



**Melton
Borough
Council**

Records Retention and Disposal Guidance and Procedures.

Key Policy details

Item	Details
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1. Establishment of the schedule

1.0 Introduction

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

1.2 Records retention and disposal are subject to direct legal requirements. This Schedule sets out provisions for compliance with legal, fiscal and good practice requirements for records retention.

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

1.4 To help locate a relevant section, you can search for keywords in the policy by pressing control and then the 'f' key. A search box will appear in which you can type the keyword. This will bring up all references to that keyword in the policy.

1.5 Please note that where there is no guidance in this policy regarding a retention period you should use the Local Government Association tool to identify the appropriate retention period.

1.6 Scope

1.6.1 This Schedule provides retention and disposal timeframes for records no matter what the format is (including paper, electronic, microform, audio-visual etc.) commonly created and maintained by Melton Borough Council to support administrative, legal and fiscal activities, according to UK legislation and best practice guidelines.

2.0 Policy Statement

1.7.1 The standard is:

- The Council complies with its legal obligations by ensuring that information is retained for the appropriate period and then securely destroyed,
- To put in place appropriate management and accountability structures to ensure the correct management of records,

- To put in place appropriate operational procedures and arrangements are in place to ensure the correct management of records,
- To put in place appropriate operational procedures are in place to provide assurance that the arrangements are effective and are being complied with,
- Define minimum record retention periods,
- Identify records that are to be kept indefinitely,
- Ensure that the premature destruction of records that need to be retained for a specified period for either legal, financial and other requirements of public administration does not happen,
- Provides a consistent method for destroying out of date records,
- Provides consistent records management standards for the Authority.

1.8 Review

1.8.1 The Assistant Director of Legal and Governance will review the schedule every year as changes in working practices or legislation require it. The review of the policy will be an item on the on the Agenda for the Information Governance Working Group on a yearly basis.

2. Procedural Requirements

2.1 Procedural Requirements

2.1.1 All information stored either in paper or electronic format or other medium must have a retention date assigned to it. This should be from the retention schedule below. Information may be assigned individually or on the same category of information in a system. Officers must assign a relevant retention date when first recording the information or opening a new file.

2.1.2 The system or procedure should have a mechanism for identifying a date when the retention date expires and for notification of relevant officer or service area.

2.1.3 The Retention Schedule is contained in Section 3. Officers are required to comply with it. If officers, consider that the retention period should be changed then application should be made the Data Protection Officer.

- 2.1.4 Where a retention period has expired in relation to a particular document a review should always be carried out before a final decision is made to dispose of that information.
- 2.1.5 In the event that a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal as set out in this document.

2.2 Roles and Responsibilities

2.2.1 Role of Directors:

- 2.2.2 Responsibility for determining whether to retain or dispose of specific documents rests with the individual Director, in respect of those documents that properly fall within the remit or control of their Directorate.
- 2.2.3 The rationale for this is that it is reasonable to both assume and expect that each Director should be broadly conversant with the types of documents received, generated and stored by their Directorate.
- 2.2.4 Because of the clear benefits resulting from the disposal of unnecessary documentation, Directors are expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal. A spot check audit should be carried out at least once a year to check compliance and provide re-assurance.
- 2.2.5 Directors may delegate the operational aspects of this function to one or more senior officers within their Directorate. However, in doing so they should ensure that any such Officer is fully conversant with this Policy and is also familiar with the operational requirements of the Directorate in relation to document retention/disposal.

2.2.2 Role of the Legal Team

- 2.2.2 The Legal Team can advise on whether minimum retention periods are prescribed by law, and whether retention is necessary to protect the Council's position where the likelihood of a claim has been identified by the relevant Director.
- 2.2.2 The Legal Team will be available to provide Directors with advice and guidance on effective records management practices.

2.3 Data Protection Act (DPA)/General Data Protection Regulations (GDPR)

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

3. Record disposal policy

3.1 Procedural Requirements

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

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

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

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

3.1.4 Deletion – the Information Commissioner has advised that if steps are taken to make electronic data virtually impossible to retrieve, then this will be regarded as equivalent to deletion.

3.1.5 Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value. The third party here could well be the National Archives previously known as the Public Record Office. “Migration” can, of course, include the sale of documents to a third party.

3.1.6 Recycling – wherever practicable disposal should involve recycling in-line with Council’s commitment to sustainable development and promoting an alternative waste disposal strategy. The recycling waste bins should be used for this purpose.

3.1.7 The disposal should be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal, to ensure Officers are able to understand what stage has been reached during that process.

4. Key disposal/retention considerations

4.1 Introduction

4.1.1 No document should be earmarked for disposal unless due regard has first been given to the Key Disposal/Retention considerations detailed below, and to the Retention Schedule.

4.2 Retention required to fulfil Statutory or other Regulatory requirements?

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

- **Tax Legislation:** Minimum retention period for certain financial records are imposed by statutes such as the VAT Act 1994, and the Taxes Management Act 1970. These retention periods are identified in the retention schedules.
- **Statutory Registers:** Various local government statutes require registers to be kept of certain events, notifications, or transactions. It is implicit within such legislative requirement that these records be maintained on a permanent basis, unless the legislation concerned stipulates otherwise.
- **The Audit Commission Act 1998:** This provides auditors with a right of access to every document relating to the Council that appears necessary for the purposes of carrying out the auditor’s functions under the Act.
- **The Local Government Act 1972, S.225:** Any document deposited with “the proper officer” of the Council in accordance with Statute should be retained permanently. (however please see retention schedule).
- **Part VA of the Local Government Act 1972 as amended:** 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.

