



Records Retention & Disposal Schedule 2018/19

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Contents

<u>Introduction</u>	5
<u>Scope</u>	5
<u>Responsibilities</u>	5
<u>Legal Requirements</u>	6
<u>Freedom of Information Act 2000</u>	6
<u>Independent Inquiry into Child Sexual Abuse</u>	7
<u>Maintenance</u>	8
<u>Destruction</u>	8
<u>Archive</u>	8
<u>Quick Retention Reference Guide</u>	9
<u>Adult Care Services</u>	9
<u>Assets and Property</u>	9
<u>Children & Families</u>	9
<u>Community Safety and Emergency</u>	9
<u>Consumer Affairs</u>	9
<u>Democracy</u>	9
<u>Education</u>	9
<u>Environment Protection</u>	10
<u>Finance</u>	10
<u>Health & Safety</u>	10
<u>Human Resources</u>	10
<u>ICT</u>	11
<u>Leisure & Culture</u>	11
<u>Management</u>	11
<u>Planning & Development Control</u>	11
<u>Registration & Coroners</u>	11
<u>Risk Management & Insurance</u>	11
<u>Transport & Infrastructure</u>	11

<u>Schools Retention Guide</u>	12
<u>Structure and use of the classification scheme</u>	12
<u>Complete Listing with Retention Guidance</u>	13
<u>Adult Care Services</u>	13
<u>Children & Families Services</u>	16
<u>Community Safety and Emergency Services</u>	22
<u>Consumer Affairs</u>	24
<u>Council Property</u>	31
<u>Crematoria and Cemeteries</u>	34
<u>Democracy</u>	35
<u>Economic Development</u>	37
<u>Education and Skills</u>	39
<u>Environmental Protection</u>	41
<u>Finance</u>	43
<u>Health & Safety</u>	47
<u>Housing</u>	49
<u>Human Resources</u>	52
<u>Information Communication Technology</u>	57
<u>Information Management</u>	59
<u>Legal</u>	61
<u>Leisure and Culture</u>	63
<u>Management</u>	66
<u>Planning and Building Control</u>	70
<u>Procurement</u>	73
<u>Registration and Coroners</u>	75
<u>Risk Management and Insurance</u>	77
<u>Transport and Infrastructure</u>	78
<u>Waste Management</u>	83

Introduction

Middlesbrough Council is required by [Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000](#) to have and to implement a records retention & disposal schedule.

The Council also needs a records retention schedule to:

- manage proper disposal in line with Data Protection legislation
- improve efficiency by allowing easier access to relevant documents by removing old and out of date ones
- reduce storage and backup costs, bringing major savings in the cost of physical space
- improve the accessibility of information requested under the Freedom of Information Act and Environmental Information Regulations
- Operate in line with the principles of open government by identifying which information is held.

This document sets out the types of records created and kept by us, or our commissioned partners, in such a way that decisions can be made about identifying and disposing of them on a routine and timely basis.

This retention & disposal schedule has been produced in consultation with departments primarily responsible for the business activities and key stakeholders in the processes to establish the legal and regulatory requirements, and business needs on which record retention and disposal policies are based.

Scope

This retention & disposal schedule applies to all documents defined as records - 'Information created, received and maintained as evidence and information by an organisation or individual, in pursuance of legal obligations or in the transaction of business' i.e. evidence of MBC's actions, transactions, decisions or agreements.

The retention requirements listed here apply to all records irrespective of media and format, or the system(s) in which the records are held, and should be applied to all copies including backups.

Divergence from the retention & disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, change of legislation or regulation, or legitimate business need. Any divergence requires liaison with Information Governance and authorisation by the Principle Information and Compliance Officer.

Responsibilities

Department managers and team leads are responsible for ensuring

- Record retention policies are implemented in their unit/team, supported by written procedures.
- Recordkeeping systems and arrangement of records enable identification of records due for disposal
- Records due for disposal are routinely identified and reviewed to ensure they are no longer required
- Divergence from Records Retention and Disposal Policy is authorised and the Information Governance Unit is notified of changes.
- Staff dispose of records only in accordance with policies set out in this document.
- Records are disposed of appropriately considering their sensitivity, security classification and the media and format(s) in which they are held in line.
- ICT Equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.
- Evidence of disposal is kept.

All staff are responsible for

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this document (if authorised to do so).
- Ensuring that any proposed divergence from records retention and disposal policies is authorised

Legal Requirements

Each entry on the retention & disposal schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, MBC Directorates have been consulted to determine the retention requirements that best suit each business activity.

Some legislation affects how long we keep records, and will apply to all the records listed in this document.

The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemption(s) apply. [The Code of Practice issued under 46](#) of the Act sets out rules on how we should

manage records and information, including responsibilities on all staff to implement records retention & disposal schedules.

The Local Government Act 2000

[S.22](#) requires that written records are kept of decisions made and that these may be made available to the public.

The Independent Inquiry into Child Sexual Abuse (previously The Goddard Inquiry)

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

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

On 2nd July 2015 Justice Goddard the previous lead wrote to every Chief Executive of a Local Authority in England and Wales, requesting that the organisation :
'retain any and all documents; correspondence; notes; emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word "children" relates to any person under the age of 18.'

As part of this inquiry:

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

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

- the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.

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

Although MBC records retention schedules are very clear on the destruction dates of files, the instructions received by the Inquiry constitute a legal hold as defined by section 12.3 of the code of practice issued under Section 46 of the Freedom of Information Act. As such all records that fall within the above categories are retained, and not destroyed, until we are directed otherwise. For any advice on clarification on whether records covered by the Inquiry can be destroyed please contact our Information Compliance Officers.

Further information can also be sought on the [Independent Inquiry into Child Sex Abuse website](#).

Maintenance

A retention schedule is a dynamic tool which needs to reflect the changes in our authority functions and be kept up to date. A review of the scheme its levels and cross-references should be conducted annually to ensure it retains relevance. Should you become aware of any changes which we need to update prior to this review please contact Information Governance who will ensure the schedule reflects the changes as soon as possible.

Destruction

Although the retention schedule will provide the basis for the disposal decision making process, you should also be aware that the schedule only defines the minimum retention period. You should also consider any special circumstances which may alter the situation for individual records (for example, any record which is subject of an ongoing FOI request should not be destroyed, even if due for destruction according to the retention schedule).

When arranging destruction you should ensure that all copies of records scheduled for destruction are destroyed (including those stored off-site, electronic and paper).

Confidential records should be destroyed in a confidential and non-recoverable manner. Office recycling service (Office Recycling) can arrange this for you. The Red bins are for confidential destruction and the blue for general recycling. The Red bins can also be used to confidentially dispose of disks and microfiche.

A summary of the disposal of each department’s core business records (paper and electronic) should be maintained, office recycling service will issue a destruction certificate which should be retained

Archive

For paper documents which need to be retained in accordance with the retention schedule, you should consider whether they can be held electronically, for assistance with where these records should be held in iPortal contact Information Compliance.

Records which need to be retained in paper format or due to other circumstances they need to be archived, you again should contact Information Compliance to approve and arrange storage.

All archiving should be in boxes no larger than W327 x D387 x H250mm with the archive labels completed in full and attached to the handle side of the box. Labels available on the intranet.

Quick Reference Guide

Administrative Functions	
Administrative work to support a business function which is not held elsewhere: 3 Years	
Adult Care Services	
Accommodation	8 years after date of death or end of service
Case Management	
Community & Disability Support	
Mental Health	20 years after treatment or 8 years after death
Public Health	8 years after date of death or end of service
Vulnerable Adults Support	
Children & Families	
Adoption	100 years from adoption order
Children's Care & Support	Until Child's 25 birthday
Foster Carers	10 years from termination of approval
Looked After Children	Until child's 75 th birthday
Residential Homes	15 years from creation
Special Education Needs	Until child's 31 st birthday
Youth Offending	Until child's 25 th birthday
Community Safety & Emergencies	
Animal Welfare & Disease Outbreak	6 years after creation
Civil Emergency Planning & Response	
Consumer Advice	
Investigation & Enforcement	
Safety Inspection, monitoring & regulation	
Sample & Product Testing & Analysis	
Consumer Affairs	
Private Hire	2 years after registration lapses
Hackney Licenses	
Council Property	
CCTV	31 days after recording
Equipment	6 years after disposal of equipment
Facilities Management	1 year after creation
Information Management	6 years after creation

Land Management	12 years after creation
Physical Regeneration	6 after lifetime of structure
Premises Design, Construction, Maintenance & Inspection	15 years after end of MBC responsibility
Site Surveys	Permanent
Vehicle and Fleet	6 years after disposal of vehicle
Democracy	
Decision making	6 years after creation
Electoral System Support	
Member Support	
Education	
Admission & Transfers	6 years after creation
Appeals	Until child's 25 th birthday
Places	6 years after creation

