

## **City of Bradford Metropolitan District Council - Records Retention Schedule**

In accordance with Bradford Council's [Records Retention and Disposal Policy](#) this retention schedule sets out the retention periods for records held across Council services.

The schedule is divided into sections relating to the Council's current departments.

To find a particular section of the retention schedule you can either search the whole retention schedule using a keyword or you can use the Quick Find Guide below which will take you to the beginning of each section.

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## 1.1 Childrens Services – Education and Learning

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Integrated Assessment (EP)	Educational Psychology Referrals / contacts (not leading to case file / work)	5 years	Good practice	Date of referral	Destroy
Integrated Assessment (EP)	Educational Psychology Pupil Case File – non statutory Involvement	6 years	Good practice	Date of referral	Destroy
Integrated Assessment (EP)	Pupil Case File – statutory Involvement	25 years	Retention Guidelines for Local Authorities (RGLA)	Date of birth	Destroy
Integrated Assessment (EP)	SLAs for traded service with schools	life of agreement + 6 years	Limitation Act (1980) Section 2	end of agreement	Destroy
Integrated Assessment (ESW)	Child care case file – statutory involvement (education social work)	25 years	Limitation Act (1980) Section 2	Date of birth	Destroy
Integrated Assessment	Child care case file – statutory involvement Child Employment / Work Permits / Entertainment Licence	25 years	Education Act 1996	Date of birth	Destroy
Integrated Assessment	Child care case file – Entertainment Licence refused	destroy immediately	good practice	Date of licence refused	Destroy
Integrated Assessment	Chaperone applications (entertainment)	10 years	good practice	date of last contact	Review
Permanent Exclusion	Pupil case files – statutory involvement	25 years	Limitation Act 1980 (Section 2)	Date of birth	Destroy
SEND	Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content, monitoring and review of Education, Health and Care Plans where provision is made only up to age 18	25 years	Limitation Act 1980 (Section 2)	Date of birth	Destroy
SEND	Records relating to the management of the Special Educational Needs Assessment process including the conduct of statutory needs assessments, the issue, content,	6 years	Limitation Act 1980 (Section 2)	Date of birth	Destroy

	monitoring and review of Education, Health and Care Plans where provision is made over the age of 18				
SEND	Special Educational Needs – Officer Diaries	20 years		Current year	Destroy
SEND	Records relating to the mediation or resolution of disagreements and processes relating to appeals made to the Special Educational Need and Disability Tribunal	25 years	Limitation Act 1980 (Section 2)	Date of birth	Destroy
SEND	Special Educational Needs – Statements – no longer active (inc LAC) or where statement is refused	40 years		Last contact	Destroy
Elective home education	Pupil files	25 years	Education Act 1996 Sections 7, 437-443	Date of birth	Destroy
Alternative provision	Pupil files	25 years	Limitation Act 1980 (Section 2)	Date of birth	Destroy
Admissions	Primary & Secondary applications for Reception / Year 7 places, In Year Applications and Appeals	6 years	School Admissions Code 2012	Academic year end	Destroy
Admissions	Cabinet papers regarding admission consultations / school closures / amalgamations. Annual Report to the Schools Adjudicator & Statutory returns	50 years	School Admissions Code 2012	Academic year end	Destroy
Admissions	Forum papers and minutes of the meetings	10 years	School Admissions Code 2012	Academic year end	Destroy
Admissions & Appeals	Successful appeals	25 years	School Admissions Code 2012	Date of birth	Destroy
Admissions & Appeals	Unsuccessful appeals	1 year	School Admissions Appeal Code 2012	Date of resolution	Destroy
Admissions & Appeals	Admissions – Secondary Schools – Casual	25 years	School Admissions Appeal Code 2012	Date of birth	Destroy
Admissions & Appeals	Procedure for Entrance to Secondary Education (PESE) – PESE 3 and PESE 4 forms	25 years	School Admissions Code 2012	Date of birth	Destroy

Admissions & Appeals	Admissions data records including all paper based correspondence	25 years	School Admissions Code 2012	Date of birth	Destroy
School Transport Service	Records relating to the application for, allocation and management of Home to School Transport covering Years R-11	25 years	Limitation Act 1980 (Section 2)	date of birth	Destroy
School Transport Service	Route records	18 years maximum	Good practice	date pupil leaves school	Destroy
School Transport Service	Appeals	100 years	Local Government Act 1974	date of appeal	Destroy
School Transport Service	Payments: All records relating to personal transport budgets	6 years	HMRC - Compliance Handbook Manual CH15400	financial year end	Destroy
School Transport Service	Client/ Supplier and Staff files.	6 financial years plus current	Limitations Act 1980	municipal year end	Destroy
Attendance and Safeguarding	Records relating to individual children created by the Attendance and Safeguarding Service	25 years	Limitations Act s.2	Date of birth	Destroy
Attendance and Safeguarding	District Court Files	25 years	Limitations Act s.2	Date of birth	Destroy
Attendance and Safeguarding	Records created by the Alternative Curriculum Forum and the District Inclusion Forums	25 years	Limitation Act 1980	Date of birth of the youngest	Destroy
Attendance and Safeguarding	All records relating to tracking the destinations of young people post-16 and providing support to reduce those who are Not in Education, Employment or Training (NEET)	25 years	Limitation Act 1980	Date of birth	Destroy
Specialist Teaching Service	Records relating to teachers employed by the Specialist Teaching Service	6 years	Limitations Act 1980	date of leaving employment	Destroy
Specialist Teaching Service	Records relating to specialist teaching provision for early years pupils	25 years	Limitation Act 1980 (Section 2)	date of birth	Destroy
Specialist Teaching Service	child case file - physical / mental disability team	25 years	Education Act 1996	date of birth	Destroy

Specialist Teaching Service	child case file - visually impaired team	25 years	Education Act 1996	date of birth	Destroy
Specialist Teaching Service	child case file - hearing impaired team	25 years	Education Act 1996	date of birth	Destroy
Child Employment	Entertainment licences issued	25 years	Limitations Act 1980 (Section 2)	date of birth	Destroy
Child Employment	Chaperone applications	10 years		Last contact	Destroy
Child Employment	PACE notebooks	6 years	Police and Criminal Evidence Act 1984	Closure of notebook	Destroy
Child Employment	Body of Persons Approvals	6 years	Children (Performances and Activities) (England) Regulations 2014	End of certificate	Destroy
Portage	Child Casefiles	25 years	Limitations Act 1980 (Section 2)	date of birth	Destroy
Local offer	Childrens Disability Register	indefinitely	Care Act 1989	see individual records	Review
Local offer	Childrens disability register - individual's records	25 years	Limitations Act 1980 (Section 2)	date of birth	Destroy
Intelligence and Sufficiency	Reporting and predication of statutory assessments	7 years	Education Act 1996 (2002 & 2011) S.14 Education & Skills Act 2008 S.10 Childrens Act 2004 S.10 & S.11 Childrens Act 1989 S.17 & S.47	end of current year	Destroy
Intelligence and Sufficiency	Data warehouse school pupil roll call records	Active pupils on roll plus 2 years of leavers	Education Act 1996 (2002 & 2011) S.14 Education & Skills Act 2008 S.10 Childrens Act 2004 S.10 & S.11 Childrens Act 1989 S.17 & S.49	end of current year	Destroy
Intelligence and Sufficiency	SO and CQO SLA's and funding payment schedules	7 years after SLA terminated; payment schedules 6 years	Limitations Act 1980	end of current year	destroy

## 1.2 Childrens Services – School Improvement

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
School Records	Pupil Education records;	25 years	Limitation Act 1980 (Section 2)	date of birth	Destroy

	Pupil files held by Local Authority if the school has close				
School Records	Public Consultation documents resulting in the closure of the school	15 years	Good practice	date of closure	Review & offer to WYAS
School Records	Governing body records relating to closed schools where they are the principal set and have been signed	permanent	The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013	date of closure agreed	Transfer to WYAS
School Records	Returns made to both central and local government	6 years	Limitations Act 1980	municipal year end	Destroy
School Records	Alternative Provision – pupil files	25 years	Limitation Act 1980 (Section 2)	date of birth	Destroy
School Records	Ofsted reports	10 years	Good practice	date of last report	Review & offer to WYAS
Governor service	Governor Support files	life of the governing body	Good practice	end of governing body	Destroy
Academy conversions	Records relating to the conversion of schools to Academies	Life of the lease of the buildings + a minimum of 6 years	Limitation Act 1980 (Section 2)	End of building lease	Review & offer to WYAS
Play & Development	SEN referral forms and assessments	35 years	Children's and Families Act	Date of birth	Destroy
Play & Development	Enrolment/Consent forms / Short breaks enrolment forms	5 years	Good practice	Date of last contact	Destroy

### 1.3 Childrens Services – Social Care

**\*\*for records prior to the creation of Bradford Children and Families Trust\*\***

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Adoption & Fostering	Adoption case file	100 years NB if Adoption Order granted pre-Dec 2005 - 75 years retention	Adoption & Children Act 2002 Section 56	Date of Adoption Order	Destroy



Adoption & Fostering	Adoptive Parent Case File	100 years	Adoption & Children Act 2002 Section 56	Date of Adoption Order	Destroy
Adoption & Fostering	Letterbox contact	Once service ended, records to be amalgamated with the original adoption case file	Adoption & Children Act 2002 Section 56	Letterbox contact ceasing	Destroy
Adoption & Fostering	Family Finding File	75 years	Adoption & Children Act 2002 Section 56	Date of birth	Destroy
Adoption & Fostering	Adoption council minutes and decisions of adoption panel minutes	100 years	The Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005	Date of panel meeting minutes signed off	Destroy
Adoption & Fostering	Fostering council minutes and decisions of fostering panel minutes	75 years	Fostering Services Regulations 2002	Date of panel meeting minutes signed off	Destroy
Adoption & Fostering	Adoption/Fostering advice and guidance	add to individual A+F file and retain	Adoption Agencies Regulations 2005, No. 389, Regulation 14 and 21.		Destroy
Adoption & Fostering	Prospective Adopter and Foster Carer Files (Formal Application received)	10 years	Fostering Service regulations 2011 (reg 30 and 32)	Date of panel where decision made on application to be approved as a Foster Carer or an Adoptive Carer	Destroy
Adoption & Fostering	Withdrawn / unapproved Prospective Adopter and Foster Carer Files	3 years	good practice	Date of enquiry	Destroy
Adoption & Fostering	Foster carer register	75 years	Fostering Service regulations 2011 (reg 32)	Approval as a foster carer	Destroy
Adoption & Fostering	Foster Carer Case File	75 years	Fostering Service regulations 2011	Child being placed with foster carer	Destroy
Adoption & Fostering	Kinship Care Case File	75 years	Fostering Service regulations 2011	Approval as a Kinship Carer	Destroy

Adoption & Fostering	Special Guardianship Case File	75 years	Adoption & Children Act 2002; Special Guardianship Regulations 2005; Children Act 1989	Special Guardianship Order being made	Destroy
Adoption & Fostering	Private Fostering case files	75 years	The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004 Section 44	Date of birth	Destroy
Childrens Social Work	Child in Need (CIN) Case File	EDD/DOB +25years	good practice	Date case closed	Destroy
Childrens Social Work (CP)	Child Protection Enquiry's/ investigations that have resulted in no further action	40 years	s47 / good practice	Date of birth	Destroy
Childrens Social Work (CP)	Child Protection Case file	40 years	Children Act 1989, Children Act 2004	Date of birth	Destroy
Childrens Social Work (CP)	Child Protection Case Conference Family Files	40 years	good practice	Date of birth of youngest sibling	Destroy
Childrens Social Work	Looked After Child Case File	75 years OR if the child dies before attaining the age of 18 years, retaining 15 years from date of child's death	The Arrangement of Placement of Children regulation 2011 (reg 10). Care Planning Placement & Case Review Regulations 2010 (reg 50)	Date of birth	Destroy
Childrens Social Work	LAC Registration	25 years	Arrangements for Placement of Children (General) Regulations 1991 No 890; Section 10	Date of birth	Destroy
Looked After Children	Records on children who are in the care of BMDC (i.e. subject to an Order under the Children Act or who are accommodated by BMDC)	75 years. If the child /young person dies before the age of 18 retain for 15 years from their date of death.	Children Act 1989,s31.38	Date of birth	Destroy
Looked After Children	Register of Children Placed: This category refers to any information held by BMDC on Looked After Children who are the responsibility of other local authorities and have been placed in Bradford	21 years	Arrangements for Placement of Children Regulations 1991 Regulation 10 (SI 1991/890)	Date of Birth	Destroy
Looked After Children	Records of young people who are provided with an after-care service under the Children Act This applies to any records kept relating to the after care of young people who were	75 Years	The Children (Leaving Care) Act 2000	Date of birth	Destroy

	previously looked after either by BMDC or another local authority/agency				
Looked After Children	Pupil Premium Grant (formerly Personal Education Allowance)	Successful applications – 6 years Unsuccessful applications – 1 year	Care Matters 2007; Children Act 2004 S.2	Date of application	Destroy
Looked After Children	Pupil records for Looked After Children who have been adopted	New UPN number issued in accordance with protocol. Information not held on Capita / LCS that needs to be retained will be included with the life story	Care Matters 2007; Children Act 2004 S.52	Date of Adoption	Destroy
Child Protection	Records of children who have been the subject of a Child Protection Conference whether or not they are placed on the Child Protection Register	40 years	Children Act 1999; Children Act 2004	date of birth	Destroy
Child Protection	Child Protection Register	permanent	Children Act 2004	n/a	n/a
Safeguarding	Adults posing a risk register	40 years	good practice	date of notification	Destroy
Safeguarding	Safeguarding Investigation subject to review files	25 years	good practice	date of investigation	Review
Safeguarding	Serious Case Review	25 years	national good practice	Publication of SCR or date signed off by CSCB, whichever is the latest	Destroy
Safeguarding	Serious Case Review Meeting Minutes	25 years	national good practice	date minutes signed off	Destroy
Safeguarding	Serious Case Review Report (unpublished)	25 years	national good practice	Date the SCR is agreed by the CSCB	Destroy
Safeguarding	Serious Case Review Multi-Agency Chronology	25 years	national good practice	Publication of SCR or date signed off by CSCG, whichever is the latest	Destroy
Child Death Overview Panel	Child Death Overview Panel (CDOP) Meeting Minutes	25 years	national good practice	date minutes signed off	Destroy

Child Death Overview Panel	Child Death Overview Panel case files	25 years	national good practice	Date child death review complete	Destroy
Local Authority Designated Officer (LADO)	Consultation for allegations against professional	10 years	national good practice	Date of consultation	Destroy
Local Authority Designated Officer (LADO)	Allegation made against a professional	25 years	national good practice	Date of referral	Destroy
Residential Care	Fire Drill records, Visitor Books	15 years	The Children's Home Regulations 2015	Date of last entry	Destroy
Residential Care	Register of licenses and insurance details	15 years	The Children's Home Regulations 2015	Date of last entry	Destroy
Residential Care	Building Inspections	10 years	Building Control Performance Standards 2006	Date of inspection	Destroy
Residential Care	Equipment inspections	6 years	Limitation Act 1980 (Section 2)	Date equipment destroyed	Destroy
Residential Care	Inspections under Regulation 44 of the Children's Home Regulations 2015	75 years	The Children's Home Regulations 2015	Date of inspection	Destroy
Residential Care	Staff personnel files	15 years	The Children's Home Regulations 2015 Good Practice - Working together to Safeguard Children	Date of leaving	Destroy
Residential Care	Staff rotas	15 years	The Children's Home Regulations 2015	Date of last rota	Destroy
Residential Care	Accident records	15 years	The Children's Home Regulations 2015	Date of accident	Destroy
Residential Care	Restraint Log & physical interventions	75 years	The Children's Home Regulations 2015	Date of last entry	Destroy
Residential Care	Administration of medicines	15 years	The Children's Home Regulations 2015 and Limitation Act 1980 (Section 2)	Child moving out of home	Destroy
Residential Care	Admission/Discharge Register Administration of money, financial records, valuables	15 years	The Children's Home Regulations 2015	Date of last entry	Destroy
Residential Care	Menus	1 year	The Children's Home Regulations 2015	Date of menu	Destroy

Residential Care	Log books	75 years	The Children's Home Regulations 2015	Date of last entry	Review – send to WYAS for permanent preservation
Residential Care	Child case file including photographs	to collate with main Social work / LAC file	The Children's Home Regulations 2015	Child moving from home	Review
Residential Care	Sanction books	15 years	The Children's Home Regulations 2015	date of last entry	Review to offer to WYAS for permanent preservation
Family Intervention	Missing Childs case file (LAC)	75 years OR if the child dies before attaining the age of 18 years, retaining 15 years from date of child's death	To include in full LAC case file	Date of birth	Destroy
Family Intervention	Missing Childs case file (CP)	40 years	To include with full CP file	Date of birth	Destroy
Family Intervention	Missing Childs case file (CIN)	25 years	To include with full CIN file	Date of birth	Destroy
Childcare Providers	Provider files – Ofsted registered setting and Non Ofsted registered setting	7 years – or if - if safe-guarding concerns; retain & tfr to case files	Good practice	Date provider closed	Review
Childrens Centres	E start and registration forms	10 years	Good practice	Registration year	Destroy
Early Years and Childcare	Partnership working contracts and settings records	6 years	Limitations Act 1980 s.2	End of contract or service provision	Destroy
Youth Offenders (YOT)	YOT initial contact leading to no further service provision	1 year	Good practice	Date case closed	Destroy
Youth Offenders (YOT)	YOT: contact and referral, or assessment with intervention	3 years	Good practice LASPO	Date case closed	Destroy
Youth Offenders (YOT)	YOT Statutory Intervention	5 years	Crime and Disorder Act 1998 amended by LASPO act	Date case closed	Destroy
Youth Offenders (YOT)	Youth Rehabilitation Order	5 years	Crime and Disorder Act 1998	Date case closed	Destroy
Youth Offenders (YOT)	Statutory Service Custodial Order	5 years	Crime and Disorder Act 1998	Date case closed	Destroy

Youth Offenders (YOT)	YOT Statutory Service Remand in Youth Detention Accommodation	5 years	LASPO Act 2012	End date of remand	Destroy
Youth Offenders (YOT)	Records of any YOT intervention for all children looked after	75 years	The Arrangement of Placement of Children regulation 2011	To include in LAC full case file	Destroy
Youth Offenders (YOT)	YOT victim contact	On request of case closing by person	Victim code of Practice	Case closing	Destroy
Youth Offenders (YOT)	Volunteers with the YOT panel members and mentor files	25 years		Date ceased volunteering	Destroy
Young Carers	Contact and referral, or assessment with outcome of no further action	1 year	Good practice	Date of case closed	Destroy
Young Carers	Young Carer assessment and intervention	3 years	Good practice	Date of case closed	Destroy

