



DISTRICT OF HARBOROUGH

Document Retention Policy 2018

(update January 2024)

<i>Title:</i>	Document Retention Policy
<i>Purpose:</i>	To detail the Council's commitment to document and records management, advising on the policy and procedures adopted regarding document retention and disposals.
<i>Owner:</i>	Information and Complaints Officer
<i>Approved by</i>	Corporate Services Manager
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Version Number	Purpose/Change	Author	Date
2	None	S Done	January 2018
2.1	Interim update prior to full review	S Done	April 2019
2.1.1	Various changes to existing schedule retention periods.	S Done	September 2023
2.1.2	Alteration to Web Content Management Schedule	S Done	January 2024

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INTRODUCTION

- In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can take many different forms e.g.
 - Letters received from third parties
 - Copy letters which have been sent out
 - File attendance notes
 - Invoices
 - Completed application forms
 - Plans/drawings
 - Financial records
 - Registers
 - Contracts/deeds
 - e-mail communications (and any attachments)
 - Photographs
 - Audio and video Recordings
- 1.2 Many of the above documents can be retained as 'hard' paper records or in electronic form.
- 1.3 Retention of specific documents may be necessary to:
- Fulfil statutory or other regulatory requirements.
 - Evidence events/agreements in the case of disputes.
 - Meet operational needs.
 - Ensure the preservation of documents of historic or other value.
- 1.4 The untimely destruction of documents could cause the Council:
- Difficulty in defending litigious claims.
 - Operational problems.
 - Embarrassment.
 - Failure to comply with the information access and data protection laws.
- 1.5 Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:
- There is a shortage of new storage space.
 - Disposal of existing documents can free up space for more productive activities.
 - Indefinite retention of personal data may be unlawful.
 - Reduction of fire risk (in the case of paper records).

- There is evidence that the de-cluttering of office accommodation can be psychologically beneficial for many workers.

1.6 Modern day records management processes stress the importance of organisations having in place systems to ensure the timely and secure disposal of documents/records that are no longer required for business purposes. This philosophy is underlined by the access to information legislation.

2 OBJECTIVES

- 2.1 Assist in identifying records that may be worth preserving permanently as archives
- 2.2 Prevent premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
- 2.3 Provide consistency for the destruction of those records not required permanently after specified periods
- 2.4 Promote improved Records Management Practices.

3 DISPOSAL PROCEDURE

- 3.1 Records earmarked for destruction may be destroyed in accordance with the provisions of the Schedule attached to this protocol. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of the information access and data protection legislation. Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.
- 3.2 Confidential or sensitive data must be destroyed in accordance with the Council's procedures for disposal and destruction of such material.
- 3.3 A record of the documents destroyed must be kept. It is not sufficient to document that a quantity of records has been destroyed on a certain date. Enough details need to be retained to identify which records have been destroyed.
- 3.4 It may be possible for records for permanent preservation to be transferred to the County Archivist at the Local Records Office (in their entirety). In addition, the County Archivist should also be offered the opportunity to sample any group of records flagged for disposal under these guidelines.

4. DISPOSAL METHOD

4.1 Disposal can be achieved by a range of processes:

- Confidential waste' – *i.e.* making available for collection by a designated refuse collection service or use of the red bin service within the civic offices.
- Physical destruction on site (paper records - shredding)
- Deletion – where computer files are concerned
- Migration/transfer of document to external body

4.2 All staff should take into account the following considerations when selecting any method of disposal:

- Under no circumstances should paper documents containing personal data or confidential information be simply binned. To do so could result in the unauthorised disclosure of such information to third parties, and render the Council liable to prosecution or other enforcement action under the Data Protection legislation. Such documents should be destroyed on site (e.g. by shredding) or placed in the specially marked "Confidential Waste" sacks.
- Deletion – the Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve, then this will be regarded as equivalent to deletion.
- Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value. The third party here could well be the Public Record Office [PRO]. Migration can, of course, include the sale of documents to a third party. Seek guidance from the Information Officer and or Legal Services if this is being considered.
- Recycling – wherever practicable disposal should further recycling, in-line with the Council's commitment to sustainable development and promoting an alternative waste disposal strategy.