Environmental Protection	
Advice	12 years after creation
Enforcement	6 years after creation
Protection & Improvement Schemes	Until MBC are no longer responsible
Historic Enforcement	
Natural Environment	
Finance	
Accounting & Reporting	6 years after the end of the financial year
Asset Management & Valuation	
Banking	
Borrowing & Loan Debt Management	
Capital Expenditure	6 years after end of capital project
Charities & Trusts	6 years after end financial year (accounts)
Financial Planning	6 years after end of planning period
Funding Acquisition	6 years after end of funding period
Grant Funding	Funding body requirements
Income	6 years after end financial year
Investment Fund Management	6 years after end of scheme
Loans & Leasing	6 years after end financial year
Payroll, Payment & Expenses	
Pension Scheme Administration	Retain Permanently
Procurement (successful)	6 /12 / 15 years after contract end
Procurement (unsuccessful)	12 months after creation
Purchasing & Payment Processing	6 years after end financial year
Supplier Management	10 years after supplier no longer used
Tax	6 years after end financial year
Health & Safety	
Accidents/Incidents (Children)	21 years after date of birth
Accidents / Incidents (Adults)	3 years after resolution / settlement
Advice / Consultation	6 years after creation
Hazardous Substances Assessment	100 years after creation
Health Surveillance	100 years after creation
Occupational Health	6 years after last assessment
Pre-employment health screening	12 months after creation
Human Resources	
Attendance & Time Recording	2 years after creation
Employment contracts management	6 years after end of contract
Disciplinary / Grievance procedures	End of service
Disclosure / Criminal Records Checking	6 months after recruitment decision
Industrial Relations/Workforce Consultation	10 years after creation
Performance Monitoring & Review	6 years after creation
Recruitment / Termination (employees)	6 years after the end of contract
Recruitment / Termination (unsuccessful)	12 months after creation
Sickness Absence	6 years after end of the contract
Statutory Leave	4 years after the end of the contract
Training (individual records)	6 years after the end of contract
Training (provision of)	6 years after creation

ICT	
Communication Logs	1 year after creation
Service Design	6 years after creation
Service Operation / Transition	
Voice Calls	3 years after creation
Leisure & Culture	
Access	6 years after creation
Appraisal	Maintain for lifetime of acquisition
Collections	Maintain until MBC not responsible
Libraries	6 years after creation
Management	
Business Planning	6 years after creation
Communications	7 years after creation
Complaints	6 years after resolution
Customer Feedback	2 years after creation
Data Collection & Analysis	6 years after creation
Events Management	
Marketing	
Performance Monitoring & Reporting	
Process & Procedures Development	
Publication & Promotion	7 years after creation
Research & Analysis	6 years after creation
Strategic Planning	
Transformation & Change	
Planning & Development Control	
Consultation	15 years after consultation period
Developer Contribution & Obligation	15 years after lifetime of development
Land Registration	
Planning Application	
Planning Regulation	15 years after complaint or enforcement action
Planning Advice	15 years after creation
Planning Enquiries	
Registration & Coroners	
Civil Registration	Permanent
Coroner's Death Enquiry	15 years after creation
Coroner's Treasure Enquiry	2 years after inquest
Risk Management & Insurance	
Audit & Investigation	7 years after investigation
Business Continuity Planning	6 years after creation
Information Security Management	3 years after creation
Insurance Management	6 years after creation
Insurance Policy Administration	40 years after end of policy
Transport & Infrastructure	
Highway Adoption & Dedication	Keep until MBC not responsible
Maintenance	6 years after creation
Highway Design & Construction	
Highway works	6 years after change / transfer of permit / completion of works or action
Passenger Transport	6 years after creation
Rights of Way	Keep until MBC not responsible

Schools Retention Guide

The Records Management Society have produced the [Information Management Toolkit for Schools](#) this guide can be used for all school related data. MBC Information Compliance department have advised in the development of this toolkit. There will shortly be Academy guidance issued also.

Structure and use of the classification scheme

MBC is using the Local Government Classification Scheme (LGCS) for the classification of iPortal, we are also using the LGCS as a basis for the retention schedule, along with statutory legislation.

The retention is set out with scope notes to assist you in the identification of the documents under each level.

Note: while some terms may sound like or match business unit titles they are not necessarily linked in any way. You should not assume a field or document is incorrectly classified because the title appears to associate it with a unit irrelevant to it. For any clarification you should contact Information Compliance who will assist you.

Complete Listing with Retention Guidance

Class	Records/Series	Retention Period	Rationale
Adult care services			
. Asylum seekers			
. . Advice and support			
. . Nationality checking			
. Carers			
. . Agency provided services	Essential information. Case files – carer	Destroy - 25 years after end of employment	
. . Assessment	Case files - carer	Destroy - 25 years after end of employment	
. . Financial support	Case files - carer	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Legal	Case files - carer	Destroy - 25 years after end of employment	
. . Licensing	Case files - carer	Destroy - 1 year after end of employment	
. . Review	Case files - carer	Destroy - 25 years after end of employment	
. Community support			
. . Day centres			
. . Groups			
. Criminal justice			
. . Court orders			
. . People on bail			
. Residential homes			

Complete Listing with Retention Guidance - Adult care services adapted from the LGCS

Class	Records/Series	Retention Period	Rationale
. . Operation of homes	Activities. Case files - residential home	Destroy - 25 years from closure	RGLA 3.25
. . Operation of homes	Diary. Case files -residential home	Destroy - 25 years from closure	RGLA 3.25
. . Operation of homes	Menu. Case files -residential home	Destroy - 1 year after closure	
. . Operation of homes	Roster sheet. Case files - residential home	Destroy - 25 years from closure	RGLA 3.25
. . Registration	Licensing. Case files - residential home	Permanent - offer to archivist	RGLA 3.24
. Social issues			
. . Substance misuse			
. Supporting adults			
. . Assessment	Care plan. Case files - service user	Destroy - 8 years after last contact	RGLA3.18
. . Assessment	Carer details. Case files - service user	Destroy - 8 years after last contact	RGLA3.18
. . Assessment	Contact sheet. Case files - service user	Destroy - 8 years after last contact	RGLA3.18
. . Assessment	Essential information. Case files - service user	Destroy - 8 years after last contact	RGLA3.18
. . Catering services			
. . Finance and commissioning	Case files - service user	Destroy - 8 years after provision of support ended	
. . Grants	Application. Case files - service user	Destroy - 8 years after provision of support ended	
. . Health	Case files - service user	Destroy - 8 years after provision of support ended	

Complete Listing with Retention Guidance - Adult care services adapted from the LGCS

Class	Records/Series	Retention Period	Rationale
. . Legal	Case files - service user	Destroy - 8 years after provision of support ended	
. . Licensing	Disabled parking permit. Case files - service user	Destroy - 3 years after service provision ended	
. . Looked after in care	Case files - service user	Destroy - 8 years after provision of support ended	
. . Mental health	Case files - service user	Destroy - 10 years after last contact	RGLA 3.17
. . Occupational therapy	Case files - service user	Destroy - 8 years after provision of support ended	
. . Referral	Case files - service user	Destroy - 8 years after provision of support ended	
. . Review	Case files - service user	Destroy - 8 years after provision of support ended	
. Supporting disabilities			
. . Deaf			
. . Employment			
. . Equipment advice			
. . Independence at home			
. . Personal transport			

Complete Listing with Retention Guidance - Children and families services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Children and families services			
. Adoption and fostering			
. . Adoptive parent	Essential information. Case files -carer	Destroy - 100 years from date of adoption	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
. . Assessment	Case files -carer	Destroy - 25 years from closure	RGLA 3.4
. . Financial support	Case files -carer	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Foster carer	Case files -carer	Destroy - 10 years from provider status ceases, 3 years from date of refusal or withdrawal EXCEPT - 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32
. . Legal	Case files -carer		
. . Licensing	Care or care licence. Case files -carer	Permanent - offer to archivist	RGLA 9.18
. . Review	Carer reviews. Case files -carer		
. Child protection			
. . Case assessment	Case files - child protection	Destroy - 35 years from closure	RGLA 3.8

Complete Listing with Retention Guidance - Children and families services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Case assessment	Initial assessment. Case files - child protection	Destroy - 5 years from closure	RGLA 3.9
. . Registration	Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.6
. . Schedule 1 offenders	Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.7
. Childminding			
. . Registration			
. . Support for childminders			
. Children looked after in care			
. . Registration	Register	Retain until the child is 23, or if the child dies before this, 5 years from date of death - then offer to County Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
. Communications			
. . Complaints		Destroy - 10 years after complaint dealt with	Arrangements for Placement of Children (General) Regulations 1991
. Programme management and development			
. . Services for children		Destroy - 7 years from closure	RGLA 3.20
. . Supporting children		Destroy - 25 years from closure	RGLA 3.21
. . Supporting young persons		Destroy - 15 years from closure	RGLA 3.22
. . Supporting adults		Destroy - 7 years from closure	RGLA 3.23

Complete Listing with Retention Guidance - Children and families services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. Residential homes		Destroy - 7 years from closure	
. . Operation of homes	Case files - residential home	Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Activities. Case files - residential home	Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Diary. Case files - residential home	Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Menu. Case files - residential home	Destroy - 1 year from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Roster Sheet. Case files - residential home	Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Registration	Case files -residential home	Permanent - offer to archivist 50 years after closure	RGLA 3.1
. Social issues			
. . Substance misuse			
. Special education			
. . Learning support		Destroy - 35 years from closure	RGLA 3.13
. Supporting children			
. . Admission appeals	Case files -child		
. . Adoption process	Case files -child	Destroy - 100 years from date of adoption order	Adoption and Children Act 2002 ss. 56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
. . Advice	Case files -child	Destroy - on child's 21st birthday	