## 2.1 Corporate Resources – Estates and Property

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Facilities Management CPU Invoices / school catering invoices	Invoices for schools/clients/customers Invoices charging schools for meals/equipment	6 years	Accounting and Audit Regulations 2015, Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3	financial year end	Destroy
Facilities Management Cleaning contracts	signed contracts and specifications	6 years	Limitations Act 1980 S2	date of expiry of contract	Destroy
Facilities Management Cypad records	Trading Data moved between school kitchens and Head Office	7 years	good practice	financial year end	Destroy
Facilities Management Staffing/ Cleaning Invoices	Staffing information on staff and charge schools/other for cleaning	6 years	Accounting and Audit Regulations 2015, Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3	financial year end	Destroy
Facilities Management Parent Pay records	payment transactions	6 years	Accounting and Audit Regulations 2015, Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3	financial year end	Destroy

Facilities Management Menus records	Details of school menus (planning, ingredient checking, allergen checking, nutritional analysis, recipe costing)	7 years	good practice	end of school year	Destroy
Facilities Management School Meal Debtors records	Information identifying parents and carers who have a debt for unpaid school meals (amount of debt and the period accrued)	6 years	Accounting and Audit Regulations 2015, Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3	financial year end	Destroy
Asset Management Personal Access Cards records	Production forms & additional access forms including system records	7 years	good practice	year employee leaves council	Destroy
Asset Management Personal Access Cards records	unused cards - expiry	6 months	good practice	from date of last use	Review
Asset Management Meeting room booking records	information relating to meeting room users and events	Retain whilst relevant	good practice	date of booking	Destroy
Asset Management Equipment records	Instruction manuals, service agreements and maintenance records for individual pieces of equipment	6 years	Limitations Act 1980 S2	date of last use of equipment	Destroy
Asset Management Premises files	including floor plans, major works and other records	Life of ownership of building plus min of 6 years	Limitation Act 1980 (Section 2)	date ceased to own	Destroy
Asset Management Building Floor plans	office and furniture layouts	Most recent version replaces predecessors	good practice	change / updates	Review
Built Environment Asbestos Register (and related asbestos information)	Council buildings asbestos records	40 years	Control of Asbestos Regulations 2012 (HSE), The Control of Asbestos Regulations 2006 SI 2006 2739	date of inspection / report	Destroy
Built Environment Lift records	Information relating to lifts (servicing, safety checks, installers) in Council buildings	Life of building	Health & Safety Act 1974	Building no longer in use / property asset disposed of	Review / pass to new owners
Built Environment Electrical Survey records	Electrical installation certificates relating to individual properties	life of installation + 6 years	Limitation Act 1980 (Section 2)	installation renewed	Destroy
Built Environment Fire safety records	Fire Certificates	6 years	The Regulatory Reform (Fire Safety) Order 2005	date certificate expires	Destroy

Built Environment Fire safety records	Records relating to the testing of equipment such as fire extinguishers and PAT testing	4 years	Limitation Act 1980 (Section 11)	date of next test	Destroy
Built Environment Equipment records	Inventory of equipment	6 years	HMRC - Compliance Handbook Manual CH15400	date of expired entry in inventory	Review
Building Services job records (system based)	Log of maintenance requests from Building users	Data destroyed at end of each scheme	good practice	Year end	Destroy
Reactive maintenance	Work orders, job sheets	6 years	Limitations Act 1980 (Section 2)	date work completed	Destroy
Buildings Information/ TF Facility	Information relating to Council buildings	Life of building	Health & Safety Act 1974	Building no longer in use / property asset disposed of	Review / pass to new owners
Buildings Information/ TF Facility	Information relating to Council buildings	Life of building + 12 years after disposal	Health & Safety Act 1974	Building no longer in use / property asset disposed of	Review / pass to new owners
Built Environment Building refurbishments	records relating to refurbishment of Council properties	6 years	Limitations Act 1980 (Section 2)	date of refurbishment complete	Destroy
Built Environment EPC data	Data on energy efficiency of dwellings in the District	register reviewed and updated	reference guide	N/A	Review
Built Environment Energy Scheme Procurement files	Information in relation to the procurement of the Council's energy scheme contributors	End of scheme	good practice	Date of scheme end	Destroy
Energy supply records for Council buildings	Web-based energy and carbon information supporting the management of the council's energy supply across multiple sites	End of scheme	good practice	Date of scheme end	Destroy
Energy team	Legacy paper records of recipients of the Health Heat scheme.	End of scheme	good practice	Date of scheme end	Destroy
Industrial Services Group	Windows and doors operational folders	retained indefinitely	good practice	N/A	Review
Industrial Services Group	Festival lights operational folders	retained indefinitely	good practice	N/A	Review
Built Environment school service	School Condition Surveys	6 years	Limitation Act 1980 (Section 2)	date of survey	Destroy



Built Environment school service	Maintenance logs for schools which have closed	6 years	Limitation Act 1980 (Section 2)	date school closed	Destroy
Built Environment Contracts	Contracts for work to premises where the contract is under signature	6 years	Limitations Act 1980 (Section 2)	last action on contract	Destroy
Built Environment Contracts	Contracts for work to premises where the contract is under seal	12 years	Limitations Act 1980 (Section 8)	last action on contract	Destroy
Architects & Technical Service	Building Surveys	12 years	Limitation Act 1980 (Section 8)	Termination of the use of the building	Destroy
Architects & Technical Service	DDA accessibility inspections / audits	3 years	Disability Discrimination Act 1995	date of audit	Destroy
Architects & Technical Service	Maintenance Agreements	6 years	Limitation Act 1980 (Section 2)	date at end of agreement	Destroy
Architects & Technical Service	Records relating to all planned maintenance of council properties	6 years	Limitation Act 1980 (Section 2)	date of work	Destroy
Built Environment CAT Register	Log of approved, pending, completed, removed and appealed CAT's	reviewed and updated	good practice	N/A	Review
Estates Management ACV Register	Log of approved, pending, completed, removed and appealed ACV's	reviewed and updated	Localism Act 2011	N/A	Review
Allotments Waiting List	Waiting list log	reviewed and updated	good practice	N/A	Review
Allotments	application forms	6 years	Allotment Act 1950	date ceased to rent allotment	Destroy
Allotments	NEET files	25 years	Good practice	date of file	
Common Land & Village Green Maps	Maps of common land	Retained indefinitely	Localism Act 2011	Historical interest	Review
Common Land & Village Green Register	Register of common land	reviewed and updated	Localism Act 2011	Historical interest	
Estates Management GIS maps	Geo-plan mapping	reviewed and updated	Localism Act 2011	N/A	Review
Estates Management Paper Files	All properties owned by BDMC	10 years	Limitations Act 1980	Last date of file	Review
Estates Management Terrier Maps	Asset maps which also details a transactional layer	Retained indefinitely	good practice	N/A	Review
Better Homes scheme records	Information relating to operation of Better Homes Scheme in conjunction with Better Homes Yorkshire	7 years	good practice	Date of scheme end	Destroy

Historic property details	All records relating to the history of individual land or property	permanent	good practice	Historical interest	offer to WYAS
Estates Management Land records	Use of Land	6 years	Limitation Act 1980 (Section 2)	date of disposal	Destroy
Estates Management Property records	Valuations	12 years	Limitation Act 1980 (Section 12)	end of use of property	Destroy
Estates Management Property records	Records relating to the disposal of properties belonging to the authority	6 years	Limitation Act 1980 (Section 2)	date of disposal	Destroy

## 2.2 Corporate Resources - Emergency Planning

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Emergency Planning	business continuity plans	superseded	good practice	changes and updates	Review
Emergency Planning	Register	superseded	good practice	changes and updates	Review
Emergency Planning	management of serious incidents	6 years	Limitations Act 1980 s2	date of incident	Destroy
Emergency Planning	Logbooks - Minor Incident	6 years	Limitations Act 1980 s2	date of incident	Destroy
Emergency Planning	Logbooks - Major Incident	21 years	Limitations Act 1980 s2	date of incident	Destroy
Emergency Planning	Records relating to community emergency warnings	4 years	good practice	date of warning	Destroy
Emergency Planning	Records relating to liaison with emergency agencies	3 years	good practice	end of current year	Review
Emergency Planning	Records relating to enforcement by the emergency services	6 years	Limitations Act 1980 s2	Date of enforcement	Destroy

## 2.3 Corporate Resources – Corporate Investigations, Information Governance and Complaints

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Corporate Investigations	Prosecution files	6 years from file closure	Limitations Act 1980 s.2	Date of prosecution	Destroy

Corporate Investigations	Activities relating to the detection, prevention and prosecution of financial irregularity	minor offences - 5 years major offences - 10 years	Taxes Management Act (1970), s.12b	Completion of investigation date	Destroy
Corporate Investigations	Transcripts of Interview under caution - prosecution records	6 years from file closure	Limitations Act 1980 s.2	file closure date	Destroy
Corporate Investigations	Transcripts of Interview under caution - non prosecutions	3 years	Limitations Act 1980 s.2	year-end date	Destroy
Information Governance	Freedom of Information requests & EIRs	3 years	Limitations Act 1980, UK GDPR 2018	year-end date	Destroy
Information Governance	Subject Access requests	6 years	UK GDPR 2018	year-end date	Destroy
Information Governance	Advice & Guidance	1 year	Good practice	year-end date	Destroy
Information Governance	Data Security Incidents	6 years	UK GDPR 2018	year-end date	Destroy
Information Governance	Data Protection Cases (Sch. 2)	3 years	UK GDPR 2018	year-end date	Destroy
Information Governance	Publication Scheme for Freedom of Information / Environmental Information Regulation	Keep information up to date	Freedom of Information Act (2000)	review annually	Review
Complaints	Informal resolution and enquiries	3 years	Limitations Act 1980 s2	year-end date	Destroy
Complaints	Professional complaints	3 years	Limitations Act 1980 s2	year-end date	Destroy
Complaints	Stage one corporate complaints	6 years	Limitation Act 1980 s.2	date of last action	Destroy
Complaints	Stage two corporate complaints	6 years	Limitation Act 1980 s.2	date of last action	Destroy
Complaints	Complaints involving Ombudsman	2 years	Limitation Act 1980 s.2	date of last action	Destroy
Complaints	Adults Services statutory complaints	6 years plus current	Limitation Act 1980 s.14a	year complaint made	Destroy
Complaints	Complaints involving negligence	15 years	Limitations Act 1980	year complaint made	Destroy
Complaints	Childrens Services complaints	100 years	Adoption and Children Act 2002	Date of birth	Destroy
Complaints	Register of vexatious complainants	10 years	Good practice	date of last entry	Destroy
Complaints	Compliments (all types)	2 years	Good practice	year end date	Destroy
Complaints	Register of complaints	10 years	Good practice	date of last entry	Destroy
Records Management	Disposal records	12 years	Limitations Act 1980, Good Practice	Date of disposal	Destroy
Records Management	Data sharing information	Keep information up to date	Good practice	review annually	Review

Records Management	Information Asset Registers	Keep information up to date	Good practice	review annually or when information changes	Review
Records Management	Data Protection Impact Assessments	6 years	Good practice	end date of contract	Destroy
Records Management	Archive catalogue - records store	cataloguing information kept up to date and destroyed archives information retained for 12 years	The National Archives Guidance 2006	date archive destroyed	Review

## 2.4 Corporate Resources – Information Technology

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Information Technology Implementation records	Records relating to the implementation of a system including its: design, build and configuration.	3 years	good practice	Date of final implementation	Destroy
Information Technology Management Records	Management information	Only whilst useful up to 1 year	good practice	Creation date	Destroy
Information Technology Software application licences	Licences for access to IT systems and software	6 years	Limitations Act 1980	Year end of year in which licence no longer active	Destroy
Information Technology Central Email vault	Emails stored within Outlook for individual users	3 years	good practice	date of email	Destroy
Information Technology Client Services	Business Analysis Reports, Process map design, etc.	2 years	good practice	date of completion of project	Destroy
Information Technology Major project records	Project Management Records for projects of major strategic impact	10 years	good practice	date of completion of project	Destroy
Information Technology Minor - medium term projects	Project Management Records for projects of minor or medium strategic impact	6 years	good practice	date of completion of project	Destroy
Information Technology Information Risk Management – Audits	Records relating to conducting Information Audits including questionnaires, returns and correspondence.	5 years	good practice	date of last audit	Destroy

Information Technology Information Risk Management - Reports	Records relating to managing Information Security including system logs or reports on security issues	Destroy once use ceases.	good practice	Review annually.	Review
Information Technology Disaster Planning	Plans for disaster recovery of the IT infrastructure	keep up to date	good practice	Review when organisational changes impact on the plan	Review
Information Technology System Manuals	Manuals and user information relating to specific systems and software.	Once use ceased	good practice	Review annually.	Review
Information Technology Data Interfacing	Records relating to data conversion, data matching, data mapping and system interfacing.	3 years	good practice	Date of use no longer needed	Destroy

## 2.5 Corporate Resources - Procurement

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Suppliers and Contracts	Commissioning Letter	1 year	Good Practice (The National Archives Retention Guidance: no. 5 Contractual Records)	end of contract date	Secure disposal
Suppliers and Contracts	Contract (value greater than £100,000)	12 years	Limitation Act (1980), section 8	from the date the contractor stops providing goods, works or services under the contract	Secure disposal
Suppliers and Contracts	Contract (value lower than £100,000)	6 years	Limitation Act (1980), Section 4A (5)	expiry or termination of contract	Secure disposal
Suppliers and Contracts	Contract complaints/disputes, monitoring, correspondence relating to decisions, variations, extensions	Termination of contract +6 years or 12 years if under seal	Limitation Act (1980)	date contract ends	Secure disposal
Suppliers and Contracts	Evaluation and scoring	Retain for life of project/contract and review with legal team before disposal	good practice	date contract ends	Review
Suppliers and Contracts	Interview panel, reports and notes of proceedings	1 year	good practice	date contract ends	Secure disposal
Suppliers and Contracts	Contract register	Keep up to date;	good practice	None	Review
Suppliers and Contracts	Product evaluations	6 years	Limitation Act (1980)	End of evaluation process	Secure disposal

Suppliers and Contracts	Product information (eg brochures)	review annually and retain only in order to support business operation	If product information is used as part of an evaluation process retain as above	annual	Review
Suppliers and Contracts	Requisition - Placing orders with successful tenderers - tendered or non-tendered contracts	6 years	RGLA 7.3	financial year end	Secure disposal
Suppliers and Contracts	Risk registers/assessments	Keep up to date;	good practice	annual	Review
Suppliers and Contracts	contract and grants register	Keep up to date;	Freedom of Information Act 2000	None	Review
Tendering	Aborted tenders - related documentation	6 months	Good Practice	date tender aborted	Secure disposal
Tendering	Advice to bidders - clarification and guidance re invite to tender	Successful bidders - retain for life of contract and review with legal team before disposal; Unsuccessful bidders - retain until 6 years from contract award	Internal contract procedure rules	life of contract (successful) or award date (unsuccessful)	Review
Tendering	Invitation to tender documentation	Add to the file with the successful bidder documentation and retain for the relevant rule depending on value of contract.	Limitation Act (1980)	contract value	Secure disposal
Tendering	OJEU (Official Journal of European Union) notice - notification of contracts over certain value	Retain for life of project/contract and review with legal team before disposal	Good Practice (The National Archives Retention Guidance: no. 5 Contractual Records)	life of contract	Review
Tendering	Expressions of interest	2 years	Good Practice (The National Archives Retention Guidance: no. 5 Contractual Records)	date of contract award or date not proceeded	Secure disposal
Tendering	Successful tender documents including invitation to tender, agreed specification and evaluation criteria	Retain in line with contractual documentation depending on contract value	Limitation Act (1980)	life of contract	Secure disposal

Tendering	Tender and quotes received	1 year	Good Practice (current procurement rules)	from date of receipt	Secure disposal
Tendering	Tendering development and requirements background information from services / depts	1 year	The National Archives Retention Guidance: no. 5 Contractual Records	from date of last paper	Secure disposal
Tendering	End user requirements, procurement plans, specifications	6 years	The National Archives Retention Guidance: no. 5 Contractual Records	date of creation	Secure disposal
Procure to Pay	Invoices, purchase orders, credit notes, payment details	6 years	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3	financial year end	Secure disposal
Procure to Pay	paper copies of invoices, purchase orders etc	do not retain after usefulness when original on SAP	good practice	SAP upload / system records	Secure disposal
Procure to Pay	Delivery notes	1 year	good practice	date of purchase	Secure disposal
Procure to Pay	Purchase card records	6 years	Local Government Act 2003, Schedule 4 (20)	end of financial year	Destroy
Procure to Pay	Procurement Service Governance Logs	Ongoing review	good practice	N/A	Review

## 2.6 Corporate Resources – Human Resources (HR) and Payroll

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
HR Timesheets	Copies of staff timesheets for overtime or casual hours (pay records relating to these held by Payroll separately)	3 years	good practice	End of financial year	Destroy
HR Signing in books – including records of offsite visits, visitor log books and contractors signing in records	Staff Attendance books, visitor books and contractors attendance records	3 years except for records for residential facilities for children and young people, which should be retained for 15 years	good practice	Last entry in book	Destroy
HR - Flexisheets	Flexitime staff records	3 years	good practice	End of financial year	Destroy

HR - Car allowance records/ expenses records	Employee mileage and expenses forms retained locally by staff (Payroll keep their own records of these once processed)	3 years	good practice	End of financial year	Destroy
HR Return to work forms / absence records	Forms recording return to work interviews	3 years	Limitations Act 1980, Statutory Sick Pay (General), Working Time Regulations 1998, Reg. 9, Regulations 1982 reg. 13	Date of absence	Destroy
HR Sick notes	Staff fit notes issued by doctors	Once scanned or sent to Payroll do not keep locally	good practice	Date sent to Payroll	Destroy
HR Sickness absence - informal	Hard copy supporting docs (e.g. return to work discussions, absence monitoring record etc)	6 months	good practice	Date of action taken	Destroy
HR Sickness absence - formal	SAP record (if goes to capability hearing	6 years after the year in which the employee has ceased employment	Limitations Act 1980	Year end when ceased to be employed	Destroy
HR Reasonable adjustments	record of any adjustments in place to enable person to return to work	6 years after the year in which the employee has ceased employment	Birmingham High Court Hearing	Year end when ceased to be employed	Destroy
HR - Informal disciplinary, grievance, capability	Documented records of any informal action taken	3 years	Equal Pay Liability	Date of action taken	Destroy
HR - Formal disciplinary, formal capability or sickness absence – hard copy supporting documents (originals of hearings, outcome etc retained by HR - do not keep copies locally)	Documented local records (inc case file) of any formal investigations and outcomes.	6 months	Limitations Act 1980, Statutory Sick Pay (General), Working Time Regulations 1998, Reg. 9, Regulations 1982 reg. 13	Date of disciplinary	Destroy