4.3 Disposal **must** be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal. The documenting of disposal is particularly important due to the enhanced right of public access to information under the information access legislative framework. ***Please complete the disposal log at appendix 3 and forward the completed version to the Information Officer***

5. DATA PROTECTION ACT 2018

- 5.1 Staff need to be aware that under the Data Protection legislation personal data processed for any purpose must not be kept for longer than is necessary for that purpose [Proportionality]. In other words, retaining documents or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

The Data Protection legislation contains no interpretive guidance on this provision. It is a matter for reasonable judgement and common sense as to how long personal data should be retained. If it is not required for a business purpose, then consider whether it should be retained or not.

Clearly, in many instances the retention of personal data will be necessary and thus justified for a very long period of time. Provided that retention is mindful of the reasons for collecting, processing and holding personal data proportionate to the original need for its collection, it is unlikely there will be any issues.

- 5.2 All staff need to be mindful of the kind of information they are working with on a day to day basis. Many working/live documents and case files contain personal data. As such it should be treated responsibly in terms of not being left unattended and handled within the guidelines laid down by internal processes and legislation.

To comply with the principles of the Data Protection Act 2018, records containing personal data must be:

- stored appropriately, having regard to the sensitivity and confidentiality of the material recorded;
- retrievable and easily traced;
- retained only for as long as necessary;
- disposed of appropriately to ensure that copyrights are not breached and to prevent them falling into the hands of unauthorised personnel.

Reviewing the Schedule

This Schedule prescribes minimum and permanent retention periods. The Schedule will be reviewed at regular intervals

GOOD PRACTICE EVERYDAY

Personal data is something which nearly all members of staff will wittingly or unwittingly process, handle and store on a daily basis. As a result it is often easy to forget the sensitive nature of the information we handle. Data protection breaches can occur from the simplest of oversights. The following list is a set of suggestions as to how to keep personal data secure. This is not an exhaustive list but it designed to get you to think about data security and what you can do everyday to assist good practice.

- Choose passwords which are not easy to guess
- Lock your computer when leaving your desk
- Work with a clear desk policy in mind
- Delete and record the deletion of personal data as soon as it is no longer required
- Destroy personal data by shredding or disposing in confidential waste bags
- Lock sensitive information away when left unattended
- Never send personal sensitive data via open email links
- Do not leave files or papers in cars overnight where you take such items off site. You are responsible for the security of that information.

*If data loss occurs, you **MUST** report this to the Information & Complaints Officer as soon as possible. We are under an obligation to report such occurrences to the Information Commissioner's Office.*

Key Disposal/Retention Considerations

Warning!

No document should be earmarked for disposal unless due regard has first been given to:

(a) the five Key Disposal/Retention considerations detailed in this Appendix, and

(b) to the Retention Schedules contained in Appendix 2.

KEY CONSIDERATION NO. 1

HAS THE DOCUMENT BEEN APPRAISED?

1. As a first step, the nature/contents of any document being considered for disposal should be ascertained. No document(s) should be earmarked or designated for disposal unless this has been carried out. Insofar as **existing documents** are concerned, it follows that the above can only be achieved by the carrying out of physical inspection and appraisal. The process may only take a few minutes – perhaps even seconds. Nonetheless it can be a skilled task - depending on the complexity of the document(s) concerned – and should only be undertaken by officers who possess sufficient operational knowledge to understand the implications of disposal and any possible ramifications for the organisation.

Any decision to the effect that **future documents** of a specified description be disposed of on expiry of a specified retention period should be an informed one *i.e.* taken with a full appreciation and understanding of the nature and function of such documents.

2. Failure to undertake this process may mean that the Council runs the risk of important documents being destroyed in error.

KEY CONSIDERATION NO. 2

IS RETENTION REQUIRED TO FULFIL STATUTORY OR OTHER REGULATORY REQUIREMENTS?