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

- 4.3.1 The Council may be involved in disputes with third parties. Such disputes, if not satisfactorily resolved, can result in the dissatisfied party bringing legal proceedings against the Council. On the other hand, the Council may wish to institute legal proceedings against an individual or organisation e.g. to recover an unpaid debt, or in respect of faulty workmanship. Where a dispute arises, or litigation has been commenced it is important that the Council has access to all correspondence and other documentation that is relevant to the matter. Without such, there is the danger that the Council's position will be compromised.
- 4.3.2 The six-year retention period and risk assessment: The majority of potential legal claims are statute barred on the expiry of 6 years. For this reason it is common for organisations to retain files/records for a period of 6 years from the date when the subject matter was completed.
- 4.3.3 It is important, though, to keep in mind that in the course of the Council's everyday business large numbers of 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. Directors should be prepared to carry out a risk analysis, with a view to disposal of such documents within a shorter period of than the 6 years' time frame.

4.4 Is retention required to meet the operational needs of the Directorate?

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

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

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

5. APPENDIX A - Retention schedule

5.1 Retention Standards - Contents

5.1.1 The Retention Schedule below details how long records should be kept for and authority used. Destruction of records must be undertaken in line with the authority's Disposal Policy. In cases where disposal is done outside of these standards this and the reasons for such action should be reported to the Principal Solicitor within the Legal Team.

Appendix 1 - Melton Borough Council Retention Schedule

1.0 Democratic Processes:

Elections Preparations:

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.1.	Summary certification of those eligible to vote	Permanent Offer to Archivist after administrative use is concluded	• Electoral Register	Electoral Registration & Administration Act 2013
1.2.	Voting (Local elections only)	Destroy 12 months from close of poll	• Ballot papers	Representation of the People Act 1983 Schedule 1 Part 5
1.3.	Declaration of results (local elections only)	Destroy 12 months from date of election	• Consolidated returns of votes received	Representation of the People Act 1983

Council and Committee Meetings:

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.4.	Minute taking	Destroy after date of confirmation of the minutes	<ul style="list-style-type: none"> Draft/rough minutes Audio recording – Date of meeting plus 2 years 	<p>Common Practice & Retention Guidance for Local Authorities (RGLA)</p> <p>Local Government Act 1972 & RGLA</p>
1.5.	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	<p>Permanent</p> <p>Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> Council minutes Committee minutes 	<p>Public Bodies (Admission to Meeting) Act 1960</p> <p>Local Government Act 1972</p> <p>Local Government Act 2000</p>
1.5. (cont.)	As above	6 years	<ul style="list-style-type: none"> Council agenda and business papers Council notice papers and proceedings Indexes 	As above
1.5. (cont.)	As above	7 years	<ul style="list-style-type: none"> Registers of delegations to Special Committees – Date of delegation plus 7 years 	As above

Partnership, Agency and External Meetings:

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.6.	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.	<p>Permanent</p> <p>Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Minutes 	<p>Common Practice & Retention Guidance for Local Authorities (RGLA)</p> <p>Local Government Act 1972 & RGLA</p>
1.6. (cont.)	As above	<p>6 years</p>	<ul style="list-style-type: none"> • Documents establishing the committee • Agendas • Council reports • Recommendations • Supporting documents such as Council briefing and discussion papers 	As above

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.7.	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority does not own the record.	Destroy 4 years after last action	<ul style="list-style-type: none"> • Documents establishing the committee • Reports • Recommendations • Supporting documents such as briefing and discussion papers. 	Local Authorities Act (Executive Arrangements) (Meetings and Access to Information) (England) 2012

Honours and Submissions:

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.8.	The process of preparing of honours submission	Destroy 5 years after last action	<ul style="list-style-type: none"> • Honours nomination form • Covering documentation • Letters of support • Referral for comment from lord lieutenant 	RGLA

Political Parties Papers:

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.9.	The process of undertaking representation of the local authority - local authority representatives	Destroy 3 years after last action	<ul style="list-style-type: none"> • Leader of opposition papers • Leader of council papers 	Common practice

2.0 Management & Administration:

Corporate Planning and Reporting

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.1.	The corporate planning and reporting activities of local authorities	<p>Current Year plus 5 years</p> <p>Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports 	Limitations Act 1980
2.2.	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	<p>Permanent</p> <p>Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Strategic management team minutes 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.3.	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure		Common practice
2.4.	The process of preparing business for Unit/Team consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure Destroy rough drafts after date of confirmation of the minutes		Common practice

Statutory Returns

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.5.	The process of preparing information to be passed on to central government as part of statutory requirements	Current year plus 6 years	<ul style="list-style-type: none"> • Reports to central government 	HMRC – Compliance Handbook Manual CH15400

Policy, Procedures, Strategy and Structure

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.6.	Activities that develop policies, procedures, strategies and structures for the local authorities	6 years from date of meeting or decision.	<ul style="list-style-type: none"> • Policy, procedure, precedent, instructions • Organisation charts • Records relating to policy implementation and development • Asset management plan • Community strategy • Community plan • Community safety plan 	Local Authorities (Executive Arrangement) (Meetings and Access to Information) (England) 2012)
2.7.	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	6 years from date of meeting or decision		Local Authorities (Executive Arrangement) (Meetings and Access to Information) (England) 2012)

