated by compiler	Local practice and The National Archives for projects
. Regional development			Participation in regional activities.	Retain until updated by compiler	As above
. Rural development			Information relating to reducing disadvantage & increasing access.	Retain until updated by compiler	Local practice and The National Archives for projects
. Town centre management			Information on management of businesses in the town	Retain until updated by compiler	Local practice and The National Archives for projects

Class	Series	Records	Description	Retention Period	Rationale
Sustainability					
. Sustainable development			Information looking at sustainable development.	Retain until updated by compiler	Local practice and The National Archives for projects
. Tourism development			The information relating to the development of tourism.	Retain until updated by compiler	Local practice and The National Archives for projects
. Conservation					
. Heritage conservation			Documentation looking specifically at heritage conservation.	Retain until updated by compiler	
. Urban conservation			Documentation relating to conservation in towns and cities.	Retain until updated by compiler	
. Monitoring					
. Coastal erosion			Data and information on coastal erosion.	Retain until updated by compiler	
. Environmental impact assessment and sensitive areas			Environmental impact/sensitive assessments	Retain until updated by compiler	

Class	Series	Records	Description	Retention Period	Rationale
<u>Finance</u>					
. Accounts and audit					
. Bank statements/books				Retain Last Audit year	
. Scale of Fees/Charges				Retain 5 years	
. Internal auditing			Activities relating to internal or external auditing of the authority.	Retain current year plus 6 years	Accounts and Audit Regulations 2003
. Reporting		Annual financial reports	Activities relating to financial transactions and the production of financial statements.	Permanent - offer to archives	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
. Reporting		Periodic financial reports: Monthly and quarterly reports	Accounting reports.	Destroy when administrative use is concluded	RGLA 7.2
. Local taxation . Property valuation		Rateable property information	Rateable property info.	Permanent	RGLA 7.21
. National taxation . Tax/VAT payments		Tax correspondence	Activities in managing the tax payments.	Destroy - 7 years after last action	RGLA 7.22

Class	Series	Records	Description	Retention Period	Rationale
. Asset Management					
. Maintaining assets		Maintaining plant and equipment	Information on plant and equipment.	Destroy - 7 years after sale or disposal of asset	RGLA 7.27
. Maintaining assets		Maintenance	Information on maintenance of other assets.	Destroy - 7 years after last action	RGLA 7.28
. Maintaining assets		Overall assets and asset registers	Overall list of assets.	Permanent - offer to archivist	RGLA 7.24
. Maintaining assets		Reporting and reviewing asset status	Reports and reviews of assets.	Destroy - 2 years after use is concluded	RGLA 7.26
. Financial provisions management					
. Borrowing			Activities relating to the borrowing of money by the authority.	Destroy - 7 years after the loan has been repaid	RGLA 7.14
. Budget		Annual budget	Activities involved in planning and monitoring the authority's annual budget. Includes allocation of budget to administrative pots.	Permanent - offer to archives	RGLA 7.11

Class	Series	Records	Description	Retention Period	Rationale
. Budget		Developing annual budget: Draft budgets	Information relating to the development of the budget.	Destroy - 2 years after budget adopted	RGLA 7.12
. Budget		Reporting actual vs. planned revenue and expenditure	Actual against planned revenue and expenses.	Destroy after next year's budget has been adopted	RGLA 7.13
. Debt management			Activities involved in managing debts owed.		
. Funding bids			Activities relating to applications for grant funding by external bodies.	Consider destroying 6 years after the conclusion of the transaction, but consult funding authority (see EU grants reconciliation)	
. Financial transactions	management				
. Authorisation			Activities involved in delegating authority for carrying out financial activities.		

Class	Series	Records	Description	Retention Period	Rationale
. Expenditure		Travel expenses/ Members Allowances	Travel expenses.	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.5
. Expenditure		Identification of the receipt, expenditure and write offs of public monies	Activities involved in the payment for goods and services by the authority inc. expenses claims.	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
. Funding applications			Activities relating to the process of considering and administering applications for grant funding.	Consider destroying 6 years after the conclusion of the transaction, but consult funding authority (see EU grants reconciliation)	
. Income			Activities involved in the collection of money owed. Includes rent payments.	Destroy 6 years after the conclusion of the transaction	