There is little specific legislation that stipulates mandatory retention periods for documents in local government. The legislation which does either directly or indirectly impose minimum retention periods are as follows:

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

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

The Audit Commission Act 2018: This provides auditors with a right of access to every document relating to the Council that appears necessary for the purposes of carrying out the auditor's functions under the Act.

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

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

Where specific statutory provisions exist, detailing retention and disposal periods, no document should be earmarked for disposal before that point.

KEY CONSIDERATION NO. 3**IS RETENTION REQUIRED TO EVIDENCE EVENTS IN THE CASE OF DISPUTE?**

Occasionally disputes, if not satisfactorily resolved, can result in the dissatisfied party bringing legal proceedings against the Council, usually (but not always) with a view to obtaining financial settlement. Conversely, the Council may wish to institute legal proceedings against an individual or organisation e.g. to recover an unpaid debt, or in respect of faulty workmanship. Where a dispute arises, or litigation has been commenced it is important that the Council has access to all correspondence and other documentation that is relevant to the matter. Without such, there is the danger that the Council's position will be compromised, and the very real possibility that an unmeritorious claim might succeed, or that the Council may be unable to assert its legal entitlements.

The **Limitations Act 1980** specifies time limits for commencing litigation. The starting point therefore, is that the retention period is the length of time that has to elapse before a claim is barred. The main time limits that are directly relevant to local government are as follows:

- Claims founded on simple contract or tort (other than personal injury claims) cannot be brought after the expiration of 6 years from the date on which the cause of action occurred.
- Compensation claims for personal injury are barred on expiry of 3 years from the date on which;
 - (i) the cause of action occurred (this will usually be the date when the incident causing the injury occurred; or
 - (ii) the date when the injured person first had knowledge of the injury, its cause and the identity of the person responsible (some injuries are latent and do not manifest themselves for some period of time).
- Claims that are based on provisions contained in documents that are 'under seal' are barred after the expiration of 12 years from the date on which the cause of the action occurred.

Limitations Act 1980 S.14A and S.14B: "Latent damage claims": S.14A provides a special time limit for negligence actions (excluding personal injury) where facts relevant to the cause of action were not known to the claimant at the date of the negligence.

The six-year retention period and risk assessment: As stated above the majority of potential legal claims are statute barred on the expiry of 6 years. For this reason many organisations consider it prudent to retain files/records for a period of 6 years from the date when the subject matter was completed.

It is important to keep in mind that in the course of the Council's everyday business large masses of documentation are generated that serve no purpose after relatively short periods of time. Many documents will relate to completed matters where, realistically, the risk of subsequent litigation or other dispute is minimal or non-existent. Long-term retention of such documents can be counter productive. Senior Managers should be prepared to carry out a risk analysis, with a view to disposal of such documents within a shorter period than the 6 years outlined above.

KEY CONSIDERATION NO. 4

IS RETENTION REQUIRED TO MEET THE OPERATIONAL NEEDS OF THE SERVICE?

In some cases retention may be desirable (whether permanent or otherwise) even where no minimum retention period applies. Senior Managers should be aware of the danger of discarding documents or records that might be useful for future reference purposes (e.g. training), as precedents, or for performance management (performance indicators, benchmarking and comparison exercises). A professional judgement needs to be made as to the usefulness of a particular document.

Key Documents

The Audit Commission recognises that key records may merit permanent preservation, even in the absence of any statutory or other minimum terms. These are covered in the Retention Schedules.

KEY CONSIDERATION NO. 5

IS RETENTION REQUIRED BECAUSE THE DOCUMENT OR RECORD IS OF HISTORIC INTEREST OR INTRINSIC VALUE?

In most cases this consideration will not be applicable. However, it is certainly possible that some documents currently in Council storage may be of historic interest and/or even have some monetary value.

Example

A local authority may have in its possession records of damage to property caused by air raids during WWII. These records may well be of interest to museums, local history societies, and the County Records office.

Where it is suspected that the document falls within this description, appropriate enquires should always be made before taking any further action. The Information Officer should be contacted for advice and guidance in the first instance.