Complete Listing with Retention Guidance - Children and families services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Assessment	Case files -child	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Care plan. Case files -child	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Carer details. Case files - child	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Contact sheet. Case files - child	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Essential information. Case files -child	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Attendance and truancy	Case files -child		
. . Child protection	Case files -child	Destroy - 100 years after end of service provision	
. . Children's rights	Case files -child	Destroy - 75th birthday - or 15 years after death if child dies before 18	Arrangements for Placement of Children (General) Regulations 1991 reg. 9. RGLA 3.2
. . Continuing care	Student details. Case files - child	Destroy - on child's 21st birthday	
. . Continuing care	Student profile. Case files - child	Destroy - on child's 21st birthday	
. . Continuing care	Work experience. Case files -child	Destroy - on child's 21st birthday	
. . Educational achievement assessments	Case files -child	Destroy - on child's 21st birthday	
. . Educational psychology	Case files -child	Destroy - 35 years from closure	RGLA 3.13
. . Educational welfare	Case files -child	Destroy - on child's 21st birthday	

Complete Listing with Retention Guidance - Children and families services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Finance and commissioning	Case files -child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Clothing grant. Case files - child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	School meals. Case files - child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Student award. Case files - child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Student loan. Case files - child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Travel pass. Case files -child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Fostering Process	Case files -child	Destroy - 35 years after carer has ceased to foster	RGLA 3.5
. . Grants	Case files -child	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Health	Case files -child		
. . Hospital and home tuition	Case files -child	Destroy - on child's 21st birthday	

Complete Listing with Retention Guidance - Children and families services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Legal	Case files -child	Destroy - on child's 21st birthday	RGLA 3.3
. . Licensing	Case files -child	Review - 2 years after registration lapses	RGLA 9.16
. . Looked after in care	Case files -child	Destroy - 75th anniversary of the child's birth or 15 years after death if the child dies before age 18	Children's Homes Regulations 2001 reg. 28
. . Referral	Case files -child	Destroy - on child's 21st birthday	
. . Review	Case files -child	Destroy - on child's 21st birthday	
. . School exclusions	Case files -child	Destroy - 25 years from last action	RGLA 3.19
. . Special educational needs	Case files -child	Destroy - 35 years from closure	RGLA 3.13
. Supporting disabilities			
. . Deaf			
. Training			
. . Support training		Destroy - 25 years from termination	RGLA 6.3
. Youth justice			
. . Case management	Case files	Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12
. Youth services			
. . Youth service provision		Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12

Complete Listing with Retention Guidance - Community safety and emergencies adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Community safety and emergencies			
. Advice			
. . Contingency planning		Destroy - 2 years after advice superseded	
. . Fire safety planning			
. . Home security			
. Community safety			
. . CCTV surveillance			
. . Community wardens			
. . Crime reduction			
. . Neighbourhood Watch			
. Emergency planning			
. . Emergency agencies		Destroy when superseded	
. . Emergency call-outs			
. . Emergency calls - 999			
. . Emergency plan	Development	Permanent - offer to archivist	RGLA 9.11
. . Emergency plan	Tests	Destroy - 10 years after closure	RGLA 9.12
. . Emergency warnings			
. Emergency service			
. . Notifications		Destroy - 2 years after matter is concluded	RGLA 9.19
. . Special service provision			
. Enforcement			
. . Fire safety legislation		Destroy - 2 years after matter is concluded	RGLA 9.19
. . Fire safety legislation	Prosecution	Destroy - 7 years from last action	Police and Criminal Evidence Act. RGLA 9.21

Complete Listing with Retention Guidance - Community safety and emergencies adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. Fire prevention			
. . Fire certification			The Regulatory Reform (Fire Safety) Order 2005 will become law on 1 October 2006 and will abolish the requirements for Fire Certificates
. . Fire hydrants inspections		Destroy - 7 years from last action	RGLA 9.20
. . Fire safety		Destroy - 2 years after advice superseded	
. . Fire safety inspections		Destroy - 7 years from last action	RGLA 9.20
. . Incident monitoring	Major incident	Permanent - offer to archivist	RGLA 9.13
. . Incident monitoring	Minor incident	Destroy - 7 years after closure	RGLA 9.14
. . Inspections		Destroy - 7 years from last action	RGLA 9.20
. . Investigations			
. Measures against vandalism			
. . Flyposting			
. . Removal of graffiti			
. Training			
. . Training exercises		Destroy - 10 years after closure	RGLA 9.12

Complete Listing with Retention Guidance - Consumer affairs adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Consumer affairs			
. Advice		Destroy - 7 years after creation	
. . Campaigns			
. Enforcement			
. . Prosecution of offences	Dangerous and wild animals. Case files - organisation	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Health and safety at work. Case files - organisation	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Inspections. Case files - organisation		
. . Prosecution of offences	Weights and measures. Case files - organisation	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. Environmental health			
. . Animal control			
. . Repatriation of deceased persons	Cadaver Certificates		
. Investigation, inspections and monitoring	Case files - organisation		
. . Inspections	Equipment inspection records. Case files - organisation	Destroy - 6 years after disposal of the equipment	
. . Inspections	Food standards inspection forms. Case files - organisation	Destroy - 7 years after inspection	
. . Investigations	Case files - organisation		

Complete Listing with Retention Guidance - Consumer affairs adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Investigations	Nuisances. Case files – organisation		
	Authorisation forms, Register Entries, CCTV records from covert surveillance that lead to prosecution. Regulation of Investigatory Powers Act 2000 (RIPA) Surveillance Record	Destroy 5 years from date investigation completed	Regulation of Investigatory Powers Act 2000
	CCTV records from covert surveillance – routine records not needed for prosecution. RIPA Surveillance Records (not required for prosecution)	Destroy / overwrite 7 days from the date of recording	Data Protection Act 2010 And the General Data Protection Regulation(GDPR)
. . Monitoring	Case files - organisation		
. . Monitoring	Air pollution. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Animal health. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Food hygiene. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Food hygiene, home care. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3

Complete Listing with Retention Guidance - Consumer affairs adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Monitoring	Food safety. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Food standards. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Hazardous substances. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Land pollution. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Pollution. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Private water suppliers. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	River pollution. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Weights and measures. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Swimming pools. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Product safety. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Infectious diseases. Case files - organisation		
. . Monitoring	Responsive. Case files - organisation	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Nuisances. Case files - organisation	Destroy - 3 years from last action	Environmental Protection Act 1990. RGLA 9.3
. Registration, certification and licensing			
. . Entertainment and drinks	Register	Destroy - 2 years after registration lapses	RGLA 9.16

Complete Listing with Retention Guidance - Consumer affairs adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Food premises	Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licence premises	Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Animal boarding licences	Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963. RGLA 9.16
. . Licensing	Animal breeding licences	Destroy - 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16
. . Licensing	Auction premises licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Building materials licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Butchers licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Caravan and camp site licences	Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
. . Licensing	Cemetery licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Cooling towers	Destroy - 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
. . Licensing	Credit licensing	Destroy - 2 years after registration lapses	RGLA 9.16

Complete Listing with Retention Guidance - Consumer affairs adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Licensing	Crematoria licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Dangerous wild animals licences	Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
. . Licensing	Entertainment licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Food business licences	Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
. . Licensing	Food licences	Destroy - 2 years after registration lapses	Food Safety Act 1990. RGLA 9.16
. . Licensing	Hackney licences	Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Highway projection licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Hoarding licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Infectious diseases licensing and use	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Late hours catering licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Liquor licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Lottery registration	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Massage and special treatment licences	Destroy - 2 years after registration lapses	RGLA 9.16

Complete Listing with Retention Guidance - Consumer affairs adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Licensing	Non medicinal poisons licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Nursing agencies licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Other hazardous substances	Permanent - offer to archivist	RGLA 9.17
. . Licensing	Personal licences	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Pet shop licences	Destroy - 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
. . Licensing	Petroleum	Permanent - offer to archivist	Petroleum (Regulation) Acts 1928 and 1936
. . Licensing	Premises licences	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Club premises certificates. Premises licences	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Temporary event notices. Premises licences	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Private hire licences	Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Public entertainment licences	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Riding establishment licences	Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
. . Licensing	Sale of explosives licences	Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16

Complete Listing with Retention Guidance - Consumer affairs adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Licensing	Scrap metal licences	Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16
. . Licensing	Sex establishments	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Shops	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Scaffold licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Skip licences	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Street collections and lotteries licences	Destroy - 2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
. . Licensing	Street trading licences	Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
. . Licensing	Zoo licences	Destroy - 2 years after registration lapses	The Zoo Licensing Act 1981. RGLA 9.16
. . Sex establishments	Register		