Class	Series	Records	Description	Retention Period	Rationale
. Investments			Activities relating to the investment of funds.	Destroy 6 financial years after the conclusion of the transaction	
. National insurance numbers		Notification and input records	Processes in the collection of National Insurance Number.	Destroy 2 financial years after the employee ceases employment	
. Reconciliation		Balance and reconcile financial accounts	Activities involved in the reconciliation of accounts.	Destroy 2 financial years after administrative use is concluded	RGLA 7.6
. Refunds			Documentation relating to refunds.	Destroy 6 financial years after conclusion of the transaction	
. Payroll and pensions . Pay		Payment of employees	Activities involved in the administration of remuneration to staff.	Destroy 12 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
. Pay		Summary pay reports	Non-accountable processes relating to payment of employees.	Destroy after administrative use is concluded	RGLA7.10
. Pensions			Administration of pensions	Current & past staff Destroy - 6 years from last pension payment	RGLA6.2

Class	Series	Records	Description	Retention Period	Rationale
<u>Health and safety</u>			Management of measures for a healthy and safe workplace.		
. Monitoring . Accidents and incident reporting			Information on reporting of accidents & then actions.	Destroy when superseded	
. Accidents and incident reporting		Accident Reports	Registers of accidents and incidents.	Destroy - 3 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9
. Equipment		Safety inspections	Process of inspecting equipment to ensure it is safe.	Destroy - 6 years after equipment is de-commissioned	
. Hazardous substances		COSSH inspections	Control & monitor the use of hazardous substances at work.	Permanent	Control of Substances Hazardous to Health Regulations 2002
. Health and safety inspections			Activities relating to inspections examining health & safety provision.	Termination plus five years	The Control of Substances Hazardous to Health Regulations 2002

Class	Series	Records	Description	Retention Period	Rationale
. Risk management					
. Risk assessments			Activities relating to risk assessments carried out- inc. workplace assessments.	Destroy - 3 years after last assessment	Management of Health and Safety at Work Regulations 1992. RGLA 9.7
<u>Human resources</u>					
. Administering employees					
. Counselling	Employee files		Documentation relating to counselling offered to an employee.	Destroy - 6 years from termination of employment	RGLA6.4
. Absence monitoring	Employee files		Records documenting an employee's absence due to sickness.	Destroy - 3 years from end of current tax year	
. Discipline	Employee files		Documentation relating to the discipline of employees.	Destroy - 6 years from termination of employment	RGLA6.4
. Discipline	Employee files	Final warnings	Disciplinary warnings - final.	Destroy - 18 months after warning	RGLA 6.7
. Discipline	Employee files	No warning given	Proceedings where it proved to be unfounded.	Destroy immediately	RGLA 6.8

Class	Series	Records	Description	Retention Period	Rationale
. Discipline	Employee files	Oral warnings	Disciplinary warnings - oral.	Destroy - 6 months after warning	RGLA 6.7
. Discipline	Employee files	Written warnings	Disciplinary warnings - written.	Destroy - 12 months after warning	RGLA 6.7
. Disclosure of interest			Register of declared interests of employees to anything being transacted or discussed by the authority.	Permanent	
. Employee details	Employee files		Documentation relating to individuals general/ specific conditions of employment.	Destroy - 6 years from termination of employment	RGLA6.4
. Grievances	Employee files		Documentation relating to grievances.	Destroy - 6 years from termination of employment	RGLA6.4
. Individual training records	Employee files		Documentation relating to an individuals training record undertaken.	Destroy - 6 years from termination of employment	RGLA6.4

Class	Series	Records	Description	Retention Period	Rationale
. Individual training records	Employee files	Proof of completion	Documentation relating to proof of training course completion.	Destroy - 7 years after course completed	RGLA6.21
. Job evaluation			Documentation relating to performance Appraisals.		
. Leave	Employee files		Documentation relating to all types of employee leave.	Destroy - 2 years after action completed	RGLA6.13
. Medical assessments	Employee files		Documentation regarding medical assessments	Destroy - 75 years after date of birth	RGLA6.10
. Maternity/paternity	Employee files		Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Destroy - 3 years from end of current tax year	
. Termination			Documentation relating to the leaving process: resignation, termination	Destroy - 6 years from termination of employment	RGLA 6.16
. Insurance			Documentation	40 years	Employer's Liability Regs 1998

Class	Series	Records	Description	Retention Period	Rationale
. Training					
. Workforce support			Information about activities to support continued town employment.	Retain until updated by compiler	Local practice and The National Archives for projects
. Equalities and diversity		Investigations	Investigation and reporting on specific cases.	Destroy - 5 years after action completed	RGLA 6.9
. Monitoring employees					
. Performance appraisal		Probationary reports and performance plans	Documentation relating to the performance appraisal of an employee, inc.performance related pay if applicable.	Termination plus keep until business need, 6 years minimum	Employment Practices Data Protection Code Part 1: Recruitment & Selection
Recruitment					
. Authorisation			Authorisation to recruit for a position.	Destroy - 5 years after recruitment finalised	
. Job descriptions			Job description and person specifications for current posts.	Destroy - 2 years after superseded	