Even if the document is of historical or monetary value, disposal rather than retention by the Council, may well be the appropriate action – but in the form of transfer to, say, the County Archivist; or even sale to an external body.

Standard Operating Procedure

There are some records which do not need to be kept at all; Standard Operating Procedure defines types of record which staff may routinely destroy in the normal course of business. However, the retention and disposal schedule must still contain cross reference and instructions referring to them.

Standard Operating Procedure usually applies to information that is duplicated, unimportant or only of short-term facilitative value. Unimportant records or information include:

- 'with compliments' slips
- catalogues and trade journals
- telephone message slips
- non-acceptance of invitations
- trivial electronic mail messages or notes that are not related to agency business
- requests for stock information such as maps, plans or advertising material
- out of date distribution lists
- working papers which lead to a final report.

Duplicated or superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under Standard Operating Procedure. Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy are also covered.

Standard Operating Procedure should not be applied to records or information that can be used as evidence – to prove that something happened.

SPECIFIC DATA SETS.

HR & Personnel Records

Documents/records relating to Personnel matters warrant careful attention. There is the need, when considering appropriate retention periods, to be aware of the fact that the Council may need recourse to certain documents/records in the event of a claim being made against it under employment protection or anti-discrimination legislation.

Many employment documents or records will contain “personal data” and “special category data” as defined by the Data Protection Act 2018. The fifth data protection principle¹ is therefore relevant. It follows that in some instances, the Council will be under a legal duty to destroy employment records, but the Information Commissioner has stated, that in considering an employer’s compliance with this principle they will have regard to the need for the employer to respond to enquiries, for example, from an employee’s new employer or from Inland Revenue as well as for its own use. The Information Commissioner has published a draft code of practice on the use of personal data in employer/employee relationships that provides guidance on retention periods for certain categories of employment records. Where applicable, these are referred to in the schedule below.

Legal Documents

Documents in the custody or care of Legal Services warrant special consideration, as they may have past, present or future legal significance. In addition to the document retention considerations set out in the main body of the policy it should be noted that the Head of Legal Services, as Solicitor to the Council, is governed by guidelines issued by the Law Society of England and Wales under the guise of its Professional Conduct Rules.

The Law Society at the outset stresses that it is unable to specify particular periods of years for which individual old files should be retained. Solicitors should exercise their own judgement in this respect, having regard to such factors as the subject matter of the contents and their own circumstances which should include consideration of the availability of storage space and any associated costs etc. The Law Society considers it may well be advisable to retain all files for a minimum period of 6 years from when the subject matter was substantively completed. At the end of the 6 year period, solicitors should review the files again according to the nature of the particular transactions to which they refer, and the likelihood of any claims arising from within the appropriate limitation period. After taking these matters into consideration and before deciding that certain files can be destroyed, solicitors should consider whether there are any documents that ought to be preserved for their archival or historic value. If there is any possibility of this, it is suggested that contact should be made with the

¹ ***Kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.***

County Archivist in order to arrange for an inspection.

Retention/disposal decisions in respect of 'residual documentation/records' (*i.e.* those which are not specifically covered by the above specified periods) should be considered against the guidelines contained in this Schedule.

It is likely that the majority of documentation will fall within this 'residual' category. It cannot be over emphasised that when determining the retention period appropriate for documents, regard must be had to the key disposal/retention considerations set out in Appendix 2.

1. Managers should be prepared, where necessary, to carry out a risk analysis *i.e.* assess;
 - (i) the value (or possible value) of a particular document/class of document;
 - (ii) the likelihood that referral to it may be needed in the future (Key Disposal/Retention Consideration No. 4 is relevant here); and
 - (iii) the consequences to the Council/Service if that document is not available because it has been destroyed. Clearly, there will be the temptation to adopt a policy of retaining *every* single document or record for at least 6 years. Undoubtedly, this will be the safest option; but it is also unduly cautious and generally should be discouraged. The Audit Commission has remarked, that in the everyday course of public sector business large masses of documentation is generated which serves no purpose after short periods of time. As such we should not be retaining this information.