Complete Listing with Retention Guidance - Council property adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Council property			
. Common land			
. . Grazing	Grazing permits		
. . Registration	Register	Permanent - offer to archivist	
. Maintenance of council property			
. . Maintenance	Instruction manuals	Destroy - 7 years after last action	RGLA 7.27
. . Planned maintenance	Case files - property	Destroy - 7 years after last action	RGLA 7.27
. . Refurbishment	Tenders and contracts. Case files - property	Destroy - 7 years after conclusion of transaction	RGLA 8.7
. . Responsive maintenance	Case files - property	Destroy - 7 years after last action	RGLA 7.27
. Property acquisition and disposal			
. . Acquisitions	Assets over £ 50000. Case files - property	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Acquisitions	Assets under £ 50000. Case files - property	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Deeds	Case files - property		
. . Disposal	Assets over £ 50000. Case files - property	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Assets under £ 50000. Case files - property	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29

Complete Listing with Retention Guidance - Council property adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Disposal	Sale or write-off of property. Case files - property	Destroy - 15 years after obligations or entitlements are concluded	RGLA 8.3
. Property and land management			
. . Accessibility	Case files - property	Destroy - 7 years from closure	
. . Building surveys	Surveys		
. . Certification	Case files - property		
. . Distribution and allocation of properties			
. . Energy management			
. . Energy management	Case files - property		
. . Equipment disposal			
. . Facilities management			
. . Farm management			
. . Feasibility	Feasibility studies		
. . Fleet management	Allocation and maintenance of vehicles	Destroy - 7 years after disposal of the vehicle	RGLA 8.15
. . Fleet management	Recording drivers usage	Destroy - 7 years after closure	RGLA 8.17
. . Fleet management	Recording drivers usage	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
. . Fleet management	Vehicle records, lease or purchase	Destroy - 7 years after disposal of the vehicle	RGLA 8.14
. . Health and safety	System processes. Case files - property	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Internal agreements	Case files - property		
. . Land and property history	Case files - property	Destroy - 12 years from life of property	RGLA 8.2

Complete Listing with Retention Guidance - Council property adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Leasing	Managing leased property. Case files - property	Destroy - 15 years after expiry of the lease	RGLA 8.8
. . Leasing	Managing the occupancy of property. Case files - property	Destroy - 7 years after conclusion of transaction	RGLA 8.9
. . Management	Estates of special interest	Permanent - offer to archivist	RGLA 8.5
. . Management	Other buildings and estates	Retain for life of the building	RGLA 8.6
. . Maps and directions	Case files - property		
. . Property services	Case files - property		
. . Property strategy		Permanent - offer to archivist	RGLA 8.1
. . Replacement programme			
. . Scheduling	Inventories		
. . Security	Case files - property		
. . Usage statistics	Case files - property		
. . Valuations	Valuations on disposal. Case files - property	Destroy - 6 years from end of financial year after disposal of property	
. Property use and development			
. . Car parking	Case files - property	Destroy - 7 years after completion	
. . Design and construction	Case files - property		
. . Traveller sites		Destroy - 3 years after closure	
. . Warehousing and storage			

Complete Listing with Retention Guidance - Crematoria and cemeteries – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Crematoria and cemeteries			
. Burial identity and location			
. . Registration	Cemetery plans, burial plot layout	Permanent - offer to archivist	RGLA 9.24
. . Registration	Summary management systems, registers	Permanent - offer to archivist	RGLA 9.24
. . Bookings	Applications	Destroy - 5 year after last action	RGLA9.25
. . Exhumations		Permanent - offer to archivist	RGLA9.24
. . Interment Service	Regulation of burials and cremations	Destroy - 5 year after last action	RGLA9.25
. . Licensing	Permits	Destroy - 5 year after last action	RGLA9.25
. . Memorial management			
. Maintenance of burial grounds			
. . Planned Maintenance		Destroy - 21 years after maintenance completed	
. . Redundant Churchyards		Destroy - 21 years after maintenance completed	
. . Responsive Maintenance		Destroy - 21 years after maintenance completed	

Complete Listing with Retention Guidance – Democracy – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Democracy			
. Decision making			
. . Council and committee meetings	Minutes	Permanent - offer to archivist	RGLA 1.4
. . Council and committee meetings	Committee Clerks Notebooks	Destroy after date of confirmation of the minutes	RGLA 1.5
. . Delegations			
. . Independent Remuneration Panel			
. . Meeting - cabinet	Minutes	Permanent - offer to archivist	RGLA 1.4
. . Member panels		Permanent - offer to archivist	RGLA 1.4
. . Referenda			
. . Scrutiny Panel		Permanent - offer to archivist	RGLA 1.4
. Executive			
. . Statutory appointments	Appointment files	Permanent - offer to archivist	RGLA 6.24
. . Statutory appointments	Vacancy files	Destroy - 2 years after date of appointment	RGLA 6.25
. Governance			
. . Constitution	Constitution	Permanent - offer to archivist	RGLA 1.4
. Honours and awards			
. . Honours submissions		Destroy - 5 years after last action	RGLA 1.8
. . Lord lieutenancy			
. Member support			
. . Gifts and hospitality	Register	Destroy - 18 months after member leaves office	
. . Register of Interests	Register		
. Planning			
. . Cross departmental consideration		Destroy - 3 years from closure	RGLA2.3

Complete Listing with Retention Guidance – Democracy – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Forward Plan		Permanent - offer to archivist	RGLA2.1
. . Strategic Plan	Minutes	Permanent - offer to archivist	RGLA2.2
. . Strategic Plan	Reviews	Destroy - 5 years from closure	RGLA2.7
. Representation			
. . Constituencies			
. . Elections			
. . Elections	Ballot papers - European elections	Destroy 1 year after election	European Parliamentary Elections Regulations 1999
. . Elections	Ballot papers - local elections	Destroy 6 months from close of poll	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2
. . Elections	Consolidated returns of votes received	Destroy 6 months from close of poll	RGLA 1.3
. . Elections	Summary certification of those eligible to vote	Permanent - offer to archivist	Representation of the People Regulations 1986. RGLA 1.1
. . Elections	Electoral Register		
. . Emparishment			
. . Lists of councillors	Council diaries, members details		
. . Lists of meetings			
. . Nominations			
. . Political parties' papers		Destroy - 3 years after last action	RGLA 1.9

Complete Listing with Retention Guidance - Economic development – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Economic development			
. Business intelligence			
. . Business listing	Business directory		
. . European development			
. . Marketing	Economic data	Destroy 20 years after collected	New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years. Need to retain to analyse time series.
. Promotion			
. . Advice to business			
. . Business awards	Grants	Destroy 7years after scheme to which grant relates is completed	
. . Business development	Fairs		
. . Business development	Business associations	Destroy after 7 years	
. . Film and television development			
. . International relations	Twinning		
. . List of properties			
. . Markets			
. . Voluntary sector development			
. Regeneration			
. . Community development			
. . Regional development			
. . Rural development			
. . Strategy			
. . Town centre management			

Complete Listing with Retention Guidance - Economic development – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. Sustainability			
. . Sustainable development			
. Tourism			
. . Tourism development			
. Training			
. . Workforce support			

Complete Listing with Retention Guidance - Education and skills – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Education and skills			
. Access and inclusion			
. . Project management			
. . Traveller sites		Destroy 7 years after closure of project	
. Admissions and exclusions			
. . Appeals		Destroy after 7 years after decision made	
. . Parental choice			
. . Parental choice	School directory		
. Advice			
. . Advisory services			
. Arts services			
. . Field centres		Destroy after 7 years	
. . Music services		Destroy after 7 years	
. . Provision in schools	Orders and bookings	Destroy after 7 years	
. . Performances		Destroy after 7 years	
. Curriculum development			
. . International projects			
. . National curriculum		Destroy after 7 years	
. . Out of schools projects		Destroy after 7 years	
. . Outdoor education			
. . Schools curricula		Destroy after 7 years	
. Education welfare			
. . Attendance and Truancy			
. . Student welfare service			
. Employment skills			

Complete Listing with Retention Guidance - Education and skills – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Careers advice			
. . Workplace training			
. Life long learning			
. . Adult and community services			
. . Basic skills development			
. . Basic skills development	Course directory		
. Management of schools			
. . Admissions	School files	Destroy - 25 years from last action	RGLA 3.19
. . Emergency contacts	School files		
. . General information	School files		
. . Governing bodies	School files		
. . Governing bodies	Governor minutes	Destroy 3 years after the event	
. . Governor contacts	School files	Destroy 5 years after governor leaves	
. . Health and nursing	School files		
. . Inspections	School files		
. . Performance	School files	Review every 7 years and then offer to archivist	
. . Plans and policies	School files	Retain while policy operational then offer to archivist	
. . School catering	School files		
. Teaching			
. . Teacher development			
. . Mentoring			

Complete Listing with Retention Guidance - Environmental protection – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Environmental protection			
. Advice			
. . Biodiversity		Permanent, offer to archivist after administrative use	
. . Campaigns		Permanent, offer to archivist after administrative use	
. Conservation			
. . Archaeological services			
. . Countryside conservation		Permanent, offer to archivist after administrative use	
. . Forest management		Permanent, offer to archivist after administrative use	
. . Heritage conservation		Permanent, offer to archivist after administrative use	
. . Nature conservation		Permanent, offer to archivist after administrative use	
. . Urban conservation		Permanent, offer to archivist after administrative use	
. . Woodland management		Permanent, offer to archivist after administrative use	