Class	Series	Records	Description	Retention Period	Rationale
. Recruitment			Process relating to the recruitment of an employee to the authority.	Destroy - 6 years from termination of employment	RGLA6.4
. Recruitment	Position	Unsuccessful candidates	Documents relating to unsuccessful candidates.	Destroy - 6months after recruitment finalised	
. Recruitment	Position		Selection for a position.	Destroy - 1 year after recruitment finalised	RGLA 6.11
. Volunteers	Volunteer files		Documentation relating to volunteers available to or used by the council, including risk assessments.	Destroy - 6 years from termination of employment	RGLA6.4
. Terms and conditions of employment					
. Staff recognition			Staff recognition documentation.	Consider for permanent retention	
. Terms and conditions			The general terms and conditions of employment with the council.	Consider for permanent retention	

Class	Series	Records	Description	Retention Period	Rationale
<u>Information and communication technology</u>					
. Disposal		Assets under £ 50,000	Documentation relating to the process of disposal of hardware and software.	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. Licensing			Documentation in relation to software licensing.	Consider legal obligations	
. Information security			Data security information and documentation.	Destroy - 2 years after system no longer used	
. Server maintenance			Documentation relating to system servers and their maintenance.	Destroy - 2 years after system no longer used	
. Storage			Documentation relating to storage systems and servers.	Destroy - 2 years after system no longer used	
. Web development			Includes development of Internet	Destroy - 2 years after system no longer used	

Class	Series	Records	Description	Retention Period	Rationale
. System support . Maintenance	System log		Documentation relating to the maintenance and support of software and systems. Includes website.	Destroy - 2 years after system no longer used	
. Manuals	System log		Manuals and user information relating to specific systems and software.	Destroy - 2 years after system no longer used	
<u>Information management</u>					
. Access to information					
. Data protection		Subject Access Request	Process around the request under data protection.	Destroy when information no longer required	
. Data protection		Notification	Process of notifying the Information Commissioner.	Destroy - 3 years after previous notification	
. Freedom of information	Information requests	Access status records	Statistical data on requests you answered and their outcomes etc.	Details of access decisions. Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.

Class	Series	Records	Description	Retention Period	Rationale
. Freedom of information	Information requests	Information scheduled for destruction	Information subject to a FOI request but scheduled for destruction.	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. Freedom of information	Information requests	Individual transaction records	Case file records detailing the FOI request, the consideration of possible exemptions and subsequent appeals.	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. Freedom of information	Information requests	Policy records	Procedures for handling FOI requests and other documents regarding practical implementation of FOI.	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. Freedom of information		Publication Scheme	The publication scheme that is required under the Freedom of Information Act 2000.	Permanent	

Class	Series	Records	Description	Retention Period	Rationale
. Records management . Retention scheduling		Disposal certificates	Information regarding disposal of the council's records.	Destroy after procedures have been superseded	RGLA 2.12
. Land registration					
. Land charges		Searches	Searches and title investigations.	Termination plus 6 years	Limitation Act
. Litigation					
. Civil	Case files		Civil litigation.	Destroy - 7 years after last action, major litigation	RGLA 4.1
. Commercial	Case files		Commercial litigation.	Destroy - 7 years after last action, major litigation	RGLA 4.1
. Criminal	Case files		Criminal litigation.	Destroy - 7 years after last action, major litigation	RGLA 4.1
. Debt recovery	Case files		Debt recovery.	Destroy - 7 years after last action, major litigation	RGLA 4.1
. Management of legal activities					
. Archive deposits		Agreements	Legal documentation relating to archive deposits.	Permanent	

Class	Series	Records	Description	Retention Period	Rationale
. Copyright		Intellectual Property Rights	Information on who owns the information. For example, ensuring no breaches of copyright.	Permanent - offer to archives	
. Section 106 agreements		Agreement	Section 106 Agreement.	Permanent - offer to archives	Town and Country Planning Act 1990
. Community facilities					
. . Equipment			Hire items of equipment for events.	Destroy 2 years after event has ended	Local
. Parks and open spaces					
. Playgrounds			Playgrounds and play areas.	See health and safety for maintenance	
. Tourism . Visitor information		Maps and directions	Maps, directions, locations and leaflets etc. available for public.	Destroy when no longer valid	
. Management. . Ceremonial . Civic and royal events		Visitors book, tapes, photographs	Documentation relating to civic functions or visits by royalty	Permanent - offer to archives	RGLA 2.24
. Media releases			Information released to the media.	Permanent - offer to archives	