Where paper records are concerned Managers should also try to avoid duplicity of record keeping wherever it is practicable to do so. It may sometimes be the case that two or more Services have the same documents /records in their possession. Provided that one Service has a full set in safe storage there may well be the case that there is no need for the other Service(s) to retain a set. Inter-Service communication and co-operation in the context of document retention would be welcomed.

Electronic Data Storage:

The Council produces information and documentation which exists solely in an electronic state. Despite this, the same principles applicable to the storage of physical documentation should be applied to their electronic counterparts. The introduction of the Document Management System and Records Management modules will make electronic management simpler in the future.

Documents and communications received by electronic means *i.e.* email, are also subject to FOI, EIR and DPA access, retention and disposal protocols. Staff must be mindful of the content and significance of data held in this manner. The same principles applied to physical documentation also apply to

email communications. Disposal/deletion must weighed against the significance of the communication itself. If in doubt seek advice before deleting.

Electronic document management can be used to store any electronic or digitised physical file for long periods. It will be possible to automate the destruction timeframes of specific documents though authorisation to delete will be required from the departmental manager or system administrator.

Retention Schedule.

Service:	All Teams	
Record Type	Retention Period	Notes
Contract/Commissioning		
Pre Contract Advice:		
Expressions of interest	2 Years from contract let or cancellation.	
Specification and contract development:		
Tender specification	Ordinary contract 6 years from completion Under Seal 12 years.	
Tender issuing and Return		
Opening notice and tender envelope	1 year after the start of the contract.	
Evaluation criteria	Ordinary contract 6 years from completion Under Seal 12 years.	
Successful Tender Document	Ordinary contract 6 years from completion Under Seal 12 years.	
Unsuccessful	1 year after start of contract.	
Post Tender Negotiations:		
Clarification of contract	1 year after the term of contract has expired.	
Post Tender negotiations minutes / records.	1 year after the term of contract has expired.	
Awarding of contract:		
Signed contract	Ordinary contract 6 years from completion Under Seal 12 years.	
Contract Management:		

Service Level Agreements	2 year after the term of contract has expired.	
Performance Reports	2 year after the term of contract has expired.	
Compliance Reports	2 year after the term of contract has expired.	
Management and Amendment of Contract: Minutes and papers of meetings, change requirements, variation forms, extensions of contracts, disputes on payments.	Ordinary contract 6 years from completion Under Seal 12 years.	
Contracts Register	Permanent	
European Regional Development Fund (ERDF):		
All documents relating to ERDF Projects	2 years after the Audit Authority submits the Annual Control Report in which the final expenditure for the completed project is included.	ERDF Document Retention Guidance ESIF-GN-1-008 Versions 1 17 th February 2016 Not to be interpreted as 2 years after the project submits final claim
Records establishing compliance with conditions of State Aid Scheme in accordance with the General Block Exemption Regulation (Commission Regulation (EU) No 651/2014) or De Minimis Regulation (Commission Regulation (EU) No 1407/2014)	10 years after last aid is granted under the scheme. .	For ERDF Projects the last aid may not be granted under a scheme until 2023 meaning that documents must be retained until 2033.
Documents evidencing compliance with EU Regulations governing ERDF Funding (In particular revenue generating projects covered by Article 61 of Regulation (EU)	Will vary depending on nature of the project	Guidance on Revenue Generating Projects on DCLP website

No 1303/2013)		
Documents demonstrating compliance with Article 71(1) of Regulation (EU) No 1303/2013	Will vary depending on nature of the project .	Conditions applying to any project which involves investment in infrastructure or 'productive investment' and under its terms all (or a proportion of) the funding must be paid back (subject to exceptions)