Public Consultation

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.8.	The process of consulting the public and staff in the development of significant policies of the local authority	6 years from date created		ESD Local Government Retention Record (LGRR)
2.9.	The process of consulting the public and staff in the development of minor policies of the local authority	Destroy 1 year from closure		Common practice

Information Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.10.	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	Permanent Offer to Archivist for review Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Classification schemes • Registers • Indexes • Authorised lists of file headings 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.11.	The management of collections of records transferred to the archives	Permanent Offer to Archivist for review Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Accession registers • Depositor files 	Common practice
2.12.	The process that records the disposal of records	Destroy 10 years after last action	<ul style="list-style-type: none"> • Disposal certificates 	ESD LGRR

Enquiries and Complaints

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.15.	The management in summary form of enquiries and complaints directed to council concluded.	Permanent Transfer to place of deposit after administrative use is	<ul style="list-style-type: none"> • Indexes • Registers 	Common practice
2.16.	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Permanent Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.17.	The management of detailed responses on council actions, policy or procedures	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence 	Common practice
2.18.	Ombudsman Correspondence	Destroy 10 years from date complaint resolved	Ombudsman letters/emails	Common practice
2.19.	The management of routine responses on council actions, policy or procedures	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Printed material • Form letters • FOI/EIR requests 	Common practice

Quality & Performance Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.19.	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Destroy 5 years from closure	<ul style="list-style-type: none"> • Best Value Review 	Common practice
2.20.	The process of assessing the quality, efficiency, or performance of a local authority service or unit	Destroy 2 years from closure	<ul style="list-style-type: none"> • Assessment form 	Common practice

Publications

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.21.	The process of designing setting information for publication	Destroy 3 years from last action		Common practice
2.22.	The published work of the local authority	Destroy after 3 years administrative use is concluded	Note: One copy from the initial print run should go directly to the archive.	ESD LGRR

Media Relations

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.23.	Process of interaction with the media	Destroy 3 years from closure		ESD LGRR
2.24.	Media publications concerning local authorities	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Press cuttings • Media reports 	ESD LGRR

Marketing

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.25.	The process of developing and promotion of local authorities campaigns and events	3 Years after last action Transfer to place of deposit after administrative use is concluded		ESD LGRR

Civic and Royal Events

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.26	The recording of ceremonial events and civic occasions	Permanent. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Visitors' book • Audio tapes • Video tapes • Photographs 	ESD LGRR
2.27	The process of organising a ceremonial event or civic occasions	Permanent. Transfer to place of deposit after administrative use is concluded		ESD LGRR

Housing provision

The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.28	General Housing Issues	Destroy after 6 years after termination of tenancy/ claim	<ul style="list-style-type: none"> • Housing Energy • Housing Benefits 	Limitations Act 1980 & ESD LGRR

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	Supporting People	Destroy after 6 years after application	<ul style="list-style-type: none"> • Accounts • Right to Buy • Council Tax • Housing Development • Hostels • Housing Options • Tenancy Support • Sheltered Housing • Supported Housing • Community care • Housing Repairs • Outreach Teams 	Limitations Act 1980 & ESD LGRR
	Tenancy Files	Destroy after 6 years after tenancy expires	<ul style="list-style-type: none"> • Case Files 	
	Housing Grants / Renewals over £50k	Destroy after 12 years after claim / receipt	<ul style="list-style-type: none"> • Renewals and Grants over £50K 	
2.29.	The registration of individuals housing applications	Permanent Offer to Archivist.	<ul style="list-style-type: none"> • Council housing register 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
2.30.	The process for applying for council housing (Unsuccessful applications only, successful applications will generally be placed on the tenancy file)	Destroy 6 years after closure	<ul style="list-style-type: none"> • Council housing Application forms and supporting material • Application for transfer of tenancy and supporting papers 	Common practice
2.31.	The process for managing the tenancy of an individual tenant	Destroy 12 years after termination of tenancy	<ul style="list-style-type: none"> • Correspondence re tenancy • Tenancy files Council housing Application forms and supporting material • Application for transfer of tenancy and supporting papers • Application for emergency housing or referral from another agency 	Common practice These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority

3.0 Legal & Contracts:

Litigation

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.1	Claims The process of managing, undertaking or defending for or against litigation on behalf of the local authority.	6 years after settlement of claims or 6 years from 18th birthday (of the claimant/respondent if under 18yrs at the time of litigation) whichever is later	<ul style="list-style-type: none"> • High Court against the Council • High Court by the Council • County Court against the Council • County Court by the Council • Criminal cases against the Council • Criminal cases by the Council 	Limitation Act 1980

Contracts

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.2	Contracts	<p>6 years after contract has concluded – if contract is signed underhand i.e. by signature only</p> <p>12 years after contract has concluded if contract is under seal /deed after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Major Works • Computer • Minor Works (Non Standard) • Consultancy • Goods • Services • Concession • Commission (Work) • Minor Works Contract (Unit Rate) • General 	Limitation Act 1980

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.3	Debts	Retain for 7 Years since last correspondence	<ul style="list-style-type: none"> • Ex Tenant Arrears (without existing orders) • Overpaid Housing Benefit • Building Inspection Fees • Overpaid Housing Benefit to Landlord • Employee Debts • Rechargeable Works • Drain /Footway & Repair Work. • Commercial Debts • RTB service & Repair Charges • Works in default • Accident Damage • Overpaid Council Tax Reduction • Shop Front/Facelift Scheme • Housing Renovation Grant • Advertising • Ex-Tenant arrears (with existing court orders) • Tipping charges • Removal of rubbish • Sundry Debts 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.4	The process of managing, undertaking or, supporting or defending litigation on behalf of the Council.	Destroy 7 years after last action. N.B. Major litigation should be offered to Archivist for review	<ul style="list-style-type: none"> • Criminal case file • Civil case file • Correspondence 	Common practice