Class	Series	Records	Description	Retention Period	Rationale
. Enquiries and complaints					
. Appeals			Formal complaints received and response to the complaint. Includes the FOI, EIR and data protection complaints process.	Destroy 3 years after the case is closed	
. Complaints		Reports and correspondence	Complaints which result in significant changes of policy.	Permanent – consider offer to archives	RGLA 2.14
. Complaints			Identification of a specific complaint to the council.	Destroy 3 years after the case is closed	
. Complaints to Ombudsman	Complaint files		Documents related to Ombudsman complaints.	Destroy 3 years after the case is closed. Some high-profile case may retain permanently for reference	
. Correspondence				Until responded unless required for other purposes	

Class	Series	Records	Description	Retention Period	Rationale
. External audits					
. Audits			Documentation on audits.	Permanent	
. Preparing business					
. Partnership and agency working		Business for partnership and agencies where local authority does not own the record	Documentation relating to agency working.	Destroy - 3 years after last action	RGLA 1.7
. Project management					
. Governance	Project files	Project initiation document	Document created at the start of the project to indicate how it will be run.	Consider offering to archives for major projects, also consider financial regulations if necessary; destroy 10 years after completion of project	Local practice and The National Archive
. Governance	Project files	Project progress	Documentation.	Consider offering to archives, also consider financial regulations; destroy 10 years after completion of project	Local practice and The National Archive
. Initiation and delivery	Project files	Issues log	Unforeseen events requiring action.	Consider offering to archives, also consider financial regulations if; destroy 10 years after completion of project	Local practice and The National Archive

Class	Series	Records	Description	Retention Period	Rationale
. Quality and performance					
. Public consultation		Minor policies	The process of consultation with the public.	Destroy - 1 year from closure	RGLA 2.9
. Service level agreements			Information relating to agreements made on a contractual basis.	Destroy - 1 year from closure	
. Tree		Tree works and preservation orders	Information containing reference to listed tree-life.	Permanent	Local practice
. Local plan			Local planning documentation.	Permanent – offer to archives	Local practice
<u>Procurement</u>. Contracting					
. Contract awards	Contract files	Ordinary contracts	Contract documents and any contract amendments.	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. Contract awards	Contract files	Post tender negotiation	Negotiation files for specific contracts.	Destroy - 1 year after the term of the contract has expired	RGLA4.11
. Contract awards	Contract files	Service level agreements, compliance & performance reports	Performance monitoring and review of awarded contracts.	See above for Contract awards	Local practice

Class	Series	Records	Description	Retention Period	Rationale
. Tendering					
. Tenders	Tender files	Opening notice, tender envelope	Tender issuing and return.	Destroy - 1 year after start of contract	RGLA 4.7
. Tenders	Tender files	Ordinary tender	Tendering of contracts, responses and their evaluation.	Destroy - 6 years after the term of the contract has expired	
. Tenders	Tender files	Pre-tender advice	The process of calling for expressions of interest.	Destroy 2 years after contract let or not proceeded with	RGLA 4.5
. Tenders	Tender files	Unsuccessful tenders	Documentation on unsuccessful tenders.	Destroy - 1 year after start of contract	RGLA4.10
<u>Risk management and insurance</u>					
. Claims . Claims processing		Claims records	Documentation relating to claims made against the council.	Destroy - 7 years after all obligations and entitlements are concluded.	Limitations Act 1980. RGLA 8.21
. Insuring against loss					
. Insurance		Insurance policies	Documentation relating to insurance policies.	Permanent	Local
. Insurance		Renewals	Renewal information.	Permanent	local

Class	Series	Records	Description	Retention Period	Rationale
. Risk management					
. Risk assessment		Risk register	Consolidated listing of, and assessment of risks.	Consider permanent	
. Risk assessment		Valuations	Valuations as part of the risk assessment process.	Consider permanent	
. Infrastructure management					
. Street furniture			Documentation on installing and maintaining street furniture: litter bins, public seats etc.	Destroy - 7 years after last action	RGLA 11.8
. Street naming and numbering			Documentation on the street naming.	Permanent - offer to archives	

Date:
Policy effective:

May 2023
Immediate

Approving:
Date for next review:

Full Council
May 2025