Complete Listing with Retention Guidance - Environmental protection – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. Monitoring			
. . Coastal erosion		Permanent, offer to archivist after administrative use	
. . Environmental impact assessment		Permanent, offer to archivist after administrative use	
. . Environmentally sensitive areas		Permanent, offer to archivist after administrative use	

Complete Listing with Retention Guidance – Finance adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Finance			
. Accounts and audit			
. . Internal auditing			
. . Reporting	Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Permanent - offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
. . Reporting	Periodic financial reports: Monthly and quarterly reports	Destroy when administrative use is concluded	RGLA 7.2
. Asset management			
. . Maintaining assets	Asset registers		
. . Maintaining assets	Maintaining plant and equipment	Destroy - 7 years after sale or disposal of asset	RGLA 7.27
. . Maintaining assets	Maintenance	Destroy - 7 years after last action	RGLA 7.28
. . Maintaining assets	Overall assets	Permanent - offer to archivist	RGLA 7.24
. . Maintaining assets	Reporting and reviewing asset status	Destroy - 2 years after use is concluded	RGLA 7.26
. . Maintaining assets	Summary reports	Destroy - 7 years after the transaction was concluded	RGLA 7.25
. Financial provisions management			
. . Borrowing		Destroy - 7 years after the loan has been repaid	RGLA 7.14

Complete Listing with Retention Guidance – Finance adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Borrowing	Loan register	Permanent - offer to archivist	RGLA 7.15
. . Budget	Annual budget	Permanent - offer to archivist	RGLA 7.11
. . Budget	Developing annual budget: Draft budgets, departmental estimates	Destroy - 2 years after budget adopted	RGLA 7.12
. . Budget	Reporting actual vs. planned revenue and expenditure	Destroy after next year's budget has been adopted	RGLA 7.13
. . Credit union management			
. . Debt management			
. . Donations			
. . Funding bids			
. . Strategy and planning			
. Financial transactions management			
. . Authorisation			
. . Expenditure	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
. . Expenditure	Travel expenses	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.5

Complete Listing with Retention Guidance – Finance adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Fraud			
. . Funding applications			
. . Income			
. . Internal recharging			
. . Investments			
. . National insurance numbers	Notification and input records	Destroy 2 years after the employee ceases employment	RGLA 7.8
. . Reconciliation	Balance and reconcile financial accounts	Destroy 2 years after administrative use is concluded	RGLA 7.6
. . Refunds			
. Local taxation			
. . Benefits and subsidies	Council tax and benefit files		
. . Business rates	Account files		
. . Council tax	Council tax and benefit files		
. . Property valuation	Other valuation information	Destroy - 10 years after valuation was made	RGLA 7.20
. . Property valuation	Rateable property information	Permanent - offer to archivist	RGLA 7.21
. . Property valuation	Valuation lists	Permanent - offer to archivist	RGLA 7.20
. National taxation			
. . Tax payments	Tax correspondence	Destroy - 7 years after last action	RGLA 7.22

Complete Listing with Retention Guidance – Finance adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Tax payments	Taxation records	Destroy 5 years after the end of the financial year	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7
. Payroll and pensions			
. . Pay	Payment of employees	Destroy 7 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
. . Pay	Summary pay reports	Destroy after administrative use is concluded	RGLA7.10
. . Pensions		Destroy - 6 years from last pension payment	RGLA6.2

Complete Listing with Retention Guidance - Health and safety – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Health and safety			
. Community safety			
. . Campaigns			
. Compliance			
. . Strategy and planning	System processes	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Strategy and planning	Health and Safety Policy		
. . Training			
. Monitoring			
. . Accidents and incident reporting			
. . Accidents and incident reporting	Accident books - adult	Destroy - 3 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9
. . Accidents and incident reporting	Accident books - children	Destroy -25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.10
. . Asbestos inspections		Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. . Equipment	Safety inspections	Destroy - 6 years after equipment is de-commissioned	
. . Hazardous substances	COSSH inspections	Permanent - offer to archivist	Control of Substances Hazardous to Health Regulations 2002

Complete Listing with Retention Guidance - Health and safety – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Health and safety inspections			
. . Radiation	Radon Monitoring	Destroy - 40 years from last action	The Ionising Radiations Regulations 1985. RGLA 9.5
. Risk management			
. . Risk assessments		Destroy - 3 years after last assessment	Management of Health and Safety at Work Regulations 1992. RGLA 9.7

Complete Listing with Retention Guidance – Housing – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Housing			
. Advice			
. . Advice to homeowners and tenants			
. Enforcement			
. . Assessment- housing standards			
. . Safety inspections			
. Estate management			
. . Business premises			
. . Car parking surveys			
. . Garage application			
. . Garage rental	Tenant file		
. . Housing inspections			
. . Neighbour disputes			
. Housing provision			
. . Allocations			
. . Assessment - housing needs			
. . Homelessness			
. . Hostel providers			
. . Housing applications			
. . Housing applications	Unsuccessful applications	Destroy - 7 years from closure	RGLA3.27
. . Housing applications	Council housing register	Permanent - offer to archivist	RGLA3.26
. . Housing exchanges	Mutual exchange list		
. . Housing stock requirements		Destroy - 4 years after last action	RGLA8.10
. . Landlord accreditation			

Complete Listing with Retention Guidance – Housing – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Sheltered housing			
. Housing stock			
. . Demolition	Property file		
. . Emergency maintenance	Property file		
. . Housing grants	Grants over £50,000. Property file	Destroy - 12 years after last payment	Limitations Act 1980. RGLA 7.19
. . Housing grants	Grants under £50,000. Property file	Destroy - 6 years after last payment	Limitations Act 1980. RGLA 7.19
. . Leases	Property file		
. . Planned maintenance	Property file		
. . Private housing grants	Property file		
. . Property adaptations	Property file		
. . Repairs and renovation	Property file		
. . Risk assessment	Asbestos Register	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. . Unauthorised occupants			
. Managing tenancies		Destroy - 12 years from termination of tenancy	RGLA3.28
. . Adaptations	Property file		
. . Adaptations grants	Property file		
. . Advice	Tenant file		
. . Agreements	Ordinary Tenancy. Tenant file	Destroy - 6 years after tenancy has expired	Limitations Act 1980
. . Agreements	Tenancy under seal. Tenant file	Destroy - 12 years after tenancy has expired	Limitations Act 1980
. . Approving alterations	Property file		
. . Assessment - housing needs	Tenant file		

Complete Listing with Retention Guidance – Housing – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Breaches	Tenant file		
. . Evictions	Tenant file		
. . Housing repairs	Tenant file		
. . Insurance			
. . Rent arrears	Tenant file	Destroy 7 years after closure	RGLA 7.18
. . Rent setting			
. . Right to buy	Tenant file	Destroy - 12 years after sale of house	RGLA7.17
. . Temporary accommodation	Tenant file		
. . Tenancies	Tenant file		
. . Welfare services	Tenant file		

Complete Listing with Retention Guidance - Human resources – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Human resources			
. Administering employees			
. . Counselling	Employee files	Destroy - 6 years from termination of employment	RGLA6.4
. . Absence monitoring	Employee files	Destroy - 3 years from end of current tax year	
. . Discipline	Employee files	Destroy - 6 years from termination of employment	RGLA6.4
. . Discipline	Final warnings. Employee files	Destroy - 18 months after warning	RGLA 6.7
. . Discipline	No warning given. Employee files	Destroy immediately	RGLA 6.8
. . Discipline	Oral warnings. Employee files	Destroy - 6 months after warning	RGLA 6.7
. . Discipline	Warnings involving children. Employee files	Keep on personnel file permanently	RGLA 6.7
. . Discipline	Written warnings. Employee files	Destroy - 12 months after warning	RGLA 6.7
. . Disclosure of interest			
. . Employee details	Employee files	Destroy - 6 years from termination of employment	RGLA6.4
. . Employment conditions	Employee files	Destroy 2 years after employee ceases employment	
. . Grievances	Employee files	Destroy - 6 years from termination of employment	RGLA6.4
. . Individual training records	Employee files	Destroy - 6 years from termination of employment	RGLA6.4

Complete Listing with Retention Guidance - Human resources – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Individual training records	Proof of completion. Employee files	Destroy - 7 years after course completed	RGLA6.21
. . Induction		Destroy - 2 years after closure	
. . Job evaluation			
. . Leave	Employee files	Destroy - 2 years after action completed	RGLA6.13
. . Medical assessments	Employee files	Destroy - 75 years after date of birth	RGLA6.10
. . Maternity/paternity	Employee files	Destroy - 3 years from end of current tax year	
. . Reporting			
. . Termination		Destroy - 6 years from termination of employment	RGLA 6.16
. Employee relations			
. . Disciplinary matters reporting			
. . Trade union liaison	Strategy	Permanent - offer to archivist	RGLA 6.5
. . Trade union liaison	Routine matters	Destroy - 2 years after use is concluded	RGLA 6.6
. Equal opportunities			
. . Equalities and diversity			
. . Equalities and diversity	Investigations	Destroy - 5 years after action completed	RGLA 6.9
. Monitoring employees			
. . Performance appraisal	Probationary reports and performance plans		
. . Reporting		Destroy - 5 years after action completed	RGLA 6.12