Advice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.5	The process of providing legal advice on a point of law.	Destroy 3 years after last action – unless a major precedent is set, then offer to Archivist for review		Common practice

Agreements

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.6	Process of agreeing terms between organisations Note : this does not include contractual agreements	Destroy 6 years after agreement expires or is terminated	<ul style="list-style-type: none"> • Concordat 	Common practice Depends on value of agreement Mainly to do with agreements between public bodies, not in regard to contracts

Conveyance (see also Property Acquisition and Disposal)

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.7	The process of changing ownership of land or property	Destroy 12 years after closure	<ul style="list-style-type: none"> • Conveyancing files 	Statutory

Contracts and Tendering

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.8	Pre-Contract Advice - The process of calling for expressions of interest	Destroy 2 years after contract let or not proceeded with	<ul style="list-style-type: none"> • Expressions of Interest 	Common practice

Specification and Contract Development

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.9	The process involved in the development and specification of a contract	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Tender specification <p>Note: For project files containing drafts leading to a final version these records can be destroyed.</p>	Statutory

Tender Issuing and Return

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.10	The process involved in the issuing and return of a tender	Destroy 1 year after start of contract	<ul style="list-style-type: none"> Opening notice Tender envelope 	Common Practice

Evaluation of Tender

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.11		<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> Evaluation criteria 	Statutory

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.12	Successful tender document	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Tender documents • Quotations 	Statutory
3.13	Unsuccessful tender documents	Destroy 1 year after start of contract	<ul style="list-style-type: none"> • Tender documents • Quotations 	Common practice

Post Tender Negotiation

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.14	The process in negotiation of a contract after a preferred tender is selected	Destroy 1 year after the terms of contract have expired	<ul style="list-style-type: none"> • Clarification of contract <p>Post tender negotiation minutes</p>	Common Practice

Awarding of contract

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.15	The process awarding of contract	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> Signed contract 	Statutory

Contract Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.16	Contract operation and monitoring	Destroy 2 years after the terms of contract have expired	<ul style="list-style-type: none"> Service Level Agreements Compliance reports Performance reports 	Common Place

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.17	Management and amendment of contract	<p>Ordinary Contracts Destroy 6 years after the terms of contract have expired</p> <p>Contracts Under Seal Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> • Minutes and papers of meetings • Changes to requirements • Variation forms • Extension of contract • Complaints • Disputes on payment 	Statutory

Tenancy Agreements

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.18	The process of awarding tenancies in welfare housing	<p>Ordinary Tenancy - destroy 6 years after the terms of agreement have expired</p> <p>Tenancy Under Seal Destroy 12 years after the terms of agreement have expired</p>	<ul style="list-style-type: none"> • Signed tenancy agreements • Sealed tenancy / lease agreements 	Statutory

RIPA

Ref No.	Function Description	Retention Action	Examples of Records	Notes
3.19	The process and forms relating to RIPA Authorisations	The retention period for the purposes of this guidance is three years from the ending of the authorised period.	All documents must be treated as strictly confidential and the authorising officer must make appropriate arrangements for their retention, security and destruction, in accordance with this policy.	Statutory

4.0 Human Resources

Personnel Administration

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.1	Summary management systems that allow the monitoring & management of employees in summary form	<p>Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> • Employment Registers <ul style="list-style-type: none"> ○ Permanent Staff ○ Temporary Staff ○ Casual Staff • Registers of personnel files • Personal History cards <p>Note: The summary information that this record class attempts to capture is:-</p> <ul style="list-style-type: none"> • Name DOB • Marital Status • Gender • Date of appointment • Next of kin • Emergency contacts Work history details • Position/designation • Titles & dates held 	<p>Limitation Act 1980 HMRC CH14530 (PAYE recordkeeping guidelines) RGLA 2003 Working Time Regulations 1998</p>

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.1 (cont.)	As above	6 years	<ul style="list-style-type: none"> • Salary master record • Timesheets Superannuation history card • Overpayments • E1As • Pay slips 	As above
4.1 (cont.)	As above	Rolling 2 years from end of flexi period, unless time keeping is disputed	<ul style="list-style-type: none"> • Flexi time 	As above
4.1 (cont.)	As above	3 years after opt-out has been rescinded or ceased to apply	<ul style="list-style-type: none"> • Working Time Opt-out form 	As above
4.1 (cont.)	As above	Establishment Lists, retain for up to 5 years	<ul style="list-style-type: none"> • Employee contact details for recruitment / post / dept. Salary verification/ mortgage etc.	As above

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.1 (cont.)	As above	Salary verification and Benefit Agency enquiries, rolling 6 months.	<ul style="list-style-type: none"> • Salary verification Benefit Agency enquiries	As above
4.2	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements • Records containing superannuation information	Destroy 6 years from date of last pension payment	<ul style="list-style-type: none"> • Medical clearance • Letter of appointment • Letter of acceptance • Details of assigned duties • Probation reports • Medical examinations • Personal particulars • Educational qualifications • Declarations of pecuniary interests • Secrecy undertakings • Employment contracts 	Common practice
4.3	Records relating to staff working with children	Destroyed along with all Personal Files after 7 years.	<ul style="list-style-type: none"> • 	RGLA 2003