HR - formal grievance – hard copy supporting documents (originals of grievance and outcome retained by HR - do not keep copies locally)	Local records / copies of staff formal grievances where the original is kept by HR on the employee personnel file	6 years after the year in which the employee has ceased employment	Limitations Act 1980, Working Time Regulations 1998, Reg. 9, Regulations 1982 reg. 13	Year end when ceased to be employed	Destroy
HR Career grade progression employee information	Notice of honorariums, regrades, new spinal point or grade - retained with the central employee personnel record	6 years after the year in which the employee has ceased employment	Limitations Act 1980	Year end when ceased to be employed	Destroy
HR Individual staff members structure information	assimilation, redeployment, redundancy, leaving notice, retirement, ill health, dismissal, death	6 years after the year in which the employee has ceased employment	Limitations Act 1980, Birmingham High Court Hearing Equal Pay Liability	Year end when ceased to be employed	Destroy
HR Organisational Structure	Staff structure charts	new data overwrites existing. Archived records to be kept for 5 years	Limitations Act 1980, Freedom of Information Act 2000	Date of new structure	Review
HR Restructure information	team and service staffing restructures	5 years from creation	good practice	Date of new structure	Destroy
HR – Workforce development Training records	Individual staff training records held locally by managers	If these are not kept centrally by HR, then 6 years after the year in which the employee has ceased employment	Limitations Act 1980	Year end when ceased to be employed	Destroy
HR Redeployment register	Details of staff registered for redeployment	6 years	Limitations Act 1980	Year end when ceased to be employed	Destroy
HR TUPE records	Staff transferred out to external providers	6 years	Limitations Act 1980	Date of TUPE	Destroy
HR Absence records	Any absence related record eg annual leave sheets, special leave	3 years	Limitations Act 1980, Statutory Sick Pay (General), Working Time Regulations 1998, Reg. 9, Regulations 1982 reg. 13	end of financial year	Destroy
HR Job Evaluation records	Post grading records	Duration of the post	Equality Act 2010, good practice	Date post no longer exists	Review

HR Grading information	related to post grading	7 years	Limitations Act 1980	End of financial year	Destroy
HR Staff benefits	Details of staff in receipt of metro cards, railcards, NCP partnership initiative	7 years	Limitations Act 1980	End of financial year	Destroy
EHWB Employee health & well-being records	Occupational Health and EHWB records for staff including medical details.	3 years after employee leaves organisation, unless COSHH or legislative mandatory health surveillance, which have to be kept for 40 years	Retention Guidelines for Local Authorities 6.4 (Records Management Society); Health & Safety at Work Act 1974 (COSHH)	Year end when ceased to be employed	Destroy
HR - Recruitment records - non successful applicant	Details of non-successful candidates within a specific recruitment process	6 months	good practice	Date of interview / decision made.	Destroy
HR - Recruitment record - successful applicant	Contract form and recruitment records in relation to a successful candidate.(inc references, qualifications)	transfer to HR file and retain for 6 years after the year the employee has ceased employment	Employment Practices Data Protection Code Part 1: Recruitment and Selection (2002)	Year end when ceased to be employed	Destroy
HR Job Profiles	Individual job profile for staff member	7years after leaving	Birmingham High Court Hearing on Equal Pay Liability	Year end when ceased to be employed	Destroy
HR Vacancy adverts	adverts published including vacancy approval form	12 months	good practice	date of advert	Destroy
HR Personnel file	The full employee personnel file retained centrally by HR (on Civica) or local records held by Managers	7 years after the employee has ceased employment	Limitations Act 1980	Year end when ceased to be employed	Destroy
Workforce development records	Staff training taken through workforce development central services.	7 years after the employee has ceased employment	Limitations Act 1980	Year end when ceased to be employed	Destroy
HR Apprenticeship records	Any information relating to individuals undertaking an apprenticeship	7 years after the employee has ceased employment	Limitations Act 1980	Year end when ceased to be employed	Destroy
DBS Employment checks	Employee checks undertaken where the post requires this.	6 months	Freedom of Information Act 2000, UK GDPR 2018, Limitation Act 1980 (Section 2)	Date of check	Destroy

Industrial Relations	OJC meeting minutes, collective agreements, consultation documents	12 years or as long as agreement in place	IR framework	Date of record	Destroy
All other HR documents (letters of appointment, contract extensions, changes of hours, referrals to EHWP, OJC minutes or anything else not on the above list)	Duplicate copies sent to managers for information.	Do not retain after current usefulness has ended, as original is held by HR	Good practice	Regular review of staff records required	Destroy
Service Excellence Awards Scheme	Register of nominations and award recipients	Ongoing register	good practice	n/a	Review
Manager's information	Manager's dashboards	New data extracted from SAP is uploaded monthly which overwrites existing data. Old data is archived for 5 years	Limitations Act 1980	monthly update	Review current and destroy archived data
HR PACT School Support	Advice records	6 months	good practice	date case completed	Destroy
HR PACT Job Opportunities	Prospects news online	1 year	good practice	date of advert / new item	Destroy
HR PACT Training	Archived Training Session Delegates	1 year	good practice	date of course	Destroy
HR PACT Marketing	GovDelivery/ Mail Chimp	Ongoing / updated information	good practice	reviewed and updated regularly	Review
HR PACT Marketing	Eventbrite	Ongoing / updated information	good practice	reviewed and updated regularly	Review
Occupational Safety Insurance claim letters /Insurance Claim Notification Forms	Notification of claims against Council	Dispose of immediately after processing	Health & Safety at Work Act 1974	date of processing	Destroy
Occupational Safety Incidents /accident forms in relation to employees	Accident reporting	5 years	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995/3163. Regulation 7;	date of incident / accident	Destroy

Occupational Safety Incidents /accident forms in relation to members of the public	Accident reporting	5 years	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995/3163. Regulation 7;	date of incident / accident	Destroy
Occupational Safety incidents /accident forms in relation to Children / school pupils	Accident reporting	school leaving plus 8 years	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995/3163. Regulation 7;	date left school	Destroy
Occupational Safety Violence at work incident form	Violent incident reporting	5 years	Health & Safety at Work Act 1974 RIDDOR 2013	date of incident	Destroy
Occupational Safety Violent incidents involving children / school pupils	Violent incident reporting	school leaving plus 8 years	Health & Safety at Work Act 1974 RIDDOR 2013	date left school	Destroy
Occupational Safety RIDDOR F2508 report forms - accident involving employees	where RIDDOR reporting is necessary to HSE	5years	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995/3163. Regulation 7;	date of incident / accident	Destroy
Occupational Safety RIDDOR F2508 report forms - accident involving members of the public	where RIDDOR reporting is necessary to HSE	5years	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995/3163. Regulation 7;	date of incident / accident	Destroy
Occupational Safety RIDDOR F2508 report forms - accident involving children / school pupils	where RIDDOR reporting is necessary to HSE	school leaving plus 8 years	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995/3163. Regulation 7;	date left school	Destroy
Occupational Safety list of insurance claims	to monitor progress of claims	3 years	good practice	N/A	Review
Primary Payroll Records Pay, Tax and NIC	Employee or Member Payroll Record Timesheets uploaded to payroll record (Inc Overtime) Annual Leave / Sickness / Special Leave Records Sick notes Bonus /Contractual Payments & Supporting Documents Other related Records & Correspondence Payslips	Current Year + 6 Tax Years	HMRC / Regulation 97 – Income Tax (Pay As You Earn) Regulations 2003	End of financial year	Destroy

	Statutory Sick pay Documents Statutory Maternity, Paternity & Adoption Pay Student Loans Absence Return Coding Notices Payments to HMRC Salary Sacrifice Deductions Pay Award Information				
Payroll Expenses	Car Allowance Subsistence Mileage Travel Expenses VAT Receipts	Current Year + 6 Tax Years	HMRC / Regulation 97 – Income Tax (Pay As You Earn) Regulations 2003  1970 Tax Management Act. Custom and Excise Notice 700	End of financial year	Destroy
Payroll Deductions	Credit Union Health Plans Union Membership Other Non-Statutory Deductions	Current Year + 6 Tax Years	HMRC / Regulation 97 – Income Tax (Pay As You Earn) Regulations 2003	End of financial year	Destroy
Pensions – Member Employee Records	Opt-in Notice / Automatic Enrolment Date / Active Membership Commencement Date Employee or Member Payroll Record (including Name, Address, DOB, Gender, NI Number, current Bank Details etc) Gross Qualifying Earning in each relevant pay reference period Actual Contributions each relevant pay reference period Opt Out Notice Date of Contributions Paid Over	Indefinitely	HMRC / Regulation 97 – Income Tax (Pay As You Earn) Regulations 2003; The Pension Regulator Requirements	N/A	Review
Other payroll records not required to be submitted to HMRC	Various	Current Year + 3 Tax Years	HMRC / Regulation 97 – Income Tax (Pay As You Earn) Regulations 2003	End of financial year	Destroy

## 2.5 Corporate Resources – Legal and Democratic Services

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Civic Affairs	Email correspondence	3 years	good practice	date of email	Destroy
Civic Affairs	day-to-day records and information, meeting minutes, correspondence, events	dependent on type of record / file - see other retention schedules (eg HR for staff records)	good practice	date of record / year end dependent on record type	Review
Coroners - Inquest files	Case files of deaths reported to the coroner – inquest files	15 years	Coroners Act 1988	Date of Death	Transfer to WYAS - Depository of Public Records
Coroners - Non Inquest files	Case files of deaths reported to the coroner – non-inquest files	15 years	Coroners Act 1988	Date of Death	Transfer to WYAS - Depository of Public Records
Coroners Register	Registers of deaths reported to the Coroner	Permanent	Coroners Act 1988	N/A	Retain
Coroners Admin	Coroner feedback forms - details held include name of deceased and date of death along with funeral director name and address, peoples feedback	2 years	good practice	Year end	Destroy
Coroners - Body Removal Contracts	Details held include names, addresses, dates of births and dates of the deceased; Funeral Director information; possible cause of death, cost of work	3 years	Coroners Act 1988	Date of last payment on the contract	Destroy
Coroners - Post Mortem Contracts	Details held include the cost of post mortems and terms of agreement for the working partnership, contract specifications	6 years	HMRC - Compliance Handbook Manual CH15400, Limitations Act 1980, Coroners Act 1988	Date of last payment on the contract	Destroy

Mortuary & Forensic Science centre	Body Release Forms	2 years	British Medical Association Guidance, Public Health Act 1936 Section 198	End of year relating to records	Destroy
Mortuary & Forensic Science centre	Death – cause of death certificate counterfoil	2 years	British Medical Association Guidance, Public Health Act 1936 Section 198	End of year relating to records	Destroy
Mortuary & Forensic Science centre	Death - Register information sent to the General Registry Office on a monthly basis	2 years	British Medical Association Guidance, Public Health Act 1936 Section 198	End of year relating to records	Destroy
Mortuary & Forensic Science centre	Mortuary Records of deceased persons	10 years	British Medical Association Guidance, Public Health Act 1936 Section 198	End of year relating to records	Destroy
Mortuary & Forensic Science centre	Mortuary Register	10 years	British Medical Association Guidance, Public Health Act 1936 Section 198	End of year relating to records	Destroy
Mortuary & Forensic Science centre	Post Mortem Records	10 years	British Medical Association Guidance, Public Health Act 1936 Section 198	End of year relating to records	Destroy
Mortuary & Forensic Science centre	Specimens held in the laboratory after death, that may be regarded as primary	8 years	The Royal College of Pathologists and the Institute of Biomedical Science Guidance April 2015	End of year relating to records	Destroy
Mortuary & Forensic Science centre	Non-permanent specimens, empty specimen containers and sampled material surplus to testing requirements	Until verification of completed report	The Royal College of Pathologists and the Institute of Biomedical Science Guidance April 2015	End of year relating to records	Destroy
Electoral registration	Application forms to ensure eligibility for voting	2 years	Electoral Administration Act 2006 Section 14 (10)	date of application form	Destroy
Electoral registration	Absent Vote & Postal Vote Applications	Whilst relevant + 12 months	Electoral Administration Act 2006 Section 14 (10)	No longer requested	Destroy
Electoral registration	Paper applications: Service, Crown Servants, Overseas, Homeless	Whilst relevant + 12 months	Electoral Administration Act 2006 Section 14 (10)	No longer requested	Destroy

Electoral registration	Anonymous Registrations	Whilst relevant + 12 months	Electoral Administration Act 2006 Section 14 (10)	No longer requested	Destroy
Electoral register	List of all residents registered to vote	permanent	Electoral Administration Act 2006 Section 1; Representation of the Peoples Act 2001	updated annually	review
Electoral Wards	Records related to wards and boundary changes	permanent	Electoral Registration and Administration Act 2013	n/a	Review
Returning Officer	Election results (Paper & On-Line)	permanent	The Local Elections (Principal Areas) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3	n/a	Review
Returning Officer	Supporting election material (Paper & Data) - set up of election, letters sent to candidates, agents, staff, halls etc, copies of notices used, proof checking examples instructions issued etc	Until next election	The Local Elections (Principal Areas) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3	Date of next election	Destroy
Returning Officer	Proxy voter lists. Postal voters list Proxy postal voters list	After 12 months unless there is an ongoing election petition in which case after the conclusion of the petition proceedings (including any appeal)	The Local Elections (Principal Areas) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3	one year on	Review
Returning Officer	Voting slips used by electors at polling stations	Until next election	Electoral Administration Act 2006 Section 1; Representation of the Peoples Act 2001	Date of election and if local or general election	Destroy
Returning Officer	Spare ballot papers unused on election day	Until next election	Electoral Administration Act 2006 Section 1; Representation of the Peoples Act 2001	Date of election and if local or general election	Destroy
Returning Officer	declaration of results	6 months from date of election	Representation of the People Regulations 2001	Date of election	WYAS



Employment, Education and Litigation	files and folders in relation to day-to-day work and staffing	Dependent on information held, eg employee sickness records - 3 years. Full employee file - 6 years plus year end - see HR retention schedule for employee records	Limitations Act 1980, good practice	date of file / year end dependent on record	Destroy
Employment, Education and Litigation	Physical Legal Case Files - Education	Minimum 3 years unless longer period indicated on file	Education Act 2011	date of file closing	Destroy
Employment, Education and Litigation	Physical Legal Case Files - Employment	6 years unless longer period indicated on the file.	Limitations Act 1980	date of file closing	Destroy
Employment, Education and Litigation	Priority Legal Case Files (electronic and/or paper)	25 years	Criminal Justice Act 2003	date of file closing	Destroy
Employment, Education and Litigation	Pension Legal Case Files	Retain indefinitely	Public Service Pensions Act 2014	n/a	Destroy
Employment, Education and Litigation	General or Other Legal Case Files	6 years unless longer period indicated on file	Limitations Act 1980	date of file closing	Destroy
Employment, Education and Litigation	Civil case files relating to building contracts (ie contracts under seal) – physical legal case records	15 years	Criminal Justice Act 2003, Limitations Act 1980, SI 2006 No 5 Public Contracts Regulations 2006 SI 2006 No6. Utilities Contract Regulations 2006, Regulation 37	date of file closing (12 years + 3 years for latent defects)	Destroy
Employment, Education and Litigation	Civil legal case files connected with children social care	Retain indefinitely	Childrens Act 2004	n/a	Destroy
Employment, Education and Litigation	Civil case files related to children / pupils eg JR or SEN Tribunals (electronic and/or paper)	30 years	Good practice	Date of birth of child	Destroy
Employment, Education and Litigation	Civil claim legal case files	3 years unless otherwise indicated on file	Limitations Act 1980	date of file closing	Destroy
Employment, Education and Litigation	Criminal Prosecution Legal Case Files	3 years unless indicated otherwise on file	Criminal Justice Act 2003	date of file closing	Destroy

Employment, Education and Litigation	General Departmental advice files	3 years unless indicated otherwise on file	Good practice	date of file closing	Destroy
Employment, Education and Litigation	Specific advice files	3 years unless otherwise indicated on file	good practice	date of file closing	Destroy
Committee Secretariat	Council meeting agendas, minutes, reports and decision notices	indefinitely	historical interest, Local Government Act 1972	date of meeting	Review and send to WYAS
Committee Secretariat	Political proportionality record	6 municipal years	Local Government Act 1972	municipal year end	Destroy
Committee Secretariat	General Exceptions and Special Urgency notices	indefinitely	historical interest	date of meeting	Review and send to WYAS
Committee Secretariat	Council meeting webcasts and recordings	6 months on Council website, full recordings 6 years	good practice, Freedom of Information Act 2000, Data Protection Act 2018	date of meeting	Destroy
Committee Secretariat	Motions/ amendments to Council meetings	indefinitely	historical interest, Local Government Act 1972	date of meeting	Review and send to WYAS
Committee Secretariat	Council Question Time papers	Published report indefinitely, supporting paperwork 3 municipal years	good practice	date of meeting	Review
Committee Secretariat	Officer Individual Decisions	indefinitely	historical interest, Local Government Act 1972	date of meeting	Review and send to WYAS
Committee Secretariat	Register of public information	updated when changes made	good practice	municipal year end	Review
Committee Secretariat	Petitions register	both paper and electronic petitions 6 years	good practice	municipal year end	Destroy
School Appeals	School Admission Appeal forms and panel papers	6 years	Limitations Act 1980	date of appeal form	Destroy
Members Support	Member Database	indefinitely	historical interest, Local Government Act 1972	updated after each local election	Review and send to WYAS

Members Support	Declaration of Interests from Councillors at Council meetings	6 municipal years	good practice	date of meeting	Destroy
Members Support	Member Gifts and Hospitality Declarations Register	continuously updated - previous lists kept 6 years	Limitations Act 1980	municipal year end	Review
Members Support	lists of Member Surgeries	ongoing	good practice	updated when changes made	Review
Members Support	Member Annual Reports	published annually, retained for 6 years	good practice	municipal year end	Destroy
Members Support	Councillors bulk mailings database	3 years	good practice	municipal year end	Destroy
Members Support	Councillors expense forms	3 years	Limitations Act 1980	municipal year end	Destroy
Members Support	Councillors insurance database	3 years	Limitations Act 1980	municipal year end	Destroy
Members Support	Members IT Equipment & stationery asset register	until Member ceases to be a councillor and equipment is returned	good practice	updated when changes made	Review
Members Support	Notice of membership of outside bodies & attendance at conferences	continuously updated and kept indefinitely unless body ceases and information then kept for 6 years	good practice	reviewed at each year end	Review
Members Support	Publication of Members & Parish Councillors contact details, membership of committees/ panels and meeting dates	continuously updated - kept indefinitely	historical interest, Localism Act 2011	updated when changes made	Review and send to WYAS
Overview & Scrutiny	LEA School Governor appointments	6 years	Limitations Act 1980	municipal year end	Destroy
Overview & Scrutiny	Scrutiny reviews reports and evidence	working papers 6 municipal years	Limitations Act 1980	municipal year end	Destroy
Overview & Scrutiny	Member Statement of Fitness for Work	3 years	Limitations Act 1980	municipal year end	Destroy