Complete Listing with Retention Guidance - Human resources – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Staff directory		Permanent - offer to archivist	RGLA 6.1
. Occupational health			
. . Absence reporting		Destroy - 2 years after action completed	RGLA 6.13
. . Occupational health	Staff health records	Destroy - 75 years after date of birth	RGLA6.10
. . Occupational health	Training. Employee files	Destroy - 50 years after training completed	RGLA6.19
. . Personal risk assessments	Employee files		
. . Sickness monitoring	Employee files	Destroy - 6 years from termination of employment	RGLA 6.4
. . Major injuries		Destroy - 40 years after termination of employment	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
. Recruitment			
. . Authorisation		Destroy - 5 years after recruitment finalised	
. . Job descriptions		Destroy - 2 years after superseded	
. . Recruitment		Destroy - 6 years from termination of employment	RGLA6.4
. . Recruitment	Unsuccessful candidates. Position	Destroy - 6months after recruitment finalised	

Complete Listing with Retention Guidance - Human resources – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Recruitment	Position	Destroy - 1 year after recruitment finalised	RGLA 6.11
. . Recruitment process			
. . Secondment	Secondment files	Destroy - 6 years from termination of employment	RGLA6.4
. . Volunteers	Volunteer files	Destroy - 6 years from termination of employment	RGLA6.4
. Terms and conditions of employment			
. . Staff benefits			
. . Staff facilities			
. . Staff recognition			
. . Terms and conditions			
. Training			
. . Driver training			
. . Reporting			
. . Support training			
. . Training courses	Course administration. Training course files	Destroy - 2 years after action completed	RGLA 6.17
. . Training courses	Courses concerning children. Training course files	Destroy - 35 years after course completed, or last entry	RGLA 6.18
Training course files	Training course materials	Destroy - 1 year after course superseded	RGLA 6.20
. . Training courses	Training course files	Destroy - 2 years after action completed	RGLA 6.17
. . Training plan	Corporate training plan		
. Workforce planning			
. . Workforce development planning	Financial rewards	Destroy - 7 years after action completed	RGLA 6.15

Complete Listing with Retention Guidance - Human resources – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Workforce development planning	Strategy	Destroy - 3 years after action completed	RGLA 6.14

Complete Listing with Retention Guidance - Information and communication technology – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Information and communication technology			
. Infrastructure			
. . Disposal	Assets under £ 50,000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Assets over £ 50,000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Fault reporting			
. . Licensing			
. . Help Desk Support			
. . Information security			
. . Network maintenance			
. . Server maintenance			
. . Spatial data management			
. . Storage			
. . Strategy			
. . Web development			
. System support			
. . Change Control	System log	Destroy - 2 years after system no longer used	
. . Configuration management	System log	Destroy - 2 years after system no longer used	
. . Data Management	System log	Destroy - 2 years after system no longer used	
. . Design and Construction	System log	Destroy - 2 years after system no longer used	

Complete Listing with Retention Guidance - Information and communication technology – adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Development	System log	Destroy - 2 years after system no longer used	
. . Implementation	System log	Destroy - 2 years after system no longer used	
. . Integration and interfaces	System log	Destroy - 2 years after system no longer used	
. . Maintenance	System log	Destroy - 2 years after system no longer used	
. . Manuals	System log	Destroy - 2 years after system no longer used	

Complete Listing with Retention Guidance - Information management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Information management			
. Access to information			
. . Data protection	Subject Access Request	Destroy when information no longer required	
. . Data protection	Notification	Destroy - 3 years after previous notification	
. . Environmental information	Access status records. Information requests	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information scheduled for destruction. Information requests	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Environmental information	Individual transaction records. Information requests	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Environmental information	Policy records. Information requests	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Access status records. Information requests	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information scheduled for destruction. Information requests	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Individual transaction records. Information requests	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Policy records. Information requests	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.

Complete Listing with Retention Guidance - Information management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Freedom of information	Publication Scheme	Permanent - offer to archivist	
. Archives			
. . Archives management	Records catalogue		
. Knowledge management			
. . Information asset management	Information asset register		
. . Information asset management	Record surveys		
. . Information asset management	Circulation lists		
. Records management			
. . Compliance	Classification schemes	Permanent - offer to archivist	RGLA 2.10
. . Forms development	Standard templates		
. . Forms development			
. . Image capture			
. . Retention scheduling	Disposal certificates	Destroy - 12 years after last action	RGLA 2.12
. . Tracking	Issues log		
. Registration			
. . Statutory registers	Register	Permanent - offer to archivist unless specific legislation requires otherwise	Limitations Act 1980

Complete Listing with Retention Guidance - Legal services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Legal services			
. Advice			
. . Advice to the public			
. . Provision of legal advice		Destroy - 6 years after last action, major precedent - offer to archivist for review	Limitations Act 1980. RGLA 4.2
. . Witness support			
. Bylaws			
. . Enactment		Permanent - offer to archivist	RGLA 9.22
. . Enforcement		Destroy - 2 years after matter is concluded	RGLA 9.23
. Land and highways			
. . Acquisition	Road adoptions		
. . Disposal			
. Land registration			
. . Land charges	Searches		
. . Land charges	Registers		
. Litigation			
. . Civil	Case files	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Commercial	Case files	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Criminal	Case files	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1

Complete Listing with Retention Guidance - Legal services adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Debt recovery	Case files	Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Precedent cases			
. Management of legal activities			
. . Archive deposits	Agreements		
. . Agreements	Agreements	Destroy - 6 years after agreement ends	RGLA 4.3
. . Conveyancing	Conveyance. Deeds	Destroy - 12 years after closure	Limitations Act 1980. RGLA 4.4
. . Conveyancing	Easements. Deeds		
. . Conveyancing	Tenancy Agreements	Destroy - 12 years from termination of tenancy	RGLA 3.28
. . Copyright	Intellectual Property Rights		
. . Drafting	Pro-forma agreements		
. . Trusts			
. Planning controls			
. . Certificate of Lawful Use or Development	Certificate	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Certificate of Lawful Use or Development	Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980
. . Section 106 agreements	Agreement	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Section 106 agreements	Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980

Complete Listing with Retention Guidance - Leisure and culture adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Leisure and culture			
. Allotments			
. . Allotments			
. Archives			
. . Archive development			
. . Cataloguing	Accession register	Permanent - offer to archivist	RGLA 2.11
. . Deposits			
. . Loans			
. . Membership			
. . Research			
. Arts			
. . Arts development			
. . Clubs and societies			
. Community facilities			
. . Equipment			
. . Grants			
. . Venues			
. Leisure promotion			
. . Countryside events	Programmes and events		
. . Exhibitions	Programmes and events		
. . Inclusion			
. . Parks and gardens events	Programmes and events		
. . Play scheme			
. Libraries			

Complete Listing with Retention Guidance - Leisure and culture adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Joining the library	All records relation to applications for membership and storage of information	Retain from date of application until date membership expires	
. . Facilities	Records relating to the development and maintenance of library stock	Retain for 6 years from creation.	
	Maintenance of library premises	Retain for 6 years from creation	Limitation Act 1980(Section 2)
	Provision of information about libraries and services	Retain for 1 year	
	Information about customers banned from using the library	Retain from the date ban applies until date ban expires	Vital Interest
	Process of applying for and arranging bookings which do not require a hire fee to be paid including booking diaries	Retain for 1 year from creation	
. . Bookings	Internet bookings		
. . Catalogue	Stock management	Destroy - 2 years after administrative use concluded	
. . Fines	All data in relation to recovery	Retain for 6 years + current	HMRC Compliance Handbook Manual CH15400
. . Library development			

Complete Listing with Retention Guidance - Leisure and culture adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Loans	All records for books and other media	Retain for 6 years + current	Limitations Act 1980 (section 2)
	Renewals and Reservations	Retain for date loan commences until date loan expires	Legal Obligation
Sales	All records relating to the sale of books	Retain for 6 years + current	HMRC Compliance Handbook Manual CH15400
. Mobile Library	All records in relation to the management of a mobile library service	Retain for 6 years + current	Limitations Act 1980 (section 2)
. . Support for schools	All records relating to the management of childrens libraries	Retain for 6 years + current	Limitations Act 1980 (section 2)
School Loans	All records relating to the provision of school library loans	Retain from date loan commences to date loan ends	
School Visits	All records relating to the provision of school library visits	Retain for 3 years + current	
. Museums		Destroy - 10 years after closure	
. . Deposit			
. . Loans			
. . Museum catalogue			
. . Museum development			
. Parks and open spaces			
. . Maintenance			
. . Playgrounds			

Complete Listing with Retention Guidance - Leisure and culture adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. Sports facilities			
. . Bookings			
. . Bookings	Facilities		
. . Bookings	Classes		
. . Equipment hire			
. . Membership			
. . Membership	Golf courses		
. . Membership	Leisure centres		
. Sports			
. . Sports development			
. . Clubs and societies			
. Tourism			
. . Tourist accommodation			
. . Tourist accommodation	Accreditation process		
. . Tourist accommodation	Registers		
. . Visitor information			
. . Visitor information	Maps and directions		