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.4	Leave All other records	Retain for 6 years from termination date	<ul style="list-style-type: none"> • Unpaid leave • Paternity leave • Maternity leave • Compassionate leave • Request and approval of annual leave carried forward • Record of annual leave • TOIL 	

Employee

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.9	12 months after confirmation of satisfactory performance in employment			Common Practice

Industrial Relations

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.5	Identification & development of significant directions concerning industrial matters	6 years after leaving date.	<ul style="list-style-type: none"> • Generic agreements and awards • Negotiations • Disputes • Claims lodged 	Limitation Act 1980
4.6	Liaison processes of minor and routine industrial matters	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Daily industrial relations management 	Common practice
4.7	Processing of disciplinary and grievances investigations where proved	<p>Oral Warning – 6months Written Warning - 1 year Final Warning - 18months Grievances – 1 year from resolution (including exhaustion of Employment Tribunal rights) The above warnings to be removed & destroyed after the relevant time has 'spent'. Warnings Involving Children – Placed on personal file permanently</p>	<ul style="list-style-type: none"> • Disciplinary 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.8	Processing of disciplinary and grievances investigations where unfounded Capability	Destroy immediately after the grievance has been found to be have been unfounded; or after appeal	<ul style="list-style-type: none"> • Disciplinary 	ICO (Employment Practices) Code Section 2.13.1

Equal Employment Opportunities

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.10	The process of investigation and reporting on specific cases to ensure that entitlements& obligations are in accordance with agreed Equal Employment Opportunities guidelines policies	Destroy 5 years after action completed		Common practice

Sickness Records

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.11	For attendance management, Health and safety and SSP	Destroy after 1 year after creation date	<ul style="list-style-type: none"> • Certification of absence forms • Self-certification forms • Doctors certificate • Staff absence form/return • Sickness schedules 	

Occupational Health

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.12	The process of checking and ensuring the health of staff	Destroy 8 years after date of check Health surveillance reports, duration of employment plus 6 years	<ul style="list-style-type: none"> • Health questionnaire • Medical clearance • Adjustment to work place • Restrictions • Recommendations 	Common practice

Recruitment

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.13	The selection of an individual for an established position	Destroy 1 year after recruitment has been finalised Successful candidate – duration of employment	<ul style="list-style-type: none"> • Advertisements • Applications • Referee reports • Interview reports • Unsuccessful applicants 	Limitations Act 1980
	Unsuccessful candidate – 6 months from date of appointment	<ul style="list-style-type: none"> • Recruitment complaints • CRB disclosure – should not retain longer than necessary. In general this should be no longer than 6 months Information on “hold” candidates		
4.14	Psychometric testing	Destroy 12 months following recruitment	Evaluation reports	As per external company guidelines, detailed on report

Staff Monitoring

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.15	Performance	Destroy 6 years after action completed	<ul style="list-style-type: none"> • Probation reports • Performance plans 	Common practice
4.16	Process of monitoring staff leave and attendance	Destroy 3 years after action completed	<ul style="list-style-type: none"> • Sick leave • Jury service • Study leave • Special and personal leave • Attendance books • Flexi time sheets • Leave applications • Clock on/off cards • Annual leave 	Common practice

Staff Retention

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.17	Financial reward	Destroy 7 years after action completed		Common practice All records relating to actual payments are dealt with under finance

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.18	Other strategy Termination	Destroy 3 years after action completed		Common practice
4.19	The process of termination of staff through voluntary redundancy, dismissal and retirement	Destroy 7 years after termination If a pension is paid then records should be destroyed 6 years after last payment of pension	<ul style="list-style-type: none"> • Resignation • Redundancy (Section 188) • Dismissal • Death • Retirement • References 	Common practice

Training and Development

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.20	Routine staff training processes, not occupational health and safety or children related	Destroy 2 years after action completed	<ul style="list-style-type: none"> • Course individual staff assessment 	Common practice
4.21	Training (concerning children)	Destroy 35 years after training completed, or last entry	<ul style="list-style-type: none"> • Course individual staff assessment • training register 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.22	Training (occupational health and safety training)	Destroy 50 years after training completed	<ul style="list-style-type: none"> • OH&S training register 	Common practice
4.23	Training (materials) Requests for training and training plans	Destroy 1 year after course is superseded Current and previous 2 years	<ul style="list-style-type: none"> • Staff requests • Managers nomination forms • Staff plans • Training agreements • Appraisal scheme 	Common practice
4.24	Training (proof of completion)	Destroy 3 years after action completed	<ul style="list-style-type: none"> • Certificates • Awards • Exam results 	Common practice
4.25	Personal Development Review Notes	10 years	Personal development review notes	

Appointments of Statutory Officers

Ref No.	Function Description	Retention Action	Examples of Records	Notes
4.26	Summary management systems that allow the monitoring & management of statutory officers in summary form	Permanent Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Magistrates register 	Common practice
4.27	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Destroy 6 years after departure from employment		Common practice
4.28	The appointment of an individual for a statutory position	Permanent Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Appointment Files 	Common practice
4.29	The process of selection of an individual for an statutory position	Destroy 2 years after date of appointment	<ul style="list-style-type: none"> Vacancies & applications records Interview notes Prospective staff records Registers of applicants Unsuccessful applications records 	Common practice