Legal Social Care	Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983	6 years then review	Limitation Act 1980 (Section 2)	Date case closed	Review
Legal Social Care	Case files relating to redemption of Social Services Section 22 charges	6 years then review	Limitation Act 1980 (Section 2)	Date case closed	Review
Legal Social Care	Case files relating to obtaining any legal order relating to a child	Date of birth + 100 years	General Data Protection Regulation 2018, Criminal Justice Act 2003, Adoption & Childrens Act 2006, Special Guardianship Regulations 2005; Childrens Act 2004,	Last action / DOB	Review
Legal Social Care	Case files relating to obtaining any legal order relating to an adult [This period relates to the legal file not to the adult's personal file.]	Date of birth + 100 years	General Data Protection Regulation 2018, Criminal Justice Act 2003, Adoption & Childrens Act 2006, Special Guardianship Regulations 2005; Childrens Act 2004,	Date of birth	Review
Legal Social Care	Case files relating to obtaining any legal order relating to a child [This period relates to the legal file not to the child's personal file.]	Date of birth + 25 years or last action + 7 years whichever is the longer	Adoption & Childrens Act 2006, Special Guardianship Regulations 2005; Childrens Act 2004	Last action / DOB	Review
Legal Social Care	General legal advice relating to Social Services matters	Last action + 3 years then review to ensure that a copy is on the Social Care file	Good practice	date of last action	Review
Legal Social Care	Foster parent records [This period relates to the legal file not to the personal file.]	Approval terminated + 10 years then review	Foster Placement (Children) Regulations 1991	date of approval terminated	Review
Legal Social Care	Legal advice given relating to requests by Police for disclosure of Social Services record	Last action + 3 years then review	Good practice	date of last action	Review

Legal Social Care	Case files relating to obtaining any legal order relating to an adult [This period relates to the legal file not to the adult's personal file.]	Date of birth + 100 years	Limitation Act 1980 (section 28 (1))	Date of birth	Review
Registrars Birth registration	Registration records of all births	Retain indefinitely	in line with Civil Registration from 1837, Registration of Births, Deaths and Marriages Regulations 1968	Permanent record	Ensure Historic and permanent record is retained from 1837 onwards
Registrars Death registration	Registration records of all deaths	Retain indefinitely	in line with Civil Registration from 1837, Registration of Births, Deaths and Marriages Regulations 1968	Permanent record	Ensure Historic and permanent record is retained from 1837 onwards
Registrars Marriage and Civil Partnership registration	Registration records of all marriages and civil partnerships	Retain indefinitely	in line with Civil Registration from 1837, Registration of Births, Deaths and Marriages Regulations 1968	Permanent record	Ensure Historic and permanent record is retained from 1837 onwards
Registrars Marriage and Civil Partnership notice	Declaration of intention to enter into a marriage a civil partnership	5 years	in line with Civil Registration from 1837, Registration of Births, Deaths and Marriages Regulations 1968	Year end of year in which the notice is entered	Destroy
Registrars Caveats against granting	Caveats against the grant of a superintendent registrar's certificate and licence or Registrar General's licence for marriage	2 years	General Register Office (GRO) guidance	year end of year in which notification received	Destroy

Registrars Correspondence regarding false information given to registration officers	Correspondence relating to registration of births, deaths and marriages, correction of errors, issue of certificates under certain Acts, irregular burials.	3 years	General Register Office (GRO) guidance	year end of year in which notification received	Destroy
Registrars Notification of disposals	Notifications of disposals of bodies of deceased persons, and declarations made by applicants for certificates of disposal (no liability to register)	5 years	General Register Office (GRO) guidance	Year end of year in which created	Destroy
Registrars Registered premises - registration	Records related to the registration of places approved to hold wedding services.	1 year	As authorised under SI 2000 No 2853	Date of removal of venue from register	Destroy
Registrars Citizenship Ceremonies	Files relating to the organisation and administration of citizenship ceremonies	6 months, unless a complaint has been received	General Register Office (GRO) guidance	Date of ceremony	Destroy
Registrars Routine correspondence	relating to the registration of births, marriages and death, correction of errors, birth re-registrations not made, issue of certificates under certain acts of parliament: irregular burials	3 years	General Register Office (GRO) guidance	year end of year in which enquiry received	Destroy
Registrars Payments	Cash book, accounting transactions, charges, receipts	6 years	HMRC - Compliance Handbook Manual CH15400	End of financial year	Destroy
Registrars Copy certificates	Applications for copies of standard birth, marriage and death certificates by members of the public	Current year + 1 year	General Register Office (GRO) guidance	End of year	Destroy
Registrars Registration Officers	List of appointed registration officers	Retirement of officer + 1 year	General Register Office (GRO) guidance	date of retirement	Destroy

## 2.6 Corporate Resources – Revenues, Benefits and Customer Services

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Car Loan Administration	All Data maintain as part of a Car Loan Credit Agreement	10 Years after completion of Car Loan (based on max. term of loan of five years + max. age of car when loan is issued to prevent HPI claims)	HMRC / Regulation 97 – Income Tax (Pay As You Earn) Regulations 2003	End of financial year	Destroy
Benefits - DWP Returns	Statistical Returns Subsidy Claim Form	Current year + 6 Years	The Income-related Benefits (Subsidy to Authorities) Order 1998, Part II, S5  DWP LA Welfare Direct Circular 5/2021	End of current financial year	Destroy
DWP Remote Access Terminal (Searchlight)	LA1 Authorisations LA15 Training Completed	Indefinitely unless superseded – then 18 Months	Local Authority CIS Guidance	Annual review	Review
DWP Remote Access Terminal (Searchlight)	LA9 Requests LA10 Test Checks LA11 Discrepancies LA14 User Details	18 Months	Local Authority CIS Guidance	Date of request / check	Destroy
DWP Local Authority Data Sharing (LADS) Programme	Local Authority Input Document ( <b>LAID</b> ) - Contains existing and new applicant claim details related to JSA Local Authority Claim Information ( <b>LACI</b> ) - Contains existing and new applicant claim details related to ESA/ISA Electronic Transfer Document ( <b>ETD</b> ) - Changes in related benefits and circumstance Automated Transfer to Local Authority Systems ( <b>ATLAS</b> ) - Changes in related benefits and circumstance	Current Year + 6 Years	Local Authority CIS Guidance	Unsuccessful claim - date received. Successful claim - date of last payment / date of write off of overpayment	Destroy





Free School Meals Claimant Records	Application (telephone, online, paper including HB application if relevant) Supporting Documents / Evidence Correspondence Northgate Notification Reports Oracle Record	Current Year + 6 years	Education Act 1996, Chapter II, S512ZB Children and Families Act 2014, Part 5, S106  FSM Guidance: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/700139/Free_school_meals_guidance_Apr18.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/700139/Free_school_meals_guidance_Apr18.pdf</a>	End date of the eligibility period.	Destroy
Free School Meals School Records	Notifications to Schools Correspondence	3 months	Education Act 1996, Chapter II, S512ZB Children and Families Act 2014, Part 5, S106	Date of correspondence	Destroy
Disabled Persons Concessionary Fare Scheme	Application Form Supporting Documents / Evidence Claimant Photo Correspondence AIS Record (Blue Badge)	<u>Successful applicant</u> Current Year + 2 Years <u>Unsuccessful applicant</u> 12 months	Good practice	<u>Successful applicant</u> - end of eligibility period <u>Unsuccessful applicant</u> - date of rejection	Destroy

Blue Badge	Application Form Supporting Documents / Evidence Claimant Photo Correspondence AIS Record (Blue Badge)	<u>Successful applicant</u> Current Year + 2 Years <u>Unsuccessful applicant</u> 12 months	Section 21(5), Chronically Sick and Disabled Persons Act 1970  Blue Badge Scheme LA Guidance: <a href="https://www.gov.uk/government/publications/the-blue-badge-scheme-local-authority-guidance-england/blue-badge#administering-the-scheme-after-the-assessment">https://www.gov.uk/government/publications/the-blue-badge-scheme-local-authority-guidance-england/blue-badge#administering-the-scheme-after-the-assessment</a>  Good practice	<u>Successful applicant</u> - end of eligibility period <u>Unsuccessful applicant</u> - date of rejection	Destroy
	Payment	Current Year + 6 Years	Limitations Act 1980	End of current financial year	Destroy
Council Tax - Tax Record	Liability Record Payment & Refunds Record Account Notes	Indefinite	Accounting Record  Property tax records are intrinsically linked to the Valuation Lists and the right of appeal over the valuations assigned by the Valuation Office Agency (See Ref VI1).  Transaction records cannot be deleted as it would undermine the integrity of financial reports	Current year begins from the date on which the last financial transaction or successful appeal cleared all liabilities for the liable period AND the Applicable Valuation List has been superseded.  Note that the current Council Tax Valuation List has been in effect since 1 April 1993 and there are no plans to supersede it.	Retain
Council Tax Billing	Bills Registration Forms (face to face, online or case notes if over the phone) Discounts & Disregard Applications Correspondence / Change in Circumstance Supporting Documents / Evidence	Current Year + 6 Years	Accounting Record	Current year begins from the date on which the last financial transaction or successful appeal cleared all liabilities for the liable period.	Destroy

Council Tax Enforcement	Reminder, Final Notice, Summons / Liability Order (no physical or electronic copies retained other than the file itself) Court Files Bailiff Files Insolvency / Bankruptcy Files	Current Year + 6 Years	The Council Tax (Administration and Enforcement) Regulations 1992	Current year is from the date on which the last financial transaction or successful appeal cleared all liabilities for a liable period.	Destroy
Council Tax Government Returns	QRC1,2,3 & 4 – quarterly collection returns CTB1 – Estimate of Council Tax Band D equivalent	Current Year + 6 Years	Accounting Record	End of current financial year	Destroy
Business Rates Tax Record	Liability Record Payment & Refunds Record Account Notes	Indefinite	Accounting Record  Property tax records are intrinsically linked to the Valuation Lists and the right of appeal over the valuations assigned by the Valuation Office Agency (See Ref VI1).  Transaction records cannot be deleted as it would undermine the integrity of financial reports	Current year begins from the date on which the last financial transaction or successful appeal cleared all liabilities on an inactive account AND the Applicable Valuation List for the final liability period has been superseded twice over	Retain
Business Rates Billing	Bills Relief Applications Write Off's & Refunds Correspondence / Change of Address Supporting Documents / Evidence Northgate Account Record & Payments	Current Year + 6 Years	Local Government Finance Act 1992  Accounting Record	Current year begins from the date on which the last financial transaction or successful appeal cleared all liabilities on an inactive account AND the Applicable Valuation List for the final liability period has been superseded twice over	Destroy

Business Rates Enforcement	Reminder, Final Notice, Summons / Liability Order (batch files produce correspondence but no physical or electronic copies retained other than the file itself) Court Files Bailiff Files Insolvency / Bankruptcy Files	Current year + 6 Years	Accounting Record	Current year begins from the date on which the last financial transaction or successful appeal cleared all liabilities for a liable period	Destroy
Business Rates Government Returns	NNDR1 – Estimated Rates Yield for the coming year NNDR2 – Notification of significant variation to Rates Yield NNDR3 QRC1,2,3 & 4 – quarterly collection returns Tax Return	Current year + 6 Years	Accounting Record	End of current financial year	Destroy
Valuation and Bandings	Valuation Lists (for Business Rates this must include the liable party details for each hereditament) Rate Books Rate Cards Register or Rateable Property	Indefinite	Information & Records Management Society (advice is to keep the lists indefinitely, offering them to the National Archive).  Council Tax (5 years from the date the list is no longer current) - Local Government Finance Act 1992, Chapter II, Section 28 (2) and The Council Tax (Contents of Valuation Lists) Regulations 1992	End of current financial year	Retain
Valuation and Bandings	Schedules Correspondence Appeals (Retention Forecasting) Reports (Planning Lists, Commencement Lists, Address Allocations)	10 Years after the Valuation List has been superseded	Information & Records Management Society	When lists are superseded	Destroy

Inspections	Maps/Plans (Live Files) IU Visits Database	Until superseded	Good practice	When superseded	Destroy
Sundry Debts Prime Documents / Transactions	Contract / Agreement / Admission to Liability Order Form / Written notification of debt / Correspondence acting as such Invoice Credit Note Refund Write-off Authority Write Off Reconciliations	Current Year + 6 Years	Accounts and Audit Regulations 2011; Accounting Record / Financial Regulations - Financial Advice Note	The latter of: a) the date on which the last financial transaction took place to clear the debt, or b) the date the debt was written off	Destroy
Sundry Debts Charge Orders	Where a charge order has been enforced and noted against the written off debt.	Indefinite	The documents and transactions supporting the debt should be archived.	End of current financial year	Retain
Control and Payments Reconciliations	Payments Cash Receipts Write Off's (Miscellaneous and Northgate) Credit Notes BACS / Direct Debits Refunds Bank Accounts Cheques and Giro Receipt Books Payments Cash Receipts Write Off's (Miscellaneous and Northgate) Credit Notes BACS / Direct Debits Refunds Bank Accounts Cheques and Giro Receipt Books	Current Year + 6 Years	Accounts and Audit Regulations 2011; Accounting Record	End of current financial year	Destroy

Control and Payments Output	Batch files for: Council Tax Billing Business Rates Billing Misc Invoices Northgate Invoices	Current Year + 6 Years	Accounts and Audit Regulations 2011; Accounting Record	End of current financial year	Destroy
Technical and Development Systems	Test Datasets Test/UAT Outcomes	Current Year + 6 Years	Good practice	Date of completion / implementation	Destroy
	Project/Development Documents	Not defined	Good practice	When usefulness expires	Review
	Annual CTAX/NNDR/Benefits Parameters	Not defined	Good practice	When usefulness expires	Review
Cash Control and Banking	Petty Cash Records One Pot Records Cash Advances Receipts/ Receipt Books Banking Vouchers Cash, Collection, Banking & Reconciliation Sheets Cash Books	Current Year + 6 Years	Accounting Record / Financial Regulations - Financial Advice Note	End of current financial year	Destroy
Cash Control and Banking	Shorts and Overs Records	Current Year + 3 Years	Accounting Record / Financial Regulations - Financial Advice Note	End of current financial year	Destroy
Cash Control Cash in Transit	Consignment Slips Seal Numbers Fees and Charges	Current Year + 3 Years	Good practice	End of current financial year	Destroy
Authorised Signatories	Credit Note Authorisers (service and departmental) Procure to Pay Authorisers (service) Write-off Authority Evidence to support any other delegated authority (e.g. from Assistant Director or Director)	Current Year + 3 Years	Financial Regulations – Financial Advice Note	The date of expiry or superseding authorisation.	Destroy
Performance Records	Quarterly Scorecards Daily/Weekly/Monthly Stats Benchmarking Profiling / Analysis Service Plans and Progress PMD/PMQA	Current Year + 6 Years	Good practice	End of current financial year	Destroy

Decision Making	Agendas & Minutes Approvals / Authorisations	Current Year + 3 Years	Good practice	End of current financial year	Destroy
Personnel Records held Locally	Approvals for Special Leave Sickness Records / Sick Notes Medical-in-Confidence Forms Absence Returns Disciplinary Papers (those not required for the personnel file) Signing in Sheets/Books / Time Sheets / Flexi Sheets Annual Leave Records (if not on ESS) Payroll and personnel related records/correspondence.	Current Year + 3 Years	Financial Regulations – Financial Advice Note states 3 years, superseded to bring in line with Payroll retention.	End of current financial year	Destroy
Customer Services	Violence and Aggression reports	uploaded to OCC Safety online reporting and retained as per their schedule	Health & Safety Act 1974 / RIDDOR reporting	end of current year	Destroy
Customer Services	Service requests	6 years	Limitations Act 1980	end of current year	Destroy
Customer Services	Customer contact information	retained whilst active + 6 years	Limitations Act 1980	end of contact	Destroy
Customer Services	Call recording	Recordings are stored securely for a minimum of 6 months and no longer than 12 months	Good practice - training	date of call	Destroy

### 3.1 Adult Social Care and Health Services – Adult Social Care

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Adults Policy, Procedures, Strategy and Structure	Policy, procedures, precedent, instructions - Organisation charts - Records relating to policy implementation and development - Strategic plan - Asset management plan - Local Account - Annual Reports	Review annually and replace with updated version	Good practice	N/A	Offer to WYAS for historical interest
Adults Policy, Procedures, Strategy and Structure	strategic plans, policies	5 years	Good practice	Year-end of current plan	Destroy
Adults Policy, Procedures, Strategy and Structure	Consultation (with public and / or staff)	5 years	Good practice	Date of consultation	Destroy
Adults Policy, Procedures, Strategy and Structure	Reports to Central Government	7 years	Good practice	Date of report	Destroy
Adults Policy, Procedures, Strategy and Structure	Meeting minutes, actions from DMT (Dept Management team)	3 years	Good practice	Date of meeting	Destroy
Adults Services Information Sharing	Agreements relating to providing access to information for other purposes aside from requests, for example for research purposes	Retain whilst the agreement is in place / valid, review every six months; keep for 2 yrs from date of expiry of agreement	Good practice (ICO)	date of expiry of agreement, then review	Review
Adults Services Information Sharing	Data Processing Agreements that are linked to a specific contractual agreement	Retain in line with contractual documentation	Good practice (ICO)	Contract award date	Destroy
Adults Services Information Sharing	Non-disclosure or confidentiality agreements (either internal or between the council and an external organisation)	Life of agreement + 6 years	Good practice (ICO)	date of agreement	Destroy



Adults Services Information Sharing	Data Sharing Agreements / protocols (either internal or between the council and an external organisation)	Review annually	Good practice (ICO)	N/A	Review
Adults Services Information Sharing	Registers of agreements or other information sharing documentation in place	Retain current and previous two registers	Good practice	Date of register last entry	Destroy or offer to WYAS for historical interest
Adults Case Management	Adults Social care case files	7 years	Limitations Act 1980 s2	Date of last contact	Destroy
Adults Case Management	Mental health case files	10 years	Limitations Act 1980 (+further 4 good practice)	Date of last contact	Destroy
Adults Case Management	Day service provision    Learning disability Physical disabilities    Sensory disability Rehabilitation and discharge Communication support    Drug and alcohol misuse Occupational Therapy    Home care Shared Lives	7 years	Limitations Act 1980 s2	Date of last contact	Destroy
Adults Case Management	Appeals and Exclusion	10 years	Limitations Act 1980 (+further 4 good practice)	date of last contact	Destroy
Adults Case Management	Social Worker Diaries	5 years	Good practice	year end	Destroy
Adult Services Residential Homes	Home registers    Admission registers Discharge registers	10 years	Limitations Act 1980 (+further 4 good practice)	date of last entry	Transfer to Statutory place of deposit
Adult Services Residential Homes	Diaries , rotas, daily logs	10 years	Limitations Act 1980 (+further 4 good practice)	date of last entry	Destroy
Adult Services Residential Homes	Medication Administration records	4 years	Limitations Act 1980 s2	date of administration	Destroy
Adult Services Residential Homes	Visitor records & staff signing in sheets	6 years	Limitations Act 1980 s2	date of last entry	destroy
Adults Services Residential Homes	Correspondence with the Coroner relating to deaths in the residential home	12 years	Coroners Act 1988	date of death	Review