Service	General Administration (Corporate)	
Flexi Time Records	1 Year + current	Team Based Record
Rail Travel Warrants	6 Years	Team Based Record
Staff Leave	System Dependent	System Based Record
Copy Orders (Theme Specific).	2 Years + Current	Copy Purchase Orders are kept within Teams.
Credit Notes (Theme Specific)	6 Years	Copy Purchase Orders are kept within Teams.
Delivery Notes (Theme Specific)	6 Years	Copy Delivery Notes are kept within Teams.
Goods inwards and outwards records & Goods Received Sheets	2 Years + current	Team Based Record
Inventory	6 years	For 'snapshot' inventory
Official complaints		
Stage 1	Destroy 6 years following conclusion: RGLA 2.16	Complaints, correspondence, reports made under the Council's complaints procedure or to the Local Government Ombudsman. Keep for thematic trend analysis.
Stage 2	Destroy 10 years following conclusion: RGLA 2.15	
Complaints to LGO	In perpetuity	

Service:		Audit & Performance Development
Record Type	Retention Period	Notes
Performance Indicators.	6 Years.	
Internal Audit Reports	Two complete files plus copies of previous reports. As Internal Audit functions on a Three-Year-Plan then 3 years would be the likely max.	
Investigations	6 years after administrative use is concluded	
Ad-hoc Project Tasks & Commissioned Works	3 years after administrative use is completed	

Service:		Building Control
Record Type	Retention Period	Notes
Applications for Building Regulations Approval	Permanent	
Building Notices	Permanent	
Inspection Records	16 years after final inspection	Insurance Company Recommendation
Enforcement	3 years after compliance	

Service:		Corporate Management
Record Type	Retention Period	Notes
General Correspondence Files	6 Years	
Staff Grievance / Staff Matters	6 Years	
Partnership, Agency and External Meetings		
The process of preparing business for partnership and agencies consideration and making the record of discussion debate and resolutions where the local authority legally owns the record.	Permanent	Agendas; Minutes; Council Reports; Recommendations; Supporting Docs;
The process of preparing business for external committees' consideration, and making the record of discussion debate and resolutions where the local authority does not own the record	Destroy 3 Years after last action.	Documents ; Reports; Recommendations; Supporting Docs.
Civic & Royal Events		
The recording of ceremonial events and civic occasions.	Permanent.	Visitors Books; Video tapes; Audio tapes; Photographs.
The process of organising a ceremonial event or civic occasion.	Destroy 7 Years after administrative use is concluded.	
Emergency Planning		
The process to develop the emergency/disaster plan for the local	Permanent	

community		
The process of recording tests/exercises	10 Years after closure	
Honours Submissions		
Nominations & Letters of Support	5 Years.	
Political Parties Papers		
Leaders Papers	3 Years.	
Corporate Planning and Reporting		
Corporate Planning and Reporting activities eg corporate plans, strategic plans etc	Permanent	
Process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Permanent	
Process of preparing business for cross departmental consideration and making the record of discussions, debate and resolutions	Destroy 3 years from closure	
Process of preparing business for unit/team consideration and making the record of discussions, debate and resolutions	Destroy 3 years from closure	
Statutory Returns		
Process of preparing information to be passed to central govt as part of statutory requirements	Destroy 7 years from closure	
Policy, procedures, strategy and structure		
Activities that develop policies, procedures, strategies and structures	Permanent	

The process of monitoring and reviewing strategic plans, policies or procedures to assess their compliance with guidelines	Destroy 5 years from closure	
Public Consultation		
Process of consulting public and staff in the development of significant policies	Destroy 5 years from closure	
Process of consulting public and staff in the development of minor policies	Destroy 1 year from closure	

Service		Communications & Customer Service
Record Type	Retention Period	Notes
Press Releases and material for publication	3 Years	
Published work of Local Authority	Retain one copy for archive after administrative use is concluded	
Media publications	Permanent – offer to archivist	Press cuttings Media reports
Media Enquiries	3 years	
News Articles (Web Content Management)	Until no longer required. Where there is social/political/local importance, possible archiving in the public interest. (Archiving not to be undertaken within the website authoring system. Where relevant it should be stored in an alternative secured environment)	Local retention guidelines Relevant content managers to ensure that this provision is adhered to.
Project Administration Files	3 Years from completion	
Web Site	Continuous update	Investigate archive of web pages prior to update
General Correspondence	6 years	
Call Recordings	180 Days, reduced to 30 days from September 2023. Recordings made prior to September 2023 will be retained no later than 18/03/2024	System restrictions. Auto deletion once the date is met.
Customer Records	Permanent	Archive records as appropriate