5.0 Financial Management

Accounts & Audit Reporting

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Destroy when cumulated into quarterly/annual reports	<ul style="list-style-type: none"> •Consolidated annual reports •Consolidated financial statements •Statement of financial position •Operating statements •General ledger 	National Archive (3) accounting records
5.2	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Destroy when cumulated into quarterly/annual reports	<ul style="list-style-type: none"> •Consolidated monthly& quarterly reports •Consolidated monthly& quarterly financial statements •Working papers for the preparation of the above •Monthly accrual statements •Cash flow statements •Creditor listings and reports •Debtor listings and reports 	National Archive (3) accounting records

Financial Transactions Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.3	Management of the approvals process for purchase, including investigations	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> •Appointments& delegations •Audit investigations •Arrangements for the provision 	National archive (3) accounting records
5.4	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Allowances • Work orders • Invoices • Credit card statements • Cash books • Receipts • Cheque counterfoils • Bank statements • Subsidiary ledgers (annual) • Journals (annual) • Vouchers 	National archive (3) accounting records HMRC CH15400

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.5	Process involving the provision and support for individuals using public transportation	Destroy 6 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Applications • Card issue • Rail warrants 	National archive (3) accounting records
5.6	Processes that balance & reconcile financial accounts	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> • Reconciliation • Summaries of accounts 	National archive (3) accounting records
5.7	Taxation Records	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> • Taxation records • Motor vehicle logs • Fringe benefits tax records • Group certificates 	
5.8	Processes involved in the collection of National Insurance Number	Destroy 2 years after the employee ceases employment	<ul style="list-style-type: none"> • Notification & input records 	

Financial Provisions Budgets and Estimates

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.9	Processes relating to payment of employees	Destroy 6 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Authority sheets • Payroll deduction authorities • Payroll disbursement • Employee pay records • Employee taxation records 	
5.10	Non-accountable processes relating to payment of employees	Destroy after administrative use is concluded	<ul style="list-style-type: none"> • Summary employee pay reports 	
5.11	The process of finalising local authorities' annual budget	Permanent Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Annual budget 	Common practice Only the final version of the annual budget needs to be kept
5.12	The process of developing local authorities' annual budget	Destroy 2 years after annual budget adopted by local authorities	<ul style="list-style-type: none"> • Draft budgets • Departmental budgets • Draft estimates 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.13	The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after next year's annual budget has been adopted by Local Authorities	<ul style="list-style-type: none"> Quarterly statements 	

Loans

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.14	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Destroy 7 years after the loan has been repaid	<ul style="list-style-type: none"> Loan files 	
5.15	Summary management of loans	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Loans registers	Common practice

Housing

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.16	The process of offering financial help with welfare housing provision and maintenance	6 years from the date the records created		Limitations Act 1980
5.17	Mortgages	Last payment + 6 years if signed Last payment +12 years if sealed	<ul style="list-style-type: none"> • Mortgage agreements • Correspondence 	Statutory
5.18	“Right to Buy”	Destroy 12 years after sale of house	<ul style="list-style-type: none"> • Agreement concerning sale • Sale documents 	
5.19	Rent Payments	Destroy 6 years after the end of the financial year in which created	<ul style="list-style-type: none"> • Rent books • Correspondence concerning payment • Requests for payment 	Limitations Act 1980

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.20	Home Improvement Grants	Destroy 6 years after last payment for grants under £50 000, For grants over £50 000 destroy 12 years after last payment Where plans and detailed drawings included offer to Archivist.	<ul style="list-style-type: none"> • Agreement to pay loan • Details of payments • Correspondence relating to loan 	Common practice
5.21	The valuation of domestic and rateable properties within a municipal district for the purpose of local taxation.	<p>Valuation lists - Permanent.</p> <p>Other documents destroy 6 years after the year in which the valuation made</p>	<ul style="list-style-type: none"> • Valuation / Rating lists • Correspondence • Reports 	Common practice

Property History

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.22	<p>The recording of information for the rateable properties identifying the person or company rated, including details of the value of the property.</p> <p>Note: Records containing accounting information primarily and not being the source of property history, should be disposed of according to the appropriate record class within the Accounts and Audit function.</p>	<p>Permanent Transfer to Place of Deposit after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Register the rateable properties 	

Business Rates / Local Taxation and Benefit Correspondence

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.23	<p>The activity or corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters.</p> <p>The activity of corresponding to Benefit claimants relating to claims, change in circumstances, appeals and other related matters.</p>	Destroy 7 years after last action	<ul style="list-style-type: none"> • Notices • Objections • Applications • Correspondences • Rate Certificates • Notices of acquisition and deposition • Rate property files • Correspondence • Appeals 	Common practice

Asset monitoring and maintenance

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.26	Management systems that allow the monitoring and management of assets in summary form	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Subsidiary asset registers 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.27	Process of reporting and reviewing assets status	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Routine returns and reports on asset status • Inventories • Stocktaking • Surveys of usage • Acquisition and disposal reports and proposals 	
5.28	The process of maintaining assets	Destroy 7 years after last action	<ul style="list-style-type: none"> • Garden maintenance • Cleaning • Painting 	
5.29	The process of maintaining plant and equipment	Destroy 7 years after sale or disposal of asset	<ul style="list-style-type: none"> • Service record • Plant files 	

Asset Acquisition and Disposal

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.30	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Destroy 6 years, if under £50 000 or 12 years if over £50 000, after all obligations/entitlements are concluded	<ul style="list-style-type: none"> • Legal documents relating to the purchase/sale • Particulars of sale documents • Board of survey • Leases • Applications for leases, licenses & rental revision • Tender documents • Conditions of contracts • Certificates of approval 	Statutory