Adult Services Residential Homes	Records relating to management of Covid 19 pandemic	6 years	Limitations Act 1980 s2	end of financial year	Review
Care Quality Commission	Inspection records and reports	6 years	Limitations Act 1980 s2	date of inspection / report	
Adults Services Financial	Appointments and delegations - Audit investigations - Arrangements for the provision of goods and/or services	7 years	Limitations Act 1980	Financial year end	Destroy
Adults Services Financial	Allowances, work orders, invoices, credit card statements, bank statements, cheque books, receipts, subsidiary ledgers, journals, vouchers	6 years	HMRC - Compliance Handbook Manual CH15400	Financial year end	Destroy
Adults Services Financial	Transport applications, card issues, rail warrants	6 years	HMRC - Compliance Handbook Manual CH15400	date of conclusion of financial transaction	Destroy
Adults Services Financial	Reconciliation, summary of accounts	2 years	Good practice	Financial year end	Destroy
Adults Services Financial	Taxation records - Motor vehicle logs - Fringe benefits tax records - Group certificates	5 years	HMRC - Compliance Handbook Manual CH15400	Financial year end	Destroy
Adults Services Financial - deferred payments	Legal documents relation to the purchase/sale - Particulars of sale documents - Board of survey - Leases - Applications for leases, licences and rental revision - Tender documents - Conditions of contracts - Certificates of approval	Until 6 years, if under £50,000 or 12 years if over £50,000	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	after all obligations/entitlements are concluded	Destroy
Contracting & Commissioning	Expressions of interest	2 years	Good Practice (The National Archives Retention Guidance: no. 5 Contractual Records)	Date of contract award	Destroy

Contracting & Commissioning	Tender Specification	Ordinary Contracts Until 6 years after the terms of the contract have expired Contracts Under Seal Until 12 years after the terms of contract have expired Note: For project files containing drafts leading to a final version these records can be destroyed	Limitations Act 1980	Date of contract award	Destroy
Contracting & Commissioning	- Opening notice - Tender envelope	1 year	Good practice	Date of contract award	Destroy
Contracting & Commissioning	Evaluation	Ordinary Contracts - 6 years Contracts Under Seal - 12 years	Limitations Act 1980	Date the terms of contract have expired	Destroy
Contracting & Commissioning	Successful tender and quotations	Ordinary Contracts - 6 years Contracts Under Seal - 12 years	Limitations Act 1980	Date the terms of contract have expired	Destroy
Contracting & Commissioning	Unsuccessful tender	1 year	Good practice	Date of contract award	Destroy
Contracting & Commissioning	Signed contract	Ordinary Contracts - 6 years Contracts Under Seal - 12 years	Limitations Act 1980	Date the terms of contract have expired	Destroy
Contracting & Commissioning	Service Level Agreements - Compliance reports - Performance reports	2 years	Good Practice	Date the terms of contract have expired	Destroy
Contracting & Commissioning	Minutes and papers of meetings amendment of contract Changes to requirements Variation forms Extension of contract Complaints Disputes on payment	Ordinary Contracts - 6 years Contracts Under Seal - 12 years	Limitations Act 1980	Date the terms of contract have expired	Destroy
Adults Safeguarding	Adults safeguarding case files (inc conference minutes, core assessment & enquiry reports)	10 years	Limitations Act 1980 (+further 4 good practice)	Date of last contact	Destroy

Adults Safeguarding	Initial assessment	10 years	Limitations Act 1980 (+further 4 good practice)	Date of last contact	Destroy
Adults Safeguarding	Advice only	10 years	Limitations Act 1980 (+further 4 good practice)	Date of last contact	Destroy
Deprivation of Liberty (DoLs)	Assessment records	10 years	Limitations Act 1980 (+further 4 good practice)	Date of last contact	Destroy
Deprivation of Liberty (DoLs)	Authorisation documents	10 years	Limitations Act 1980 (+further 4 good practice)	Date of last contact	Destroy
Deprivation of Liberty (DoLs)	All correspondence	10 years	Limitations Act 1980 (+further 4 good practice)	Date of last contact	Destroy
Safe and Sound	Safe and Sound case records	7 years	Limitations Act 1980	Date of last contact	Destroy
Safe and Sound	Call records relating safe and sound emergency calls	7 years	Limitations Act 1980	Date of call	Destroy

### 3.2 Adults Social Care and Health Services - Public Health

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Public Health	Health Improvement Training	retain whilst relevant and review annually	Good practice	annual review	Review
Public Health	Weight Management Records	during current course period, up to 12 months	Good practice	date of weigh in	Destroy
Public Health	Primary Care Mortality Records	5 years	Statistics and Registration Service Act (2007) and Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.	year end	Destroy

Public Health	National Child Measurement Programme records	5 years	The Local Authorities (Public Health Functions and Entry to Premises by Local Health Watch Representatives) Regulations 2013 and The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.	year end	Destroy
Public Health	ONS Births	5 years	Statistics and Registration Service Act (2007) and Regulation 3 of the Health Service (Control of Patient Information) Regulations 2002.	year end	Destroy
Public Health	E Case (formerly Micase) records	Criminal Offence data permanent retention	Drugs Act 2005 (Testing on Arrest)		Destroy
Public Health	List of E case (Micase) Licence Holders	Period of licence	Good practice		Destroy
Public Health	EMBED records	5 years	good practice		Destroy
Public Health	Pregnancy referrals	2 years	Health & Social Care Act 2012		Destroy
Public Health	CPWY quarterly report	5 years	Health & Social Care Act 2012		Destroy
Public Health	Training information	retain whilst useful	good practice	annual review	Review
Public Health	training application forms	6 months	good practice	date of training	Destroy
Public Health	stop smoking records	2 years	good practice	year end	Destroy
Public Health	client consultation record forms	2 years	good practice	year end	Destroy
Public Health	Secondary Care referrals	2 years	good practice	year end	Destroy
Public Health	information and advice literature	updated periodically	Good practice	n/a	Review

#### 4.1 Office of the Chief Executive – Marketing and Communications

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Marketing and Communication	DCIS distribution lists	information superseded and updated annually	good practice	Update performed	Review

Marketing and Communication	The Buzz distribution list	information superseded and updated annually	good practice	Update performed	Review
Marketing and Communication	Mailing labels	information superseded and updated annually	good practice	Update performed	Review
Marketing and Communication	List of community newsletters	information superseded and updated annually	good practice	Update performed	Review
Marketing and Communication	List of GP surgeries	information superseded and updated annually	good practice	Update performed	Review
Marketing and Communication	Stay Connected distribution lists	information superseded and updated annually	good practice	Update performed	Review
Marketing and Communication	Distribution list for District Communications Group	information superseded and updated annually	good practice	Update performed	Review
Marketing and Communication	Membership register for District Communications Group	information superseded and updated annually	good practice	Update performed	Review
Marketing and Communication	Social media accounts	retained on social media history	good practice	N/A	Review
Press Office	Press releases other publicity material	Current year + 2 years then review	good practice	Municiple year end	Review

## 4.2 Office of the Chief Executive – Policy and Performance

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Policy & performance	Policy documents created by Strategy, Policy and Performance project officer	Current year + 5 years then review	good practice	Municipal year end	Review
Policy & performance	Workings/Manipulations Data - All file types used when manipulating or creating data for output reports	Current year + 4 years	good practice	Municipal year end	Destroy
Policy & performance	Corporate audits, schools audits, monitoring reports	Date of audit + 6 years then review	Limitations Act 1980	Date of report / audit	Review

Policy & performance	Data quality monitoring reports	12 months	good practice	date of report	Destroy
Policy & performance	Adult Social Care: Business Management Systems: Management Reports	6 years	Limitations Act 1980	Date of report	Destroy
Policy & performance	Best Value Performance Reviews	6 years	Limitations Act 1980	Date of report	Destroy
Policy & performance	Social Care Performance Management	6 years	Limitations Act 1980	Date of report	Destroy
Policy & performance	Social Care: Information relating to performance indicators and targets	6 years	Limitations Act 1980	Date of report	Destroy
Policy & performance	Business Intelligence: Performance Management: Annual reports for strategic priorities of the council	6 years	Limitations Act 1980	Date of report	Destroy
Policy & performance	Returns to Central Government concerning the budget and financial strategy	6 years	Limitations Act 1980	Date of report	Destroy
Policy & performance	Returns supplied to Central Government by the Looked After Children's Advisors	6 years	Limitations Act 1980	Date of report	Destroy

### 4.3 Office of the Chief Executive – Finance

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Finance - Cash income records	Receipt books (inc other receipts)	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Cash income records	Till machine rolls	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy

Finance - Cash income records	Sales records	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Cash income records	Ticket and receipt control records	3 years	Accounts and Audit Regulations 2011, SI 2011 No. 817	Financial year end	Destroy
Finance - Cash income records	Daily cash & reconciliation sheets	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Cash income records	Paying in vouchers / cheque lists	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Cash income records	Over and shorts records	3 years	Accounts and Audit Regulations 2011, SI 2011 No. 817	Financial year end	Destroy
Finance - Cash income records	Bank statements	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Cash income records	Banking service arrangements	3 years	good practice	Financial year end	Destroy
Finance - Cash income records	cash books	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Cash income records	Any other primary income record	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Credit income records	Copy income accounts and credit notes	6 years	Limitations Act 1980	Financial year end	Destroy
Finance - Credit income records	Authorities for written off debts	6 years	Accounts and Audit Regulations 2011;	Financial year end	Destroy
Finance - Credit income records	Debt management control records	3 years	good practice	Financial year end	Destroy
Finance - Credit income records	Correspondence	3 years	good practice	Financial year end	Destroy
Finance - Credit income records	Any other primary debt record	6 years	Limitations Act 1980	Financial year end	Destroy
Finance - Other income records	Legal agreements	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy



Finance - Other income records	Scales of charges	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Finance - Other income records	Grant claims and working papers	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Finance - Other income records	Letting records	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Finance - Other income records	Registers of attendance	3 years	Local Government Act 2003, Schedule 4 (20) Money	Year end	Destroy
Finance - Other income records	Enrolment forms	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Finance - Other income records	Postal remittance books	3 years	Accounts and Audit Regulations 2011, SI 2011 No. 817	Financial year end	Destroy
Finance - Other income records	Refund forms	3 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Expenditure records	Goods requisition documents	3 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Expenditure records	Official orders	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Expenditure records	Delivery notes / goods received	3 years	good practice	Financial year end	Destroy
Finance - Expenditure records	Inventory additions / deletions / amendments	3 years	Accounts and Audit Regulations 2011, SI 2011 No. 817	Financial year end	Destroy
Finance - Expenditure records	Inventory register	Indefinitely	Accounts and Audit Regulations 2011, SI 2011 No. 818	Review annually	Review
Finance - Expenditure records	Stores records	3 years	Accounts and Audit Regulations 2011, SI 2011 No. 819	Financial year end	Destroy
Finance - Expenditure records	Payment records	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Expenditure records	Petty cash records	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Expenditure records	Postage records	3 years	good practice	Financial year end	Destroy

Finance - Expenditure records	car allowance sheets	3 years	good practice	Financial year end	Destroy
Finance - Expenditure records	List of authorised signatories	3 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Finance - Expenditure records	Any other primary expenditure record	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Finance - Grants and Allowances Records	Application forms	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Finance - Grants and Allowances Records	Assessment formula	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Finance - Grants and Allowances Records	Any other grant records	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Accounting records	FMIS microfiche	Indefinitely	Local Government Act 2003, Schedule 4 (20) Money	Review annually	Review
Accounting records	Estimate working papers	3 years	Local Government Act 2003, Schedule 4 (20) Money	Municiple year end	Destroy
Accounting records	Financial reports	3 years	Local Government Act 2003, Schedule 4 (20) Money	Municiple year end	Destroy
Accounting records	Financial circulars / advice / instructions	3 years	Local Government Act 2003, Schedule 4 (20) Money	Municiple year end	Destroy
Accounting records	Statistical reports / returns	3 years	Local Government Act 2003, Schedule 4 (20) Money	Municiple year end	Destroy
Accounting records	Government reports / returns / circulars	3 years	Local Government Act 2003, Schedule 4 (20) Money	Municiple year end	Destroy
Accounting records	Bank / giro / pension / loans fund reconciliation statements	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
Accounting records	Capital master file record	Indefinitely	Local Government Act 2003, Schedule 4 (20) Money	Review annually	Review
Accounting records	Capital expenditure record	6 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Accounting records	Capital source of finance record	6 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Accounting records	Capital debt charges record	6 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy

Accounting records	Any other primary accounting records	3 years	Local Government Act 2003, Schedule 4 (20) Money	Financial year end	Destroy
Insurance Service General Claim files	Files relating to insurance claims	6 years	Limitations Act 1980 Sections 11 & 33 and insurer requirement, 2015 Accounts and Audit Regulations	Date of claim	Destroy
Insurance Service Claim files containing child or medical claims	Files suing Council	75 years	Childrens Act 2004, Limitations Act 1980 Sections 11 & 33 and insurer requirement	Date of birth	Review
Insurance Service Claims made	Damage to property claims	6 years	Limitation Act 1980 (Section 2)	Date case concluded	Destroy
Insurance service Claims made	Personal injury claims	Case concluded + 6 years unless the individual is a minor at the time of the claim, then DOB of claimant + 24 years	Limitation Act 1980 (Section 11)	Date case concluded / Date of birth (if minor)	Destroy
Insurance Service Insurance policies	Relating to insurance purchased by BMDC to cover its activities	6 years	Employers Liability/Financial Regulations	Date policy expires	Destroy
Insurance Service Motor insurance policies	Insurance for fleet vehicles	Life of the vehicle in service		Vehicle disposed of	Review
Insurance Service Employer's Liability and Public Liability	Insurance Policies	40 years	Employers Liability (Compulsory Insurance) Regulations 1998 (5/1-2)	Date policy expires	Destroy
Internal Audit Audit reports	Audit reports - also including interim, where these have included the examination of long-term contracts	6 years	Limitations Act 1980	Financial year end	Destroy
Internal Audit Report papers	records used in the course of a fraud investigation	6 years	Limitations Act 1980	Date of report	Destroy
Internal Audit Any other audit reports	Other audit reports (including interim)	3 years	good practice	Date of report	Destroy

Internal Audit Undertakings Terms of reference	TORs in relation to audits	3 years	good practice	Date of report	Destroy
Internal Audit Programmes, plans and strategies	Records showing working processes	1 year	good practice	Last date of the current plan	Destroy
Internal Audit Correspondence	From customers and in relation to investigations	3 years	good practice	Date of report	Destroy
Internal Audit Meeting Minutes	Minutes and related papers, including those of the Audit Committee	3 years	good practice	date of last meeting	Destroy
Internal Audit Working papers	audit files	3 years	good practice	date of papers	Destroy
Internal Audit guides	Manuals and guides relating to departmental procedures	When superseded	n/a	Annual review	Review
Local auditing standards	For use for reference and benchmarking	When superseded	n/a	Annual review	Review
Internal Audit Annual reports to Accounting Officers	year-end reports	When superseded	n/a	Annual review	Review

#### 4.4 Office of the Chief Executive – Skills for Work

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Workforce Development	Staff Training records	7 years from date of employee file closed	Limitations Act 1980	Employee leaver date	Destroy
Workforce Development	Trainee / learner files, trainee records, attendance records,	7 years	Limitations Act 1980	year end	Destroy
Workforce Development	Course evaluation records	6 years	Good practice	course end date	Destroy
Workforce Development	Course attendance records	6 years	Good practice	course end date	Destroy
Workforce Development	Course Administration, Feedback, Course Materials	When usefulness ends	Good practice	review annually	Review

Workforce Development	Course portfolio	retain up to date	Good practice	review annually	Review
Workforce Development	Performance management for training & development - raw data	10 years	Good practice	year end	Destroy
Workforce Development	Training and development summaries and statistics	25 years	Good practice	year end	Destroy
Skills for Work	EMO paperwork	17 years	Good practice	year end	Destroy
Skills for Work	Jobs @ forms	16 years	Good practice	year end	Destroy
Skills for Work	Adult skills employer files	8 years	Good practice	year end	Destroy
Skills for Work	Family Learning files	8 years	Good practice	year end	Destroy
Skills for Work	ERDF files	15 years	Good practice	year end	Destroy
Skills for Work	Individual Learner Records (ILR)	6 years	Audit requirements of the Skills Funding Agency	course end date	Destroy
Skills for Work	Copies of learning agreements	1 year	Good practice	date course started	Destroy
Skills for Work	Screening forms and Initial assessment forms	1 year	Good practice	date course started	Destroy
Skills for Work	learner portfolios	once marked returned to learner	Good practice	n/a	n/a
Skills for Work	Risk assessments and personal evaluation plans	Whilst course running	Good practice	date course ends	Destroy

#### 4.5 Office of the Chief Executive – West Yorkshire Pension Fund

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
WYPF	Employee pension case files	Indefinitely	The Pensions regulator guidance - pensions Schemes Act 2021	n/a	Review
WYPF	Incoming members data	5 years	good practice	year end	Destroy
WYPF	Outgoing members data	reviewed annually	good practice	if query results	Destroy
WYPF	contract information	7 years	Limitation Act (1980), Section 4A (5)	Termination of contract +6 years	Destroy

WYPF	Staffing files	6 years after the year in which the employee has ceased employment	Limitations Act 1980	Year end when ceased to be employed	Destroy
WYPF	Contribution cash sheets and year end reconciliation statements	7 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
WYPF	Record of late contribution returns	7 years	The Pensions regulator guidance - pensions Schemes Act 2021	Financial year end	Destroy
WYPF	VAT & tax reconciliation reports	6 years + current	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
WYPF	Payment Terminal Transaction Receipts and end of day terminal reports	7 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
WYPF	Income and expenditure general finance ledger	7 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
WYPF	Early Retirement employer recharges	7 years	The Pensions regulator guidance - pensions Schemes Act 2021	Financial year end	Destroy
WYPF	Reimbursement of petty cash	7 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	Financial year end	Destroy
WYPF	Debt recovery records	7 years	Limitations Act 1980	Financial year end	Destroy
WYPF	External Auditors, Actuary, Performance-CEM benchmarking and reports	7 years	Good practice	Financial year end	Review
WYPF	Reports for Pensions Committees and Pension Boards	7 years	good practice	Financial year end	Destroy
WYPF	Monthly reports to Fire Authority's	7 years	good practice	Financial year end	Destroy