Complete Listing with Retention Guidance – Management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Management			
. Ceremonial			
. . Civic and royal events	Visitors book, tapes, photographs	Permanent - offer to archivist	RGLA 2.24
. . Civic and royal events	Planning and organising an event	Destroy - 7 years after use	RGLA 2.25
. . Corporate gifts			
. Communication support			
. . Interpreting and translation	Translation		
. . Mail processing			
. . Publication	Publications		
. . Publications received	Publications		
. . Staff communications			
. Corporate communication			
. . Campaigns			
. . Corporate branding			
. . Corporate publicity			
. . Graphic design	Designing setting information	Destroy - 3 years from last action	RGLA 2.19
. . Marketing	Marketing planning and campaigns	Permanent - offer to archivist	RGLA 2.23
. . Media cuttings	Media cuttings	Permanent - offer to archivist	RGLA 2.22
. . Media liaison	Interaction with Media	Destroy - 3 years from closure	RGLA 2.21
. . Media releases			
. . Media releases			

Complete Listing with Retention Guidance – Management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Public relations			
. . Public relations	Media reports	Permanent - offer to archivist	
. . Public relations	Published work	Destroy after use is concluded - one copy to archive	RGLA 2.20
. . Public relations	Statistics, trends and customer satisfaction data	Destroy - 10 years after use concluded	
. Enquiries and complaints			
. . Appeals			
. . Complaints	Reports and correspondence	Permanent - offer to archivist	RGLA 2.14
. . Complaints	Registers	Permanent - offer to archivist	RGLA 2.13
. . Complaints			
. . Complaints to Ombudsman	Complaint files		
. . Compliments			
. . Customer profiling	Customer profiles		
. . Customer satisfaction	Customer satisfaction surveys		
. . Stage 1 complaints	Complaint files	Destroy - 2 years after use is concluded	RGLA 2.16
. . Stage 2 complaints	Complaint files	Destroy - 6 years after use is concluded	RGLA 2.15
. External audits			
. . Audits			
. Preparing business			
. . Meetings			

Complete Listing with Retention Guidance – Management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Officer representation			
. . Partnership and agency working	Business for partnership and agencies where local authority owns the record	Permanent - offer to archivist	RGLA 1.6
. . Partnership and agency working	Business for partnership and agencies where local authority does not own the record	Destroy - 3 years after last action	RGLA 1.7
. Project management			
. . Closure	Lessons learned. Project files		
. . Governance	Project initiation document. Project files		
. . Governance	Unit or team plans. Project files		
. . Initiation and delivery	Issues log. Project files		
. . Start up	Business case. Project files		
. Quality and performance			
. . Assessments		Destroy - 2 years from closure	RGLA 2.18
. . Best value reviews		Destroy - 5 years from closure	RGLA 2.17
. . Inspections			
. . Process mapping	Process maps		
. Statutory returns			
. . Reports to government		Destroy - 7 years from closure	RGLA 2.5
. Strategic planning			
. . Business cases			

Complete Listing with Retention Guidance – Management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Corporate initiatives		Destroy - 5 years after initiative ends	
. . Organisational structure			
. . Policies and procedures		Permanent - offer to archivist	RGLA 2.6
. . Public consultation	Minor policies	Destroy - 1 year from closure	RGLA 2.9
. . Public consultation	Significant policies	Destroy - 5 years from closure	RGLA 2.8
. . Service level agreements			

Complete Listing with Retention Guidance - Planning and building control adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Planning and building control			
. Building control			
. . Application processing	Application files	Destroy after 3 years if rescinded otherwise permanent - offer to archivist	Building Act 1984
. . Application processing	Pre application discussion		
. . Building regulations			
. . Registration	Building control register	Permanent - offer to archivist	RGLA 10.8
. . Unauthorised works			
. Covenant control			
. . Policies			
. . Covenant controls	Covenant control files		
. Development control			
. . Application processing	Appeals files	Destroy - 6 years from conclusion of appeal	Limitations Act 1980
. . Application processing	Application files	Destroy - 10 years after planning permission expires	
. . Application processing	Decision notices. Application files	Permanent - offer to archivist	RGLA 10.6
. . Application processing	Pre application discussion		
. . Conservation areas	Sites and Monuments Register		RGLA 10.3
. . Enforcement	Enforcement notices	Destroy 3 years after compliance with enforcement notice	RGLA 10.13
. . Hedges			

Complete Listing with Retention Guidance - Planning and building control adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Registration	Planning Register	Permanent - offer to archivist	RGLA 10.6
. . Planning obligations			
. . Tree	Tree works	Destroy - 5 years after application decision	
. . Tree	Tree preservation orders	Permanent - offer to archivist	RGLA 10.6
. Forward planning			
. . Economic regeneration			
. . Heritage listing			
. . Housing development			
. . Local plan			
. . National planning policy			
. . Natural environment	Policies	Permanent - offer to archivist	RGLA 10.7
. . Natural environment		Destroy - 7 years after administrative use concluded	RGLA 10.7
. . Planning policy			
. . Planning schemes	Consultation	Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist	RGLA 10.5
. . Regional plan			
. . Regional plan	Mineral Plan	Permanent - offer to archivist	RGLA 10.4
. . Regional plan	Waste Plan	Permanent - offer to archivist	RGLA 10.4

Complete Listing with Retention Guidance - Planning and building control adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Regional plan	Structure Plan	Permanent - offer to archivist	RGLA 10.1
. . Sustainable development			
. . Urban centre planning			

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Procurement			
. Contracting			
. . Approved suppliers			
. . Contract awards			
. . Contract awards	Ordinary contracts. Contract files	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Contracts under seal. Contract files	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Post tender negotiation. Contract files	Destroy - 1 year after the term of the contract has expired	RGLA4.11
. . Contract awards	Service level agreements, compliance reports, performance reports. Contract files	Destroy - 2 years after the term of the contract has expired	RGLA4.13

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Contract management	Contract monitoring		
. . Requisition	Purchase orders	Destroy - 7 years after the end of the financial year	RGLA 7.3
. Market information			
. . Product evaluation			
. . Product information			
. Tendering			
. . Tenders	Opening notice, tender envelope. Tender files	Destroy - 1 year after start of contract	RGLA 4.7
. . Tenders	Ordinary tender. Tender files	Destroy - 6 years after the term of the contract has expired	
. . Tenders	Pre-tender advice. Tender files	Destroy 2 years after contract let or not proceeded with	RGLA 4.5

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Tenders	Tender for contract under seal. Tender files	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8
. . Tenders	Unsuccessful tenders. Tender files	Destroy - 1 year after start of contract	RGLA4.10
. . Tendering policies			
Public Health			

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Adult Health records	Basic health and social care retention period - check for any other involvements that could extend the retention. All must be reviewed prior to destruction taking into account any serious incident retentions. This includes medical illustration records such as X-rays and scans as well as video and other formats.	Discharge or patient last seen – 8 years	Public Records Act 1958,

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
<p>Children’s records including midwifery, health visiting and school nursing</p>	<p>Basic health and social care retention requirement is to retain until 25th birthday or if the patient was 17 at the conclusion of the treatment, until their 26th birthday. Check for any other involvements that could extend the retention. All must be reviewed prior to destruction taking into account any serious incident retentions. This includes medical illustration records such as I-rays and scans as well as video and other formats</p>	<p>Retained to the 25th or 26th birthday.</p>	<p>Public Records Act 1958,</p>

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Contraception, sexual health, Family Planning and Genito-Urinary Medicine (GUN)	Basic retention requirement is 8 years unless there is an implant or device inserted, in which case it is 10 years. All must be reviewed prior to destruction taking into account any serious incident retentions. If this is a record of a child, treat as a child record as above.	8 or 10 years	Public Records Act 1958,
Pharmacy			

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Information relating to controlled drugs		Guidance from NHS England is that locally held controlled drugs information should be retained for 7 years. NHS BSA will hold primary data for 20 years and then review.	NHS England and NHS BSA guidance for controlled drugs
Pharmacy prescription records		2 years from discharge or patient last seen.	There will also be an entry in the patient record and a record held by the NHS Business Services Authority. NHS East and South East Specialist Pharmacy Services have prepared pharmacy records guidance including a specialised retention schedule for pharmacy.
Event and Transaction Records			
Clinical Audit		5 years	

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Clinical Diaries	Diaries of clinical activity & visits must be written up and transferred to the main patient file. If the information is not transferred the diary must be kept for 8 years.	2 years after the end of the relating year	
Clinical Protocols		25 years after creation	Clinical protocols may have archival value. They may also be routinely captured in clinical governance meetings which may form part of the permanent record
Datasets released by HSCIC under a data sharing agreement		Delete	http://www.hscic.gov.uk/media/15729/DARS-Data-Sharing-Agreement/pdf/Data_Sharing_Agreement_2015v2%28restricted_editing%29.pdf
Equipment maintenance logs		11 years from decommission	
Inspection of equipment records		11 years from decommission	
Referrals not accepted		2 years as an ephemeral record	The rejected referral to the service should also be kept on the originating service file.
Requests for funding for care not accepted		2 years as an ephemeral record	

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Smoking cessation		2 years from closure of 12 week quit period.	
Telephony System & Service			
Telephony system record (not recorded conversations)		1 year after creation	
Births Death & Adoption Records			
Birth Notification to child health		25 years	Treat as a part of the child's health record if not already stored within health record such as the health visiting record.
Clinical data sets			
Research data sets		Not more than 20 years	For details please see: http://tools.jiscinfonet.ac.uk/downloads/bcs-rrs/managing-research-records.pdf
Research Ethics Committee's documentation for research proposal		5 years	
Corporate and Governance			
Committees listed in the Scheme of Delegation or that report into the Board of major projects		No longer than 20 years and transfer to place of deposit.	