6.0 Property & Land Management

Property and Land Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.1	Reports to management on overall property of the local authority	Permanent. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> •Consolidated property& buildings annual reports •Summary of leased property •Summary of local authority's owned property •Site register •Register of leases 	Common practice

Property Acquisition and Disposal

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.2	Management of the acquisition (by financial lease or purchase)process for real property See also Conveyancing	Retain for life of property or building plus 12 years. Offer material re major/significant properties to Archivist for review	•Plans	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.3	Management of the disposal (by sale or write off) process for real property	Destroy 15 years after all obligations / entitlements are concluded. Offer material re major/significant properties to Archivist for review	<ul style="list-style-type: none"> • Legal documents relating to the sale • Particulars of sale documents • Board of Survey • Tender documents • Conditions of contracts 	Common practice

Property Development and Renovation

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.4	The process of managing and undertaking renovations and development of property	Permanent Transfer to place of deposit after administrative use is concluded		
6.5	Management <ul style="list-style-type: none"> • buildings and estates of "special interest" 	Permanent Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.6	Management • all other buildings and estates	Retain for life of property or building	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 	Common practice For asbestos see health and safety under General Public Services
6.7	The action process involved in the development and renovation of property	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Work orders • Tender documents • Conditions of contracts 	
6.8	The process of managing leased property	Destroy 15 years after the expiry of the lease	<ul style="list-style-type: none"> • Lease agreements • Rental expenditure authorities • Valuation queries • Applications for leases, licences & rental revision 	
6.9	The process of managing the occupancy of property	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Requests for works, cleaning, etc. 	

Housing Provision

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.10	The process of managing local authority welfare housing estates	Destroy 6 years after last action	<ul style="list-style-type: none"> • Stock monitoring records 	Limitations Act 1980

System Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.11	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority	Retain for life of system then destroy		
6.12	The process to implement a system used to support the activities of the local authority	Destroy 6 years after last action	<ul style="list-style-type: none"> • Implementation plan 	
6.13	The process to support and administer a system used to support the activities of the local authority	Destroy 6 years after last action		

Transport Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.14	The process of acquisition and disposal of vehicles through lease or purchase	Destroy 6 years after the disposal of the vehicle	<ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet authorisation numbers 	Limitation Act 1990
6.15	The process of managing allocation & maintenance of vehicles	Destroy 6 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Approvals as drivers • Allocations & authorisations for vehicles • Maintenance 	Limitations Act 1980
6.16	The process of recording vehicle usage	Destroy 6 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Vehicle usage reports 	Limitations Act 1989
6.17	The process of recording drivers usage	Destroy 6 years after closure	<ul style="list-style-type: none"> • Vehicle log book 	Limitations Act 1980

Insurance Policy Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.18	The summary management of insurance arrangements	Permanent/Archive	<ul style="list-style-type: none"> Insurance register 	
6.19	The process of insuring local authority officers, property, vehicles and equipment against negligence loss or damage	Destroy 7 years after the terms of the policy have expired	<ul style="list-style-type: none"> Insurance policies Correspondence 	ESD LGRR
6.20	The process of renewing insurance policies	Destroy 7 years after the insurance policy has been renewed	<ul style="list-style-type: none"> Insurance policy renewal records Correspondence 	ESD LGRR

Insurance Claims Management

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.21	The process that records insurance claims against the local authority or local authority officers	Destroy 6 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	<ul style="list-style-type: none"> Claims records Correspondence 	Limitation Act 1990

7.0 General Public Services

Health & Safety Inspections / Assessments

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.1	Process of inspecting and assessing equipment to ensure it is safe	Destroy 6 years from record being created.	•Equipment inspection records	Limitation Act 1990
7.2	Processing the geo-technical assessments of a quarry	When quarry is no longer in use consult or refer to Health and Safety Executive(HSE)		Statutory
7.3	Process of carrying out monitoring to ensure that the process is safe	Destroy 6 years from record being created	•Monitoring results	Limitation Act 1990
7.4	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Destroy 40 Years from last action	•Property asbestos files	Control of Asbestos Regulations 2012
7.5	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Destroy 50 years from last action or at age 75 years whichever is the greater	•Radon monitoring	Ionising Radiation Regulations 1999
7.6	Process to ensures safe systems of work	Destroy 6 years		Limitations Act 1980
7.7	Process to assess the level of risk	Destroy 6 years from last assessment	•Risk assessment	Limitations Act 1980

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.8	Processes that permit work	Destroy 6 years from last action	Limitations Act 1980	
7.9	Process that records injuries to adults	Destroy 3 years from closure	• Accident books	Reporting of Injuries Diseases & Dangerous Occurrences Regulations 2013
7.10	Process that records injuries to children	Destroy 25 years from closure	• Accident books	Limitation Act 1980

Emergency Planning

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.11	Process to develop the emergency/disaster plan for the local community	Permanent. Transfer to place of deposit after superseded	• Major Incident Plan	
7.12	Process of recording the results of the test for emergency/disaster plan for the local community	Destroy 7 years after closure		

Major Incidents

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.13	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	Permanent Transfer to place of deposit after administrative use is concluded		
7.14	Activities that report on all minor incidents in the local community	Destroy 7 years after closure		

Enforcement Certification and Prosecution Registration, Certification and Licensing