## 5.1 Department of Place – Bereavement Services and Amenities

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Bereavement Services	Register of burial records	held in perpetuity	Local Authorities Cemeteries Order 1977	permanent record	Review
Bereavement Services	Register of cremation records	held in perpetuity	Cremation (England and Wales) Regulations 2008	permanent record	Review
Bereavement Services	Burial of an Adult internment Form	15 years	Local Authorities Cemeteries Order 1977	Date of burial	Destroy
Bereavement Services	Burial of a child internment form	15 years	Local Authorities Cemeteries Order 1977	Date of burial	Destroy
Bereavement Services	Burial of cremated remains internment form	15 years	Local Authorities Cemeteries Order 1977	Date of burial	Destroy
Bereavement Services	Pre-purchase of grave space application form	15 years	Local Authorities Cemeteries Order 1977	Date of burial	Destroy
Bereavement Services	CR1 - Application for cremation of the body of a person who has died	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	CR2 - Application for cremation of body parts	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	CR3 - Application for cremation of a stillborn baby	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	CR4 - Medical certificate	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	CR5 - Confirmatory medical certificate	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	CR6 - Certificate releasing the body of a person who has died for cremation	15 years	Cremation (England and Wales) Regulations 2008	Date of certificate	Destroy
Bereavement Services	CR7 - Certificate following Anatomical examination	15 years	Cremation (England and Wales) Regulations 2008	Date of certificate	Destroy

Bereavement Services	CR8 - Certificate releasing body parts for cremation	15 years	Cremation (England and Wales) Regulations 2008	Date of certificate	Destroy
Bereavement Services	CR9 - Certificate of stillbirth	15 years	Cremation (England and Wales) Regulations 2008	Date of certificate	Destroy
Bereavement Services	CR10 - Authorisation of cremation of deceased person by medical referee	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	CR11 - Certificate after post-mortem examination	15 years	Cremation (England and Wales) Regulations 2008	Date of certificate	Destroy
Bereavement Services	CR12 - Authorisation of cremation of body parts by medical referee	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	CR13 - Authorisation of cremation of stillborn child by medical referee	15 years	Cremation (England and Wales) Regulations 2008	Date of completion of form	Destroy
Bereavement Services	Instruction for Cremation	15 years	GDPR Article 6 1(b) necessary for the performance of a contract	Date of completion of form	Destroy
Bereavement Services	Change of instruction form	15 years	GDPR Article 6 1(b) necessary for the performance of a contract	Date of completion of form	Destroy
Bereavement Services	Assignment of Exclusive Right of Burial	held in perpetuity in physical and digital format	Local Authorities Cemeteries Order 1977	permanent record	Review
Bereavement Services	Statutory Declaration	Kept with the appropriate grave record in perpetuity	Local Authorities Cemeteries Order 1977	permanent record	Review
Bereavement Services	Transfer as per Probate	Kept with the appropriate grave record in perpetuity	Local Authorities Cemeteries Order 1977	permanent record	Review



Bereavement Services	Statutory Declaration - Executor	Kept with the appropriate grave record in perpetuity	Local Authorities Cemeteries Order 1977	permanent record	Review
Bereavement Services	Change of Address Letter (of the person responsible for a grave/cremation plot)	Kept with the appropriate grave record in perpetuity	Local Authorities Cemeteries Order 1977	permanent record	Review
Bereavement Services	Application for approval to fix a memorial, or to make an additional inscription	5 years	Local Authorities Cemeteries Order 1977	date of application	Destroy
Bereavement Services	Entry in the Book of Remembrance	5 years	GDPR Article 6 1(b) necessary for the performance of a contract	date of last action	Destroy
Bereavement Services	Application form for a Memorial Booklet/Card	5 years	GDPR Article 6 1(b) necessary for the performance of a contract	date of application	Destroy
Bereavement Services	Application form for Plaque (pedestal, memorial kerb or tower)	10 years	GDPR Article 6 1(b) necessary for the performance of a contract	date of application	Destroy
Bereavement Services	Application form for a Granite Bench Plaque (inc up to 3 inserts)	10 years	GDPR Article 6 1(b) necessary for the performance of a contract	date of application	Destroy
Bereavement Services	Application form for a Cremated Remains Memorial Vault & Inscribed Plaque	25 years	GDPR Article 6 1(b) necessary for the performance of a contract	date of application	Destroy
Bereavement Services	Application for Above Ground Cremated Remains Niche	25 years	GDPR Article 6 1(b) necessary for the performance of a contract	date of application	Destroy
Amenities Services	Tree Inspection records	Indefinitely	Health & Safety Act 1974	N/A	Review
Parks	Park events	3 years	Limitations Act 1980	Date of event	Destroy
Parks	Sports Pitches & Bowling Greens- Leases	Duration of lease + 3 years	Limitations Act 1980	Date lease ends	Destroy
Parks	Park Lodges Lets	Duration of tenancy + 3 years	Limitations Act 1980	date tenancy ends	Destroy

## 5.2 Department of Place – Economy and Development

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
EDU business records	Historical records relating to business development	10 years	Limitations Act 1980	end of current year	Review
EDU business records	Enterprise Europe Network	6 years	Limitations Act 1980	date of the final instalment of the EU grant	Destroy
EDU business records	LEGI Funding	Reviewed as per external funder guidance	good practice	end date of grant funding	Review
ERDF Business Enterprise Programmes	Individuals records	2 years	Article 140(1) of Regulation (EU) No 1303/2013	date the Audit Authority submits the Annual Control Report	Destroy
ERDF and ESF Project	Payroll costs for individuals claimed	2 years	Article 140(1) of Regulation (EU) No 1303/2013	date the Audit Authority submits the Annual Control Report	Destroy
Non business specific Regeneration projects	capital & revenue records (including LGUVCo)	6 to 10 years, depending on size of project	good practice	end date of project	Destroy
EDU business records	Broadway development / Westfield	6 years	Limitations Act 1980	completion of project	Destroy
EDU business records	Expression of Interest for former Odeon	6 years	Limitations Act 1980	date of selection of winning bidder	Destroy
LEADER Programme	Rural Payment Agency for the running costs.	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	financial year end	Destroy
EDU business records	Archive of Files on Companies	Reviewed as per external funder guidance	good practice	date funding ceased	Review
Regeneration	Project Files	12 years	Limitations Act 1980 s2	completion of project	Review and offer to WYAS

Town Centre Management	Financial records of Keighley Town Centre Association, Bingley and Shipley Town Centre managers	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	financial year end	Destroy
Town Centre Management	Records of associations and TCMs	15 years	historical interest	closure of file	offer to WYAS
Business Improvement District records	Keighley & Ilkley Business Improvement District records	5 years	BMDC & BID policies	year end	Destroy
Landfill Tax Funder	External Capital Grants from	Duration of asset liability period - generally varies between 5 - 25 years (electronic files); 6 years for paper files	Limitations Act 1980	end of asset liability	Destroy
Housing assistance	DFG - completions - APP record	10 years	Housing Grants, Construction and Regeneration Act 1997	date certified	Destroy
Housing assistance	DFG Cancellations - APP record and paper file	2 years	Housing Grants, Construction and Regeneration Act 1997	Year end	Destroy
Housing assistance	DFG Completions - paper file	6 years	Housing Grants, Construction and Regeneration Act 1997	End of current year	Destroy
Housing assistance	Home Appreciation Loans/ Empty Property Loans - APP record and paper file	12 years	Housing Grants, Construction and Regeneration Act 1997, Comprehensive Housing Renewal Policy	Date of redemption	Destroy
Housing assistance	Finance Records (Loans & Assistance)	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	End of current year	Destroy
Housing assistance	Flood Grants Completed - APP record and paper file	Destroy March 2026	Good practice	On basis last application completed January 2019	Destroy

Housing assistance	HAL & Health & Safety Cancellations - paper file	2 years	Housing Grants, Construction and Regeneration Act 1997, Comprehensive Housing Renewal Policy	Year end	Destroy
Housing assistance	H&S/EPA completions - APP record	10 years	Housing Grants, Construction and Regeneration Act 1997, Comprehensive Housing Renewal Policy	date certified	Destroy
Housing assistance	H&S/EPA completion - paper file	6 years	Housing Grants, Construction and Regeneration Act 1997, Comprehensive Housing Renewal Policy	end of year in which certified	Destroy
Housing assistance	Revoked EPL, HAL, H&S, EPA - APP record	10 years	Housing Grants, Construction and Regeneration Act 1997, Comprehensive Housing Renewal Policy	Date revoked	Destroy
Housing enforcement and HMO licencing	HMOs non-licensed - paper file	10 years	Housing Act 2004	Year end	Destroy
Housing enforcement and HMO licencing	HMOs licenced - APP record and paper file	2 years	Housing Act 2004	End of licence	Destroy
Housing enforcement and HMO licencing	HST property files - paper files	10 years	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	Year end	Destroy
Housing enforcement and HMO licencing	Demands - paper files	7 years	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	End of current year	Destroy
Housing enforcement and HMO licencing	Prosecution files - APP record and paper files	5 years	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	Date fine paid	Destroy
Housing Inspections	Type 1 - initial inspections - APP record	5 years	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	end of current year	Destroy

Housing Inspections	Type 2 - Inspections relating to confirmed improvements - APP record	2 year	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	end of current year	Destroy
Housing Adaptations	Service requests - APP record	Delete 2 years from closed	Housing Grants, Construction and Regeneration Act 1997	Date closed	Destroy
Housing Standards	Service requests - Closed (no associated notices/ demands outstanding) excluding where NOWR	2 year	Housing Acts 1985, 1988, 1996, 2002, 2004	end of current year	Destroy
Housing Standards	Service requests - Closed with live NOWR - APP record	2 years	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	End of current year	Destroy
Housing Standards	Service requests - Closed with linked demand/ debt - APP record	1 year	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	demand being settled or recovery of land charge	Destroy
Housing Standards	Service requests - Closed with linked notice (not including NOWR) - APP record	N/A	Housing Acts 1985, 1988, 1996, 2002, 2004, Housing and Planning Act 2017	date closed	Anonymised
EH&L	Service requests - Closed with linked S.29 - APP record	Retain	Housing Grants, Construction and Regeneration Act 1997, Comprehensive Housing Renewal Policy	closure of notice	Anonymised
EH&L	Service requests - Empty Homes - APP record	Retain	Housing Grants, Construction and Regeneration Act 1997, Comprehensive Housing Renewal Policy	Date closed	Anonymised
Housing Development	Section 106 files	permanent retention	Housing Act 1996, Localism Act 2011, Homelessness Reduction Act 2017	n/a	Review
Housing Options	Tenant property database	6 years	Housing Act 1996, Localism Act 2011, Homelessness Reduction Act 2017	year end	Review

Housing Options	BRE stock condition data	retained until next survey	Housing Act 1996, Localism Act 2011, Homelessness Reduction Act 2017	Date of new survey	Destroy
Outreach	Fresh Start Files	Records retained as long as required to manage individual cases	Housing Act 1996, Localism Act 2011, Homelessness Reduction Act 2017	Active file closed	Destroy
Private Rented Options	PSLS records and Landlord details	7 years	Housing Act 1996, Localism Act 2011, Homelessness Reduction Act 2017	year end	Destroy
Private Rented Options	B & B - SharePoint	Held until client moved to alternative accommodation	Limitations Act 1980	date of vacation	Destroy
Private Rented Options	Homeless Matrix System	6 years	Limitations Act 1980	year end	Destroy
Building Schools for the Future	Contract files	25 years from PFI contract commencement + 12 years	Limitations Act 1980	Date contract commences	Destroy
Building Schools for the Future	Company File	Length of repayment period (2033) + 12 years	Limitations Act 1980	last payment date	Destroy
Building Schools for the Future	PFI Contract Files	25 years from PFI contract commencement + 12 years	good practice	Date contract commences	Destroy
Building Schools for the Future	Information on construction projects	Duration of contract + 12 years as contracts signed under seal	Limitation Act (1980), Section 4A (5)	date contract ends	Destroy
Indoor and Outdoor Retail Markets	Application to become a trader	Records will be kept as long as the trader is still trading in the market	good practice	Trader ceasing to operate	Destroy
Indoor and Outdoor Retail Markets	Application to become a trader (Unsuccessful)	3 months	good practice	date of application	Destroy

Indoor and Outdoor Retail Markets	Traders that have ceased trading	6 years	Limitations Act 1980 (s.2)	Date ceased trading	Destroy
Indoor and Outdoor Retail Markets	Application for a charity stall	12 months after the event takes place	good practice	date of charity event	Destroy
Indoor and Outdoor Retail Markets	Application for a charity stall (Unsuccessful)	3 months	good practice	date of application	Destroy
Indoor and Outdoor Retail Markets	Application for a market licence	12 months after the event takes place	The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	date of event	Destroy
Indoor and Outdoor Retail Markets	Application for a market licence (Unsuccessful)	3 months	good practice	date of application	Destroy
Wholesale Markets	Application to become a retailer	Records will be kept as long as the retailer remains a registered user	good practice	Date ceased trading	Destroy
Wholesale Markets	Retailers that have ceased using the market	3 months	good practice	date ceased using market	Destroy
Wholesale Markets	Application to become a registered haulier	Records will be kept as long as the haulier remains a registered user	good practice	date no longer registered haulier	Destroy
Wholesale Markets	Hauliers that have ceased using the market	3 months	good practice	date ceased using market	Destroy
Wholesale Markets	Application to register a new tenant/employee	Up to 15 months	good practice	date of application	Destroy
Wholesale Markets	Tenant/employee no longer trading/employed at the market	3 months	good practice	Date ceased trading	Destroy

### 5.3 Department of Place - Environmental Enforcement

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Environmental Enforcement	Case files	6 years once closed	Limitations Act 1980	Date case closed	Destroy
Environmental Enforcement	Prosecution papers	7 years	Limitations Act 1980	Date case closed	Destroy
Environmental Enforcement	PACE Interview tapes / CDs	7 years	Limitations Act 1980	Date case concluded	Destroy
Environmental Enforcement	VIPA Surveillance Cameras	Evidence retained for legal purposes & destroyed when no longer needed	Limitations Act 1980	Legal action concluded	Review
Environmental Enforcement	Video footage - from CCTV cameras.	Evidence retained for legal purposes & destroyed when no longer needed	Limitations Act 1980	Legal action concluded	Review
Environmental Enforcement	Body Cameras	If not required, deleted automatically after seven days. If marked as non-evidential will delete after 28 days, if evidential will be kept for 12 months	Limitations Act 1980	Legal action concluded	Review

### 5.4 Department of Place - Environmental Health

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Environmental Health - Food Safety	Food business registration	6 years	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 853/2004	date of registration	Destroy



Environmental Health - Food Safety	Food premises approval	6 years	Hygiene (EC) 853/2004	date of registration	Destroy
Environmental Health - food safety	Food Inspection Reports	6 financial years plus current	Limitations Act 1980	End of financial year	Destroy
Environmental Health - food safety	Food sampling records	6 financial years plus current	Limitations Act 1980	End of financial year	Destroy
Environmental Health - food safety	Investigation of food poisoning and contamination incidents	Retain from date investigation concluded for 6 years	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 852/2004	date of investigation	Destroy
Environmental Health - food safety	Food safety enforcement files	Retain from date enforcement action completed for 6 years	Food Safety Act 1990, Food Safety & Hygiene (England) Regs 2013, Regulation (EC) 852/2004	date of enforcement action completed	Destroy
Environmental Health - food safety	Investigation of infectious diseases	Review after 18 months and delete data as appropriate.	Health Protection (Notification) Regulations 2010	date of investigation completed	Review
Environmental Health - all areas	Paper based filing records	Discs destroyed when decision taken not to proceed with case or for a period of 6 years after the conclusion of legal proceedings	Limitations Act 1980	End of financial year	Destroy
Environmental Health - all areas	PACE Disc recordings	Discs destroyed when decision taken not to proceed with case or for a period of 6 years after the conclusion of legal proceedings	Police & Criminal Evidence Act Individual EH statutes also apply	End of financial year	Destroy
Environmental Health - all areas	Surveillance footage	6 financial years plus current	Regulation of Investigatory Powers Act Part 2	End of financial year	Destroy
Environmental Health - all areas	Body camera footage (downloaded) - used for legal proceedings	1 year	Individual EH statutes apply	Date of footage	Review

Environmental Health - all areas	Body camera footage (downloaded) - not used for legal proceedings	28 days	good practice	Date of footage	Destroy (auto-deleted)
Environmental Health - all areas	Trading Standards joint case files	6 financial years plus current	Limitations Act 1980	End of financial year	Destroy
Gypsy Liaison	Gypsy & Traveller site files	6 financial years plus current	Limitations Act 1980	End of financial year	Destroy
Gypsy Liaison	Files relating to the management of unauthorised Gypsy encampments	6 financial years plus current	Limitations Act 1980	End of financial year	Destroy
Gypsy Liaison	Applications for plots on a Gypsy Site	Date application turned down + 12 months	good practice	date of application	Destroy
Gypsy Liaison	Successful applications for plots on a Gypsy Site (which subsequently form the basis of the pitch licence agreement)	End of the period the licence remains resident on site + 3 years	Limitations Act 1980	End of financial year	Destroy
Environmental Health Licences	Tattooists / piercing	6 years	Local Government (Miscellaneous Provisions) Act 1982	date premises/practitioner is no longer trading	Destroy
Environmental Health Licences	Special Treatments such as Electrolysis & Acupuncture	6 years	Local Government (Miscellaneous Provisions) Act 1982	date premises/practitioner is no longer trading	Destroy
Environmental Health Licences	Dangerous wild animals licence	6 years	Dangerous Wild Animals Act 1976	date licence expires	Destroy
Environmental Health Licences	Boarding animals licence	6 years	Animal Boarding Establishments Act 1963	date licence expires	Destroy
Environmental Health Licences	Dog breeding licence	6 years	Breeding and Sale of Dogs (Welfare) Act 1999 and associated reg	date licence expires	Destroy
Environmental Health Licences	Pet Shop licence	6 years	Pet Animals Act 1952	date licence expires	Destroy
Environmental Health Licences	Riding School licence	6 years	Riding Establishments Act 1964 and 1970	date licence expires	Destroy

Animal Wardens	Animal inspections	6 years	Limitation Act 1980 (Section 2)	year records created	Destroy
Animal Wardens	Collection and detention of stray animals	6 years	Environmental Protection Act 1990 Section 149 and 150. The Environmental Protection (Stray Dogs) regulations 1992	date of closing file	Destroy
Environmental Health – Health & Safety	Provision of work health and safety advice	7 years	Health and Safety at Work etc Act 1974 and associated regulations	date of H&S inspection	Destroy
Environmental Health – Health & Safety	inspections and revisits on local businesses to ensure safe and healthy working conditions are provided for all staff	7 years	Health and Safety at Work etc Act 1974 and associated regulations	date of H&S inspection	Destroy
Environmental Health – Health & Safety	Health & Safety Prosecutions Register	9 years	Health and Safety at Work etc Act 1974 and associated regulations	date record created	Destroy
Environmental Health – Health & Safety	Reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Reviewed after 7 years	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	date investigation is closed	Review
Environmental Health - Pollution	Air quality assessment	6 years - assessment form; Other records held for life of development.	Limitation Act 1980 (Section 2)	date of inspection	Destroy
Environmental Health - Pollution	Air quality enforcement records	6 years	Limitation Act 1980 (Section 2)	date enforcement action completed	Destroy
Environmental Health - Pollution	Maintenance of a register of contaminated land	Permanent	Part 2A of Environmental Protection Act 1990	N/A	Review
Environmental Health - Pollution	Investigation records of contaminated land	6 years	Limitation Act 1980 (Section 2)	date enforcement action completed	Destroy