Cashiers Records	6 years	Till rolls
Land Charge Searches	Permanent	Insurance Company advice
Tree Preservation Order	Permanent	
Listed Building Records	Permanent	
House Renovation Grants (notifications)	6 years	
Ancient Monument Records	Permanent	
Conservation Areas Records	Permanent	
Article 4 Area Records	Permanent	
Gas/Oil Pipeline Records	Permanent	
Building Regulation Contravention Notices	Until remedied	
Closing Orders	Until remedied	
Legal Agreements (S106 etc)	Permanent	
Rights of Light Notices	Permanent	
Financial Charges Records	Until paid and removed	
Land Compensation Act entries	Permanent	
Compulsory Purchase Orders	Permanent	
Mapping	Until Updated	
Street Numbering Records	Permanent	
Street Naming Records	Permanent	Currently Technical Services

Services:		Democratic Services/Burials & Elections
Record Type	Retention Period	Notes
Cemetery / Crematorium		
Details Of Deceased / Register of internment and plans	Permanent	
Cremation & Grave* Permits / Applications & Order	Permanent	
Memorial Applications	30 Years	
War Grave Agreements	Permanent	
Interment / Cremation*	Permanent	
Burials & Exhumations	12 Years	
Admin / Committee		
General Admin Files / Correspondence	6 Years	
Committee Minutes / Agenda Files	Permanent	
Committee Agenda Correspondence Files	6 Years	
Committee Reports	Permanent	
Partnerships & Other Bodies	Permanent where HDC is legally responsible body. Destroy 3 years after last action where HDC is not legally responsible body	
Committee Clerk Notes	Destroy after minutes are confirmed.	Draft/rough minutes Audio tapes
Receipt of Tender Sheets	Permanent	
Election Files		
Electoral Register	Permanent	
Ballot Papers	6 Months from election date.	Statutory

Election Results	6 Months from election date.	Statutory
General Admin Correspondence	6 Years	
Ward Election Files	Permanent	Offer to archivist
Parish Election Files	Permanent	Offer to archivist
Courts Council Division Files Petitions	Indefinitely for archives.	
Parliamentary Election Files	Indefinitely for archives.	
Referendum / Poll files	Indefinitely for archives.	
Boundary reorganisation	Indefinitely for archives.	
Public Right Of Way		
Definitive Map	Permanent	Statutory
Alterations to Public Rights of Way	Permanent	Statutory

Service:	Development Control
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Record Type	Retention Period	Notes
Planning Applications - Register	Permanent	
Planning Applications Files	Permanent	Archived to microfilm/electronic form
Planning Applications – Officers Report	Final Report/Summary - Permanent.	Destroy draft report(s) once decision is issued
Planning Applications – Decision Notices	Permanent	
Planning Applications – Legal Agreements	Permanent	
Planning Appeals - Register	Permanent	
Planning Appeals – Forms and Statements, correspondence	Permanent	
Planning Appeals - Decisions	Permanent	
Planning Enforcements – Register	Permanent	
Planning Enforcements – Investigation Records	10 Years	
Planning Enforcements - Notices	3 Years following compliance with notice	RGLA 10.13
Planning Enforcement – Legal Action	Permanent	
Pre-Application Advice	6 years	

Service:		Environmental Health
Record Type	Retention Period	Notes
Food Safety Inspections	6 years	
Occupational Safety Inspections	6 years	
Investigations of Statutory Nuisances	6 years	
Service Request Investigations	6 years	
Register of Private Water Supplies	Permanent	
Leisure Water Sampling Data	6 years	
Burials and Exhumations	12 years	
Animal Boarding Establishment Licences	6 years	
Dog Breeding Establishment Licences	6 years	
Zoo Licences	6 years	
Riding Establishment Licences	6 years	
Car Boot Sales Notifications	6 years	
Sunday Trading Notifications	Permanent	
Food Poisoning and Infectious Disease Investigation Files	6 years	
Formal Returns on Food Poisoning and Infectious Diseases	6 years	
Violence and Aggression Notifications	6 years	
Caravan Site Licences	6 years	
Closed Landfill Sites	Permanent	
Contaminated Land Information	Indefinitely	
Entertainment Licences	6 years	
Register of IPC Part B Processes	Permanent	
Register of IPC Part A Processes	Permanent	