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.15	The administration of applications, registration, certification and licences in relation to local authorities' registration requirements	Destroy 6 years after registration or entitlement lapses	<ul style="list-style-type: none"> • Applications for animal registration • Applications for registration of a business premises • Registers • Certificates of registration of: taxi drivers, beauty therapists • Gaming 	Limitation Act 1990

Prosecution

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.16	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Destroy 7 years from last action.	<ul style="list-style-type: none">• Prosecution/sanction files	

Bylaws – Enactments

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.17	The process of making local laws	Permanent. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none">• Master Set of bye-laws• Policy Development documents• Correspondence• Submissions	

Bylaws – Administration and enforcement

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.18	The process of administering and enforcing bye-laws	Destroy 6 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence	<ul style="list-style-type: none"> • Applications and certificates • Permits 	Limitation Act 1980 ESD Local Government

Cemeteries & Crematoria

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.19	Summary management systems that record the location of burials and identity of deceased individuals	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Register of interments • Cemetery register • Cemetery plans 	ESD Local Government Record Retention The Cremation (England and Wales) Regulations 2008
7.20	The process of regulation of burials and cremations	Destroy 15 years after last action NB – if records are held electronically then paper copies can be destroyed	<ul style="list-style-type: none"> • Permits • Applications • Orders 	Limitation Act 1990 The Cremation (England and Wales) Regulations 2008

Waste Management – Collection and Disposal of Waste

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.21	The process of arranging the collection or transportation of household waste	Destroy 3 years after last action		Environmental Protection (Duty of Care) Regulations 1991 NB – The waste management contractor must retain notes for 6 years under landfill tax legislation
7.22	The process of arranging the collection or transportation of controlled waste	Destroy 6 years after last action		Limitation Act 1990 ESD Local Government Record Retention
7.23	The summary management of sites used for the disposal of waste within the local authority	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded		
7.24	The process of the short-term storage of household waste	Destroy 6 years after site closure	<ul style="list-style-type: none"> • Transfer sites 	
7.25	The process involved in managing the use, type and amount of waste to be disposed at a specific site	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Waste site plans 	ESD Local Government Record Retention

8.0 Planning & Enforcement

Planning Scheme Development and Amendment

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.1	The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority to ensure the implementation of the Unitary Development Plan and its replacement the Local Development Framework	Permanent. Offer to Archivist when plan superseded	<ul style="list-style-type: none"> • Local Plan • Town Centre Plans 	
8.2	The activity of consultation to gain approval for the Development Plan and its replacement the Local Development Framework	Permanent.	<ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of public • Public Inquiry documents 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.3	The activity of recording information on historical buildings, monuments and ecology at a specific site	Permanent. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Sites and Monuments records • Ecological records • Species records • Historically listed buildings • Definitive map 	
8.4	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 10 years after decision. Offer controversial/high profile schemes to Archivist	<ul style="list-style-type: none"> • Objections • Inquiries – Public etc. • Archaeological: advice/conditions 	Common practice
8.5	The process of controlling development of areas through applications for planning permission	Transfer planning application register to Archivist once the register has been completed (or at arranged intervals if it is held electronically) Refer all other records to Archivist for sampling	<ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to any objections • Hearing papers • Planning application register 	

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.6	The process of maintaining the countryside and developing open spaces for public amenity	Permanent Refer all files relating to policy to the Archivist Destroy other files 7 years after administrative use concluded	<ul style="list-style-type: none"> • Tree Preservation Orders • Country parks and nature reserves development plans and correspondence, land purchase agreements 	

Planning Scheme Regulation

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.7	The summary management of planning scheme regulation	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Building Control registers 	ESD Local Government Record Retention
8.8	The process of regulating the planned use of land or buildings	Destroy 15 years after closure		

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.9	The process of approving building applications in relation to listed or other significant buildings	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates 	
8.10	The process of approving building applications, for all other buildings	Destroy 10 years after construction completed	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificate • Objections 	Building Control Performance Standards 2006 ESD Local Government Record Retention
8.11	The process of inspecting building work for the purpose of insuring compliance	Destroy 10 years after the issue of a certificate of final inspection	<ul style="list-style-type: none"> • Certificate of final inspection • Objections • Building Inspection records • Diaries 	Common practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.12	The process of enforcing building or land regulations	Destroy 3 years after compliance with enforcement notice		

9.0 Plant & Equipment Maintenance and Inspection

Planning Scheme Regulation

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.1	Lifting equipment	N/A N/A	2 years after last use	
9.2	Work equipment	N/A N/A	Until next inspection	It is advised that these records should not be disposed of until at least 3 years after inspection
9.3	Scaffolding	N/A N/A	3 months after dismantled	
9.4	Local exhaust ventilation examination and test reports	5 years CoSHH	Permanently	Limitation can commence from knowledge of potential claim, not cause of it. AHL will require these records to defend industrial disease operational injury claims.

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.5	Noise Surveys/data	N/A N/A	Permanently	Limitation can commence from knowledge of potential claim, not cause of it. AHL will require these records to defend industrial disease operational injury claims.
9.6	Vibration surveys/data	N/A N/A	Permanently	Limitation can commence from knowledge of potential claim, not cause of it. AHL will require these records to defend industrial disease operational injury claims.
9.7	Vehicle maintenance	N/A N/A	2 years after disposal	
9.8	Electrical equipment	N/A N/A	3 years after disposal	
9.9	Access equipment	N/A N/A	Until next inspection	It is advised that these records should not be disposed of until at least 3 years after inspection