Environmental Health - Pollution	Reports and investigation of alleged and substantiated pollution incidents to land, air and water	Information about land condition to be retained permanently. Other information to be retained for 6 years from end of incident.	Limitation Act 1980 (Section 2)	end of incident date	Destroy
Environmental Health - Nuisances	Monitoring and enforcement of justified complaint of non-statutory nuisance (including noise, odour, dust, insects and light)	6 years	Environmental Protection Act 1990 Limitation Act 1980 (Section 2)	date at end of investigation	Destroy
Environmental Health - Nuisances	Monitoring and enforcement of justified complaint of statutory nuisance (including noise, odour, dust, insects and light)	6 years	Environmental Protection Act 1990 Limitation Act 1980 (Section 2)	date at end fo investigation	Destroy

## 5.5 Department of Place – Fleet Services

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Fleet Services	Vehicle purchase or lease records	6 years	Limitations Act 1980	year-end of disposal of vehicle	Destroy
Fleet Services	Vehicle V5 log books	retain whilst vehicle is owned	DVLA	date of disposal of vehicle	Update keeper information
Fleet Services	Vehicle disposal records	6 years	Limitations Act 1980	year-end of disposal of vehicle	Destroy
Fleet Services	Service logs and vehicle logs	6 years after life of vehicle	Limitations Act 1980	date of disposal of vehicle	Destroy
Fleet Services	GPS tracking data	6 years	Limitations Act 1980	date of journey	Destroy
Fleet Services	Tachographs	1 year	Transport Act 1968, Chapter 73, Sections 96, 98, 99, 103. EC Regulation 3821 /85	date of last use	Destroy

Fleet Services	Vehicle maintenance records, job sheets	5 years	DVSA	year end	Destroy
Fleet Services	Accident reporting involving Council vehicle	6 years (unless Insurance team advise otherwise)	Limitations Act 1980	date of accident	Destroy
Fleet Services	operational data reports	6 financial years plus current	Limitations Act 1980	date of report	Destroy
Fleet Services	Daily vehicle checks	2 years	good practice	date of checks	Destroy
Fleet Services	Drivers Hours Monitoring	5 years	Working Time Directive, DVSA	Destroy	Destroy
Fleet Services	driver licence mandate forms	5 years	DVSA	Date of checks	Destroy
Fleet Services	Drivers sight check forms	3 years	good practice	Date of checks	Destroy
Fleet Services	Driver assessments / training records	7 years after left employment (form part of HR record)	Limitations Act 1980	date of leaving Council employment	Destroy
Fleet Services	Weighbridge testing	6 years	Limitations Act	End of current year	Destroy
Fleet Services	Weighbridge records	operational only	None		Review

## 5.6 Department of Place –Licensing

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Licensing (HC&PH)	Hackney carriage driver's licence	6 years	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	date licence expires	Destroy
Licensing (HC&PH)	Hackney carriage licence	6 years	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	date licence expires	Destroy
Licensing (HC&PH)	Private hire driver's licence	6 years	Local Government (Miscellaneous Provisions) Act 1976	date licence expires	Destroy
Licensing (HC&PH)	Private hire operator's licence	6 years	Local Government (Miscellaneous Provisions) Act 1976	date licence expires	Destroy

Licensing (HC&PH)	Private hire vehicle licence	6 years	Local Government (Miscellaneous Provisions) Act 1976	date licence expires	Destroy
Licensing (HC&PH)	Documents relating to the revoking of a license including Revocation Letter; evidence concerning the driver in civil court proceedings; refusal to grant/renew letter; expired license letter; case correspondence, reason why letter and reason why response.	10 years - breach of conditions and criminal; 25 years - inappropriate cases - civil.	Local Government (miscellaneous provisions) Act 1976 and NAFN National Anti Fraud Network.	date of revoked licence	Destroy
Licensing (HC&PH)	Taxi fare setting	6 years	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	year records created	Destroy
Licensing (HC&PH)	Taxi ranks	6 years	Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976	date use of taxi rank ends	Destroy
Licensing (HC&PH)	Payment records	6 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	End of financial year	Destroy
Licensing (HC&PH)	Refund Forms	3 years	Taxes Management Act (1970), Section 12 B, records to be kept for purpose of returns	End of financial year	Destroy
Licensing	Sex establishment licence	6 years	Local Government (Miscellaneous Provisions) Act 1982	date of licence expiry	Destroy
Licensing	Street Trading licence	6 years	Local Government (Miscellaneous Provisions) Act 1982	date of licence expiry	Destroy
Licensing	Street Collection Licence	6 years	Local Government (Miscellaneous Provisions) Act 1982	date of licence expiry	Destroy
Licensing	Motor salvage operator registration	6 years	Limitation Act 1980 (Section 2)	Retain from date registration	Destroy
Licensing	Scrap metal site registration	6 years	Scrap Metal Dealers Act 2012	date of licence expiry	Destroy
Licensing	Late night refreshment licence	6 years	Licensing Act 2003	date licence is revoked or surrendered	Destroy

Licensing	Street café licence	6 years	Limitation Act 1980 (Section 2)	date licence expires	Destroy
Licensing	Personal licence (alcohol)	6 years	Licensing Act 2003	date licence is revoked or surrendered	Destroy
Licensing	Premises licence (alcohol and entertainment)	6 years	Licensing Act 2003	date licence is revoked or surrendered	Destroy
Licensing	Club gaming / machine permit	6 years	Gambling Act 2005	date licence expires	Destroy
Licensing	licenced premises / family entertainment centre gaming machine permit	6 years	Gambling Act 2005	date licence expires	Destroy
Licensing	Gambling premises licence	6 years	Gambling Act 2005	date licence is revoked or surrendered	Destroy
Licensing	Lottery licence	6 years	Gambling Act 2005	date licence expires	Destroy
Licensing	Temporary event notice	6 years	Licensing Act 2003	date of event	Destroy
Licensing	Caravan site licence	6 years - expired or permanent for non-expired / current licences	The Caravan Sites and Control of Development Act 1960 Limitation Act 1980 (Section 2)	date licence expires	Destroy

## 5.7 Department of Place - Highways and Countryside Rights of Way

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Highways Development	Highways consultation process records (Details of the relevant Planning Application and Applicant Details)	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Highways Development	Correspondence	6 years	Limitations Act 1980	Date of correspondence	Destroy
Highways Development	Files relating to Section 278 and Section 38 agreements	12 years	Limitations Act 1980 (Section 8)	Date scheme completed	Destroy
Highways Development	Section 38 and Section 50 Agreements	Life of road	Highways Act 1980	N/A	Review

Highways Development	Section 278 files	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highways Asset Management	Main files relating to the work of Highways Services [inc correspondence, contact, development services, out of hours call outs]	6 years	Limitations Act 1980	End of current year	Destroy
Highways Asset Management	Records relating to the performance monitoring	6 years	Limitations Act 1980 s2	End of current year	Review
Highways Asset Management	Agreements between Highways Services and partner agencies such as the Highways Agency	6 years	Limitations Act 1980 s2	last action of agreement	Destroy
Highways Asset Management	Technical documents relating to signs, lines and barriers	12 years	Highways Act 1980	End of current year	Destroy
Highways Asset Management	Records relating to interactive signs	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highways Structures	Road structures (bridges and retaining walls)	permanent	Highways Act 1980	Structure demolished	Offer to WYAS
Road Design	Major Capital Projects health and safety files containing as built drawings and other information relating to the construction of the road	Life of road	Limitations Act 1980 s2	N/A	Offer to WYAS
Road Design	Development and management of cycle paths	6 years	Limitations Act 1980 s2	End of current year	Destroy
Road Design	Records relating to the construction of footpaths	6 years	Limitations Act 1980 s2	End of current year	Destroy
Road Design	Records relating to the development and management of pavements	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Engineers working files	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Work completed orders	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	NRASWA opening and closing notices	6 years	Limitations Act 1980 s3	End of current year	Offer to WYAS
Highway Maintenance	NRASWA inspection records	3 years	Highways Act 1980	End of current year	Offer to WYAS



Highway Maintenance	Co-ordination of roadworks and events	6 years	Limitations Act 1980 s3	End of current year	Offer to WYAS
Highway Maintenance	Laying and maintenance of surface dressing	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Records relating to the reconditioning of roads	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Salt Bins	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Data relating to gritting routes	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Street Lighting records	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Traffic signals / systems	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Maintenance	Traffic orders (all)	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Inspections	Highway Inspection records	6 years	Limitations Act 1980 s2	End of current year	Destroy
Highway Inspections	Site investigations	25 years	Highways Act 1980	End of current year	Destroy
Highway Enforcement	Records relating to enforcement of non safety critical highways issues where the issue is resolved without further action	Date of resolution then destroy	Good practice	Date of resolution	Destroy
Highway Enforcement	Records relating to enforcement of non safety critical highways issues where the issue is resolved using court action	Date of resolution of case + 6 years	Limitations Act 1980 s2	Date of resolution	Destroy
Highways Licences & permits	Traffic Light permits	6 years	Limitations Act 1980 s2	End of permit	Destroy
Highways Licences & permits	Skip Licences	6 years	Limitations Act 1980 s2	End of licence	Destroy
Highways Licences & permits	Temporary Traffic Signals	6 years	Limitations Act 1980 s2	End of permit	Destroy
Highways Licences & permits	Scaffold Licences/Permits	6 years	Limitations Act 1980 s2	End of permit	Destroy
Highways Licences & permits	Pavement Licences	6 years	Limitations Act 1980 s2	End of licence	Destroy
Road Classification	Approved road schemes (abandoned and completed)	To be retained whilst the highway is operational	Highways Act 1980	End of life of highway	Review

Road Classification	Highway Adoption Notices	To be retained whilst the highway is operational	Highways Act 1980	End of life of highway	Review
Road Classification	Network maps	To be retained whilst the highway is operational	Highways Act 1980	End of life of highway	Review
Road Classification	Compulsory Purchase Orders	To be retained whilst the highway is operational	Highways Act 1980	End of life of highway	Review
Road Classification	Urban Alleyways	To be retained whilst the highway is operational	Highways Act 1980	End of life of highway	Review
Road Classification	Inspectors' Plan	To be retained whilst the highway is operational	Highways Act 1980	End of life of highway	Review
Road Safety	Casualty data	operational	Good practice	N/A	Review
Road Safety	Records relating to Cycle Safety Training	2 years	Good practice	End of current academic year	Destroy
Road Safety	Walking Bus Scheme Lists	Updated and used whilst the Scheme is in operation	Good practice	End of scheme	Destroy
Road Safety	Road Safety Audit Reports	6 years	Limitations Act 1980 s2	End of current year	Destroy
Road Safety	Education, Training and Publicity	6 years	Limitations Act 1980 s2	End of current year	Destroy
Road Safety	General files relating road safety	6 years	Limitations Act 1980 s2	End of current year	Destroy
Road Safety	Records relating to traffic calming measure	6 years	Limitations Act 1980 s2	End of current year	Destroy
Road Safety	Safety Cameras	7 years	Limitations Act 1980 s2	End of current year	Review
Road Safety	Speed Management	7 years	Limitations Act 1980 s2	End of current year	Review
Road Safety	Records relating to crossings	6 years	Limitations Act 1980 s2	End of current year	Destroy

Road Safety	Traffic Surveys	6 years	Limitations Act 1980 s2	End of current year	Destroy
Road Safety	Road traffic count data	12 years		End of current year	Destroy
Street Naming & Numbering	Decisions	Permanent Retention	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	N/A	Review
Street Naming & Numbering	Drawings	Permanent Retention	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	N/A	Review
Street Naming & Numbering	OS Extracts	Permanent Retention	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	N/A	Review
Street Naming & Numbering	Correspondence	4 years	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	date of notification	Destroy
Street Naming & Numbering	Officer Notes	4 years	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	date of notification	Destroy
Street Naming & Numbering	Photographs	4 years	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	date of notification	Destroy
Street Naming & Numbering	Payee details	6 years + current financial year	Financial Regulations	date of notification	Destroy
Street Naming & Numbering	Applicant Contact Details	Remove 12 months after case is complete	Good Practice	date of completed case	Destroy
CROW (Countryside & Rights of Way)	Definitive Map and Statement	working maps updated and retained permanently	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000	N/A	Review
CROW (Countryside & Rights of Way)	Applications to amend the definitive map	permanent	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000	N/A	Review

CROW (Countryside & Rights of Way)	Schedules and Orders: Diversion & extinguishment of public rights of way; Applications to amend the definitive map and statement (claims); Dedications to create a public right of way by agreement; Applications to make creation orders;	permanent	Highways Act 1980 Wildlife and Countryside Act 1981	N/A	Review
CROW (Countryside & Rights of Way)	Public Rights of way - Diversions	permanent	Highways Act 1980 , Town & Country Planning Act 1990	N/A	Review
CROW (Countryside & Rights of Way)	Dedications to create a public right of way by agreement	permanent	Highways Act 1980 sect 25	N/A	Review
CROW (Countryside & Rights of Way)	Public Rights of way extinguishments (including orders to divert footpaths or bridleways)	permanent	Highways Act 1980 s118	N/A	Review
CROW (Countryside & Rights of Way)	Register of Village Green	permanent	Commons Registration Act 1965	N/A	Review
CROW (Countryside & Rights of Way)	Register of Common Land	permanent	Commons Registration Act 1965	N/A	Review
CROW (Countryside & Rights of Way)	Applications to register a piece of land as a village green	permanent	Commons Registration Act 1965	N/A	Review
CROW (Countryside & Rights of Way)	Enforcement Files	Life of the right of way	Highways Act 1980	N/A	Review
CROW (Countryside & Rights of Way)	General footpath files	permanent	Highways Act 1980 , Town & Country Planning Act 1990	N/A	Review
CROW (Countryside & Rights of Way)	General enquiries	1 year	Good practice	End of current year	Destroy

## 5.8 Department of Place – Libraries and Museums

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Libraries	Till Rolls, cash records	6 years	HMRC - Compliance Handbook Manual CH15400	financial year end	Destroy
Libraries	Membership joining forms	3 years	good practice	year end	Destroy
Libraries	Enquiries (general)	2 years	good practice	year end	Destroy
Libraries	Paid research enquiries	6 years	Limitations Act 1980	financial year end	Destroy
Libraries	Local Studies repository /donation files	permanent	The National Archives guidance	permanent	Review
Libraries	Library catalogue	updated and reviewed annually	good practice	superseded	Review
Libraries	Library Stock Audit	updated and reviewed annually	good practice	superseded	Review
Libraries	Inactive members	2 years	good practice	date of last use	destroy
Libraries	long overdue and write-off records	6 years	HMRC - Compliance Handbook Manual CH15400	End of current year	Destroy
Museums & Galleries	Catalogues of the records held by the Museums and Galleries	permanent	Collections Trust guidance, TNA guidance	superseded	Review
Museums & Galleries	Rejected acquisitions	1 year	good practice	date decision made	Destroy
Museums & Galleries	Disposal records	permanent	Collections Trust guidance, TNA guidance	N/A	Review
Museums & Galleries	Acquisitions on loan / loaned out	6 years	Limitations Act 1980	End of current year	Destroy
Museums & Galleries	Donations records	6 years	Limitations Act 1980	End of current year	Transfer to WYAS
Museums & Galleries	Curator records	6 years	Limitations Act 1980	End of current year	Transfer to WYAS
Museums & Galleries	Incidents related to collections	5 years	Collections Trust guidance, TNA guidance	End of current year	Transfer to WYAS
Museums & Galleries	Catalogues and accession records	In perpetuity	SPECTRUM UK museum documentation standards	superceded	Review

Museums & Galleries	Collection procedural forms	In perpetuity	SPECTRUM UK museum documentation standards	N/A	Review
Museums & Galleries	Collections schedule	5 years	Limitations Act 1980	end of current year	Destroy
Museums & Galleries	Theft or damage reports	5 years	Collections Trust guidance, TNA guidance	End of current year	Transfer to WYAS
Museums & Galleries	Exhibition files	Exhibition closure + 1 year	good practice	End of current year	Destroy
Museums & Galleries	Visitor books	4 years	good practice	End of current year	Destroy
Museums & Galleries	Visitor statistics and feedback	2 years + current	good practice	End of current year	Destroy
Museums & Galleries	mailing lists	annual review	good practice	End of current year	Review
Museums & Galleries	Party bookings information	1 year	good practice	End of current year	Destroy
Museums & Galleries	Publications / leaflets	1 year	good practice	End of current year once out of date	Destroy

## 5.9 Department of Place – Neighbourhoods and Community Services

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Area Offices	Community Chest	6 years	Limitations Act 1980	End of current financial year	Destroy
Area Offices & Safer & Stronger Communities	Grant Funding Schemes	6 years	Limitations Act 1980	End of current financial year	Destroy
Area Offices	Vehicles - vehicle defect sheets, vehicle weekly sheets (taco), Test and inspections records, vehicle accident forms, visible services (paid Jobs)	5 years	DVSA	end of current year	Destroy
Area Offices	Neighbourhood Forum records	1 year	good practice	end of current year	Destroy
Area Offices	Violence & Aggression Reporting	reviewed annually	good practice	end of current year	Review
Area Offices	Wages timesheets held locally	Current Year + 6 Tax Years	HMRC / Regulation 97 – Income Tax (Pay As You Earn) Regulations 2003	End of current financial year	Destroy

Neighbourhood Wardens and Safer & Stronger Communities	PACE notebooks used by the Community Wardens	6 years	Police and Criminal Evidence Act 1984, Crime & Disorder Act 1998/ Anti Social Behaviour (Crime & Police Act 2014)	end of current year	Destroy
Neighbourhood Wardens	Records and files of activities	6 years	Limitations Act 1980	end of current year	Destroy
Neighbourhood Wardens, Area offices and Safer & Stronger Communities	Body cam evidence	If not required, deleted automatically after seven days. If marked as non-evidential will delete after 28 days, if evidential will be kept retained until Investigation / Court Case complete	Crime & Disorder Act 1998/ Anti Social Behaviour (Crime & Police Act 2014)	Reason to retain (see D4)	Review
Safer & Stronger Communities	MARAC & Domestic Homicide Reports	10 years	Limitations Act 1980 + 4 years	end of current year	Destroy
Safer & Stronger Communities	Anti-Social behaviour records	24hrs unless retained for ongoing Police Investigation. Retained until Investigation / Court Case complete	Crime & Disorder Act 1998/ Anti-Social Behaviour (Crime & Police Act 2014)	date of incident	Destroy
Safer & Stronger Communities	People Together files	6 years	Limitations Act 1980	end of current year	Destroy
Safer & Stronger Communities	Stronger Communities Innovation Fund	6 years	Limitations Act 1980	End of current financial year	Destroy
Safer & Stronger Communities	Violence and Aggression reports	uploaded to OCC Safety online reporting and retained as per their schedule	Health & Safety Act 1974 / RIDDOR reporting	end of current year	Destroy