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Committees/Groups/Sub Committees not listed in the scheme of delegation	Includes minor meeting/projects and departmental business meetings	6 years	
Incidents (serious)		20 years	Consider transfer to secure deposit
Incidents (not serious)		10 years	Review and if no longer needed destroy
Non Clinical Quality Assurance Records		12 years	
Policies, strategies and operative procedures including business plans		6 years after end of organisation	
Communications			
Patient information leaflets		6 years form end of use	1 copy of each
Press releases and important internal communications		6 years	Press releases may form a significant part of the public record
Public consultations		5 years	
Website		6 years	
Staff Records & Occupational Health			
Occupational Health		Keep until 75 th birthday or 6 years after staff member leaves	

Complete Listing with Retention Guidance – Procurement adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Staff Record		Keep until 75 th birthday or 6 years after staff member leaves	This includes (but is not limited to) evidence of right to work and security checks
Timesheets		2 years	
Training records		See rational	Records of significant training must be kept until 75th birthday or 6 years after the staff member leaves. It can be difficult to categorise staff training records as significant as this can depend upon the staff member's role. The IGA recommends: Clinical training records - to be retained until 75th birthday or six years after the staff member leaves, whichever is the longer Statutory and mandatory training records - to be kept for ten years after training completed Other training records – keep for 6 years after training completed
Procurement			
Contracts Sealed or unsealed		6 years after the end of the contract	Review and if no longer needed destroy
Contracts – financial approved supplier documentation		11 years	Review and if no longer needed destroy
Tenders Successful		6 years	Review and if no longer needed destroy
Tenders Unsuccessful		6 years	

Complete Listing with Retention Guidance - Registration and coroners adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Registration and coroners			
. Inquiries into deaths			
. . Coroners inquests	Inquiries leading to an inquest. Case files	Permanent - offer to archivist	TNA Retention and Disposal Guidance 13. RGLA 5.7
. . Investigations	Inquiries not proceeding to an inquest	Destroy - 15 years after last action	TNA Retention and Disposal Guidance 13. RGLA 5.6
. . Registration	Reported deaths register	Permanent - offer to archivist	TNA Retention and Disposal Guidance 13. RGLA 5.5
. Marriage services			
. . Conducting a marriage service		Destroy - 3 years after last action	RGLA5.3
. . Registration	Approved wedding premises		
. Registration of births, marriages and deaths			
. . Advice and support			
. . Certification	Certificate copy applications		
. . Certification	Certificates	Destroy - 7 years after last action	RGLA 5.2
. . Notification	Marriage notices	Destroy - 2 years after last action	RGLA 5.4
. . Registration	Marriage register	Permanent - offer to archivist	RGLA 5.1
. . Registration	Register of births	Permanent - offer to archivist	RGLA 5.1

Complete Listing with Retention Guidance - Registration and coroners adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Registration	Register of citizenship	Permanent - offer to archivist	RGLA 5.1
. . Registration	Register of deaths	Permanent - offer to archivist	RGLA 5.1
. Treasure trove			
. . Inquests		Destroy - 2 years after last action	TNA Retention and Disposal Guidance 13. RGLA 5.8

Complete Listing with Retention Guidance - Risk management and insurance adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Risk management and insurance			
. Claims			
. . Claims processing	Claims records	Destroy - 7 years after all obligations and entitlements are concluded	Limitations Act 1980. RGLA 8.21
. Insuring against loss			
. . Insurance	Insurance policies	Destroy - 7 years after the terms of the policy have expired	RGLA8.19
. . Insurance	Renewals	Destroy - 5 years after the policy has been renewed	RGLA8.20
. . Insurance	Summary arrangements	Permanent - offer to archivist	RGLA8.18
. Risk management			
. . Business continuity planning		6 years + current	
. . Education	Campaigns		
. . Risk assessment	Risk register	6 years + current	
. . Risk assessment	Valuations		

Complete Listing with Retention Guidance - Transport and infrastructure adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Transport and infrastructure			
. Design and construction			
. . Roads and highways		Permanent - offer to archivist	RGLA 11.7
. . Traffic management schemes			
. Harbours and waterways			
. . Boat moorings			
. . Port facilities			
. . Port facilities	ETA notification		
. . Port facilities	Import notification		
. . Registration	Watercraft		
. Highway development control			
. . Highway adoption		Permanent - offer to archivist	RGLA 11.3
. . Highway extent queries		Permanent - offer to archivist	RGLA 11.2
. . Highway extinguishment		Destroy - 7 years after extinguishment. Offer order and map to archivist	
. . Notification			
. . Planning control		Destroy 7 years after decision. Offer controversial or high profile schemes to archivist	RGLA 11.4
. . Road classification			
. Highway enforcement			
. . Advertising hoarding			

Complete Listing with Retention Guidance - Transport and infrastructure adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Highways		Destroy - 3 years after compliance with enforcement notice	RGLA 11.5
. . Parking			
. . Parking fines			
. . Road reinstatement			
. . Scaffolding			
. . Speeding fines			
. . Weight limits			
. Infrastructure management			
. . Cycle routes			
. . Geotechnical services			
. . Maintenance			
. . Markings and signage			
. . Public conveniences			
. . Service providers			
. . Street furniture		Destroy - 7 years after last action	RGLA 11.8
. . Street naming and numbering			
. . Surveys			
. . Taxi ranks			
. Public transport			
. . Community transport			
. . Concessions			
. . Public transport plan		Destroy - 3 years after superseded or last action	RGLA 11.11
. . Timetable			
. Rights of way			

Complete Listing with Retention Guidance - Transport and infrastructure adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Enquiries			
. . Locations		Permanent - offer to archivist.	
. . Orders		Destroy - 6 years from conclusion of transaction	
. . Planning applications			
. . Ploughing and cropping			
. . Searches			
. Road maintenance			
. . Bridge inspections			
. . Drains and gullies			
. . Emergency maintenance		Destroy - 12 years after action completed	RGLA 11.9
. . Hazard removal			
. . Inspections			
. . Kerbs			
. . Planned maintenance		Destroy - 12 years after action completed	RGLA 11.9
. . Scheduled maintenance		Destroy - 12 years after action completed	RGLA 11.9
. . Verge maintenance			
. Road safety			
. . Accident investigations		Destroy - 7 years after use.	
. . MOT testing			
. . Road safety awareness			
. . Safety audits		Destroy - 7 years after use.	
. . School crossing patrols			
. . Speed cameras			

Complete Listing with Retention Guidance - Transport and infrastructure adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. School transport			
. . School transport services			
. Traffic management			
. . Abnormal loads		Destroy - 2 years after consent given.	
. . Gritting and snow clearance			
. . Monitoring			
. . Parking	Permits		
. . Parking sites			
. . School routes			
. . Street lighting			
. . Traffic calming			
. . Traffic reduction			
. . Traffic orders	Approval	Destroy - 7 years after action completed	RGLA 11.6
. . Traffic orders	Implementation	Destroy - 5 years after action completed	
. . Traffic orders	Planning and Investigation	Destroy - 5 years after action completed	
. . Weather forecasting	Weather data		
. Transport planning			
. . Development control			
. . Strategy and planning	Transport strategy		
. . Strategy and planning	Local transport plan	Permanent - offer to archivist	RGLA 11.1
. . Transport modelling			
. . Transport modelling	Traffic counts	Destroy - 2 years after last use	

Complete Listing with Retention Guidance - Transport and infrastructure adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Travel plans	Employer travel plans	Destroy - 5 years after use	
. . Travel plans	School travel plans	Destroy - 5 years after use	

Complete Listing with Retention Guidance – Waste Management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
Waste management			
. Fly tipping			
. . Fly tipping			
. Street cleaning			
. . Pest control			
. . Road cleansing			
. Waste collection		Destroy - 2 years after last action	RGLA9.26
. . Abandoned vehicles		Destroy - 2 years after last action	RGLA9.26
. . Bulk		Destroy - 2 years after last action	RGLA9.26
. . Controlled		Destroy - 6 years after last action	RGLA9.27
. . Domestic		Destroy - 2 years after last action	RGLA9.26
. . Trade		Destroy - 2 years after last action	RGLA9.26
. Waste disposal			
. . Waste sites	Management of sites	Permanent - offer to archivist	RGLA9.28
. . Waste sites	Short term storage	Destroy - 10 years after site closure	RGLA9.29
. . Waste sites	Equipment	Destroy - 6 years after use	
. . Waste sites	Inspections	Destroy - 6 years after inspection	
. . Waste sites	Permits	Destroy - 7 years after permit expires	

Complete Listing with Retention Guidance – Waste Management adapted from LGCS

Class	Records/Series	Retention Period	Rationale
. . Waste sites development	Waste site plans	Permanent - offer to archivist	RGLA 9.30
. Waste reduction			
. . Composting			
. . Recycling		Destroy - 5 years after use	