Parking Services	Payment records relating to on street parking sites	6 years	Limitation Act 1980 (Section 2)	End of current financial year	Destroy
Parking Services	Payment records relating to off street parking sites	6 years	Limitation Act 1980 (Section 2)	End of current financial year	Destroy
Parking Services	Records relating to the imposition of parking fines	2 years after case closed	Limitation Act 1980 (Section 2)	Date fine resolved	Destroy
Parking Services	Parking permits issued	30 months	Good practice	Permit withdrawn / cancelled	Destroy
Youth Service	Case files	Up to academic age 20 (ie actual age 20 to 21); up to age 25 for those with an EHC Plan	Education & Skills Act 2008. Apprenticeship, Skills & Learning Act 2009.	Date of birth	Destroy
Youth Service	Youth in Mind Buddy programme files	8 years	9(2)(h) - the provision of health or social care services	date of case closure	Destroy
Youth Service	Consent Forms	18th birthday	Education & Skills Act 2008. Apprenticeship, Skills & Learning Act 2009.	Date of birth	Destroy

## 5.10 Department of Place – Planning Services

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Planning development	Planning Application Forms	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Supporting Information and Reports	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain



Planning development	Submission of Details and Minor Amendments	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register	N/A	Review and retain
Planning development	Drawings, Plans and OS maps	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Decision Notices and Letters	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Appeal Forms and Decisions	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register	N/A	Review and retain
Planning development	Legal Documents (eg Enforcement Notices, CIL Documents and Letters, Section 106 documents, Tree Preservation Orders)	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Consultee comments	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register	N/A	Review and retain

Planning development	Photographs taken during Planning Officer site visits, as evidence in an Enforcement complaint regarding that planning application, or in support of works to a Tree Preservation Order	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Documents indexed as Confidential	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Documents relating to ongoing mineral site applications (eg quarries)	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Other documents	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Statutory Planning Application register,	N/A	Review and retain
Planning development	Financial documents in relation to payee details	6 years + current financial year	Financial Regulations	date of planning decision	Destroy
Planning development	Interested Party details involved in the Community Infrastructure Levy	7 years after an appeal or planning decision has been made as long as the Community Infrastructure Levy has been discharged.	Financial Regulations	date of decision and levy discharge present	Destroy

Planning development	Administrative documents used in the processing of applications and cases	6 years	Limitations Act 1980	date of planning decision	Destroy
Planning development	Publicity Documents (for example Site Notices) and Neighbour Notification	6 years	Limitations Act 1980	date of planning decision	Destroy
Planning development	Comments from members of the public	6 years	Limitations Act 1980	date of planning decision	Destroy
Planning development	Officer and Case Notes	6 years	Limitations Act 1980	date of planning decision	Destroy
Planning development	Appeal Documents and Correspondence	6 years	Limitations Act 1980	date of planning decision	Destroy
Planning development	General Correspondence	6 years	Limitations Act 1980	date of planning decision	Destroy
Planning development	Acknowledgement Letter Neighbour notification list	12 months	The Town and Country Planning (Development Management Procedure) (England) Order 2015	date of planning decision	Destroy
Planning development	Monitoring documents	Permanent retention for applicant details; interested party details deleted following S.106 obligations met	Section 106	Section 106 compliance	Review
Highways Development	Highways consultation process records (Details of the relevant Planning Application and Applicant Details)	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Highways Development	Correspondence	6 years	Limitations Act 1980	Date of correspondence	Destroy
Building Control	Building Regulations register	Permanent retention	The Building Regulations 2010	N/A	Review
Building Control	Application Forms including Calculations & Details	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy

Building Control	Reports	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Drawings, Plans and OS maps	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Decision Notices and Letters	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Completion Notices and Certificates	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Consultee Comments	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Correspondence/Amendment Letters	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Inspection Notes	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Photographs	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Documents indexed as Confidential/Other	15 years	The Latent Damage Act	Date of completion of the Building Regulations application	Destroy
Building Control	Building regulations application financial documents	6 years + current financial year	Financial Regulations	Date of completion of the Building Regulations application	Destroy
Building Control	Admin process forms	Remove on completion of the Building Regulations application	Good Practice	data no longer required for the application process and deleted after administrative work is complete	Destroy

Planning Enforcement	Complaint Details	Permanent Retention	Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Planning Enforcement	Drawings and OS Maps	Permanent Retention	Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Planning Enforcement	Photographs and Background Papers	Permanent Retention	Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Planning Enforcement	Enforcement Notices	Permanent Retention	Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Planning Enforcement	Appeal Forms and Decisions	Permanent Retention	Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Planning Enforcement	Prosecution Details	Permanent Retention	Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Planning Enforcement	Documents indexed as Confidential /Other	Permanent Retention	Town and Country Planning Act 1990 & The Town and Country Planning (Development Management Procedure) (England) Order 2015	N/A	Review
Planning Enforcement	Application Forms	10 years	Town and Country Planning Act 1990	date Enforcement Case is closed	Destroy
Planning Enforcement	Correspondence	10 years	Town and Country Planning Act 1991	date Enforcement Case is closed	Destroy
Planning Enforcement	Decision Documents	10 years	Town and Country Planning Act 1992	date Enforcement Case is closed	Destroy

Planning Enforcement	Reports	10 years	Town and Country Planning Act 1993	date Enforcement Case is closed	Destroy
Planning Enforcement	Officer Notes	10 years	Town and Country Planning Act 1994	date Enforcement Case is closed	Destroy
Planning Enforcement	Committee Reports	10 years	Town and Country Planning Act 1995	date Enforcement Case is closed	Destroy
Planning Enforcement	Neighbour lists	10 years	Town and Country Planning Act 1996	date Enforcement Case is closed	Destroy
Planning Enforcement	Neighbour Notification lists and letters	2 years	Good Practice	date of printing	Destroy
Planning Appeals	Appeal Decisions	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; public interest	N/A	Review
Planning Appeals	OS Maps	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; public interest	N/A	Review
Planning Appeals	Decision Documents	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; public interest	N/A	Review
Planning Appeals	Photographs	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; public interest	N/A	Review
Planning Appeals	Documents indexed as Confidential/Other	Permanent retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; public interest	N/A	Review
Planning Appeals	Appeal Forms and Correspondence	6 years	Limitations Act 1980	Date of appeal decision	Destroy
Planning Appeals	Appeal Statements, Questionnaires and Background Papers	6 years	Limitations Act 1980	Date of appeal decision	Destroy
Planning Appeals	Neighbour Notification Lists	6 years	Limitations Act 1980	Date of appeal decision	Destroy
Planning Appeals	Public Comments	6 years	Limitations Act 1980	Date of appeal decision	Destroy
Planning Appeals	Consultee Comments	6 years	Limitations Act 1980	Date of appeal decision	Destroy
Planning Appeals	Reports	6 years	Limitations Act 1980	Date of appeal decision	Destroy

Planning Appeals	Officer Notes	6 years	Limitations Act 1980	Date of appeal decision	Destroy
Planning Appeals	Neighbours notified details	12 months	The Town and Country Planning (Development Management Procedure) (England) Order 2015	Date of appeal decision	Destroy
Planning Appeals	Contact Details of the Appellant	Remove at date of decision	The Town and Country Planning (Development Management Procedure) (England) Order 2015	Date of appeal decision	Destroy
Trees	TPO Documents (including Preservation Orders)	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Tree Preservation Orders	N/A	Review
Trees	Application Forms	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Tree Preservation Orders	N/A	Review
Trees	TPO Applications	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Tree Preservation Orders	N/A	Review
Trees	General Correspondence	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Tree Preservation Orders	N/A	Review
Trees	Enforcement details	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Tree Preservation Orders	N/A	Review
Trees	Photographs	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Tree Preservation Orders	N/A	Review

Trees	Documents indexed as Confidential /Other	Permanent Retention	The Town and Country Planning (Development Management Procedure) (England) Order 2015; Tree Preservation Orders	N/A	Review
Trees	Email addresses and telephone numbers	5 years	Good Practice	date of TPO coming into effect	Destroy
High hedges	Application Form	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Worksheet	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Drawing	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Correspondence	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Ordnance Survey Extract	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Report	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Background Papers	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review



High hedges	Photographs	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Officer Notes	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Decision	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Documents indexed as Confidential /Other	Permanent Retention	Statutory requirement to register the Notice under the Anti-social Behaviour Act 2003; Documents for part of Remedial Notice (no time limit)	N/A	Review
High hedges	Email addresses and telephone numbers	5 years	Good Practice	the imposition of any orders	Destroy
Listed Buildings	Photographs	Permanent Retention	The Listed Building Records	N/A	Review & offer to WYAS
Listed Buildings	Details of the listings	Permanent Retention	The Listed Building Records	N/A	Review & offer to WYAS
Listed Buildings	Any documents referring to the building being at risk	Permanent Retention	The Listed Building Records	N/A	Review
Listed Buildings	Documents indexed as Confidential	Permanent Retention	The Listed Building Records	N/A	Review
Listed Buildings	Correspondence	6 years	Limitations Act 1980	Date of correspondence	Destroy
Heritage Sites	Preservation orders made on heritage sites	Life of the site covered by the order		N/A	Offer to WYAS
Land Drainage	Appeal Documents	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review

Land Drainage	Consultation Responses	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review
Land Drainage	Inspection Notes	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review
Land Drainage	Completion Certificates	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review
Land Drainage	Photographs and other media	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review
Land Drainage	Reports	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review
Land Drainage	Drawings and calculations	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review
Land Drainage	Decision Notices	Permanent Retention	Flood and Water Management Act 2010; Land Drainage Act 1991	N/A	Review
Land Drainage	Invoices and receipts	6 years + current financial year	Financial Regulations	date of decision	Destroy
Land Drainage	Decision notices where works have not been implemented	3 years	Good Practice	date of decision	Destroy
Land Drainage	Application Forms	7 days after completion	Good Practice	date administrative work is completed	Destroy
Land Drainage	Correspondence (including Enforcement letters)	7 days after completion	Good Practice	date administrative work is completed	Destroy
Street Naming & Numbering	Decisions	Permanent Retention	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	N/A	Review
Street Naming & Numbering	Drawings	Permanent Retention	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	N/A	Review
Street Naming & Numbering	OS Extracts	Permanent Retention	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	N/A	Review
Street Naming & Numbering	Correspondence	4 years	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	date of notification	Destroy

Street Naming & Numbering	Officer Notes	4 years	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	date of notification	Destroy
Street Naming & Numbering	Photographs	4 years	To follow <a href="https://www.geoplace.co.uk/">https://www.geoplace.co.uk/</a> best practice guidance.	date of notification	Destroy
Street Naming & Numbering	Payee details	6 years + current financial year	Financial Regulations	date of notification	Destroy
Street Naming & Numbering	Applicant Contact Details	Remove 12 months after case is complete	Good Practice	date of completed case	Destroy
Local Land Charges	application forms LLC1	permanent	Local Land Charges Act 1975	N/A	Review
Local Land Charges	CON29R (Standard Enquiries) form	permanent	Local Land Charges Act 1975	N/A	Review
Local Land Charges	CON29O (Optional Enquiries) form	permanent	Local Land Charges Act 1975	N/A	Review
Local Land Charges	Local Land Charges Register	permanent	Local Land Charges Act 1975	N/A	Review

## 5.11 Department of Place – Sports Development and Leisure Centres

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Sports Development	Informal complaints / duty manager diaries	1 year	good practice	date closed	Destroy
Sports Development	Customer feedback forms	1 year	good practice	date of feedback	Destroy
Sports Development	Lost Property register	1 month or as soon as item collected	good practice	date item reclaimed	Destroy
Sports Development	membership details	whilst active membership	good practice	date membership ends	Destroy
Sports Development	Safeguarding incidents	Review after 2 years	good practice	date of incident	Review
Sports Development	Records relating to the management of externally funded projects [Sport England]	Last payment on the project + 6 years	HMRC - Compliance Handbook Manual CH15400	date of last payment	Destroy
Sports Development	Session or activity booking records (including payments)	6 years	Limitation Act 1980, Taxes Management Act (1970)	End of current year	Destroy

Sports Development	Swimming lesson records (including payments)	6 years	Limitation Act 1980, Taxes Management Act (1970)	End of current year	Destroy
Sports Development	Adventure Development records (including payments)	6 years	Limitation Act 1980, Taxes Management Act (1970)	End of current year	Destroy
Sports Development	Referral forms and medical details (BEEP programme)	ongoing whilst attending - deleted once no longer on programme	good practice	date no longer attending	Review
Sports Development	Adventure Holiday Courses	1 year	good practice	End of current year	Destroy
Pools and Leisure Centres	Pool Water tests	6 years	Limitations Act 1980	End of current year	Destroy
Pools and Leisure Centres	Attendance registers for classes	6 years	Limitations Act 1980	End of current year	Destroy
Pools and Leisure Centres	Health and Safety checks and logs	6 years	Limitations Act 1980	End of current year	Destroy
Pools and Leisure Centres	Duty person checklists	6 years	Limitations Act 1980	End of current year	Destroy
Pools and Leisure Centres	Swimming lesson plans, training files, teachers records	6 years	Limitations Act 1980	End of current year	Destroy

## 5.12 Department of Place – Theatres, Tourism and Events

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Events	subscriber records	3 years	good practice	End of subscription	Destroy
Events	Volunteer records	1 year	good practice	Individual's volunteering ends	Destroy
Events	City Park & Grant applications	3 years	Limitations Act 1980	End of current year	Destroy
Events, Theatres and Tourism	Marketing and publicity photos, brochures	3 years	good practice	End of current year	Destroy
Events	Artist bookings	3 years	Limitations Act 1980	End of current financial year	Destroy
Theatres, Events	Event volunteer records	1 year	good practice	End of current year	Destroy

Theatres	Ticket and Box Office Sales	7 years	Limitations Act 1980	End of current financial year	Destroy
Theatres	Promotions and Sales	7 years	Limitations Act 1980	End of current financial year	Destroy
Theatres	Artist contracts	7 years	Limitations Act 1980	End of current financial year	Destroy
Visitor Information Centres	VIC Newsletter records	data held for more than a year but cleansed yearly	good practice	End of current year	Review
Visitor Information Centres	Ticket sales	1 year	good practice	End of current year	Destroy
Visitor Information Centres	Brochure Requests	1 year	good practice	End of current year	Destroy
Visitor Information Centres	Online competition records	1 year	good practice	End of current year	Destroy
Events, Theatres and Tourism	What's On event listings	while current / until superseded	good practice	n/a	Review

### 5.13 Department of Place – Waste Management

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Recycling	Records relating to waste minimisation	30 years	Environmental Protection Act 1990	End of current year	Destroy
Recycling	Public Consultation Questionnaires	5 years	Environmental Protection Act 1990	End of current year	Destroy
Waste Collection	Records relating to Waste Licencing	30 years	The Waste (England and Wales) Regulations 2011	last action on contract	Destroy
Waste Collection	Waste Transfer Notes	minimum of 2 years	The Environmental Protection (Duty of Care) Regulations 1991 (SI 1991 No 2839)	End of current year	Review
Waste Collection	Waste Carriers/Application Forms	Life of registration + 3 years	The Waste (England and Wales) Regulations 2011	End of registration	Destroy

Waste Collection	management and collection of clinical waste	7 years	Safe management of healthcare waste Version; 2.0: England (spaceforhealth.nhs.uk)	Date of disposal	Destroy
HWRC sites	Weighbridge tickets	6 years	Weights & Measures Act 1985 (Section 18)	End of current year	Destroy
HWRC sites	Records relating to the direct control of household recyclable sites	Life of site	Household Waste Recycling Act 2003	End of site use	Review
HWRC sites	Maintenance reports submitted by contractors relating to the kit and equipment on waste sites	1 year	Environmental Permitting Regulations (England and Wales) 2010	End of current year	Destroy
HWRC sites	Vehicle permit applications	6 years	Limitations Act 1980 s2	End of current year	Destroy
Waste Management	Records relating to the licencing and environmental control of closed landfill sites	Life of the site	Environmental Permitting Regulations (England and Wales) 2010	End of site use	Review
Waste Management	Records relating to abandoned vehicles	3 years	Clean Neighbourhoods and Environment Act 2005	Last action on contract	Destroy
Waste Management	Fly tipping enforcement files	6 years	Limitations Act 1980 s2	Date of prosecution case	Destroy
Waste Management	PACE notebooks used in the process of collecting evidence in fly tipping cases	6 years	Police and Criminal Evidence Act 1984	Date notebook closed	Destroy
Street Cleaning	Graffiti database	6 years	Limitations Act 1980	end of current year	Destroy
Street Cleaning	Abandoned Vehicles	2 years	Refuse Disposal (Amenity) Act 1978	end of current year	Destroy

#### 5.14 Department of Place – Air Quality and Sustainability

<u>Service Function</u>	<u>Description of Records</u>	<u>Retention Period</u>	<u>Legislation/Regulations</u>	<u>Retention Trigger</u>	<u>Action</u>
Clean Air Zone	Grant applications	5 years	Guidelines for Clean Air Zones in Government directives. DEFRA - Clean Air Zone Framework	End date of CAZ scheme	Destroy
Clean Air Zone	Exemption applications	5 years	Guidelines for Clean Air Zones in Government directives. DEFRA - Clean Air Zone Framework	End date of CAZ scheme	Destroy

Clean Air Zone	Payment records	6 years	Accounts & Audit Regulations 2015	Financial year end	Destroy
Clean Air Zone	Refunds	6 years	Accounts & Audit Regulations 2015	Financial year end	Destroy
Clean Air Zone	Fines and prosecutions	6 years	Limitations Act 1980	Financial year end	Destroy
Clean Air Zone	Video files of vehicle registration numbers	31 days, unless PCN produced and retained whilst investigating	Good practice	Calendar month or representation closed	Destroy
Clean Air Zone	Project information	5 years	Guidelines for Clean Air Zones in Government directives. DEFRA - Clean Air Zone Framework	End date of CAZ scheme	Destroy
Clean Air Zone	Representations against CAZ Charges	3 months	good practice	Date representation made	Destroy
Clean Air Zone	Policies and procedures for CAZ	superseded as updated	good practice	n/a	Review
Sustainability	Air Quality data	6 years	Good practice	Financial year end	Review for historical data