Air Quality Monitoring Data	3 Years from last action	RGLA 9.3
Noise Monitoring Data	3 Years form last action	RGLA 9.3
Planning Application Consultation Responses	6 years	
Dog Warden and Dog Kennelling Contracts	6 years	
Pest Control Contracts	6 years	
Rechargeable Works Records	6 years	
Smoke Control Orders	Permanent	
Food Safety Training	6 years	
Butchers Licences	6 years	
Food Safety Register	6 years	

Grants	Destroy 6 years after the last payment for grants under £50k and 10 years for grants over £50k	
Licensing		
Amusement with prices	6 years	
Cinema	6 years	
Door Stewards	Duration of Licence + 6 years	
Game Dealers	6 years	
Gaming Machines	6 years	
Hackney Carriages	1 year	
Hackney Carriage Driver	Duration of Licence + 6 years	
House to House Collections	Duration of Licence + 6 years	
Indoor Sports	6 years	
Late Night Refreshment Licence	Duration of Licence + 6 years	
Licence to Kill Game	Duration of Licence + 6 years	
Private Hire Driver	Duration of Licence + 6 years	
Private Hire Operator	Duration of Licence + 6 years	
Private Hire Vehicle	Duration of Licence + 6 years	
Public Entertainment	Duration of Licence + 6 years	
Sex Shop	Duration of Licence + 6 years	
Small Lotteries	Duration of Licence + 6 years	
Street Collections	Duration of Licence + 6 years	
Theatre	Duration of Licence + 6 years	
Receipt Books	6 years + current	
Carparking		
Applications for parking permits	1 year (database and transaction records 6+1)	Financial regs for transaction
Details of a issued permits (database)	Purge records after 6 +1 year	
Emails of expressions of interest	Dispose of when transaction logged or dismissed	Data Minimisation

Service:		Financial Services
Record Type	Retention Period	Notes
Estates & Valuation		
Working Groups	6 Years	
Insurance Valuations	6 Years	
Insurance Claims (General)	7 Years following date of settlement	
Asset Valuations	6 Years	
Council House Beacon Valuations.	6 Years	
Equity Loan Agreements (Help to Buy)	10 Years	Help to Buy Equity Loan Funding Administration Agreement 14.5 (See Asset Management)
Accountancy Financial		
Abstract of Accounts	In perpetuity	Includes Annual Report; Statement of Accounts; The Council charges for the above.
Assets Register	6 Years + current	Accounts and Audit Regulations 2003
Budgetary Control Records	Until administrative use is concluded	
Estimate Working Papers	2 years + current	
Financial Ledgers	6 Years + Current	
Grant Claim Records	6 Years + Current	
Loans and Investment Records	6 Years + current	Accounts and Audit Regulations 2003
Journals etc	6 Years + Current	
Leasing Records	6 Years + Current	
Debtor Arrears Control	6 Years + Current	
VAT Claims	6 Years + Current	
VAT Records	6 Years + Current	

Bank Related Records		
Bank Pay In Book / Slips	6 Years + 1	Accounts and Audit Regulations 2003
Bank Reconciliation	5 Years + 1	Taxes Management Act 1970
Bank Statements	6 Years + 1	Accounts and Audit Regulations 2003
Bank Transfers	6 Years + Current	
Cancelled Cheques	2 Years + Current	
Cash Received Sheets	6 Years + Current	Accounts and Audit Regulations 2003
Cheque Book & Counterfoils	6 Years + Current	Accounts and Audit Regulations 2003
Cheque Lists (Creditors / Payroll)	2 years + Current	
Cheque Payment Sheets	6 Years + Current	
GIRO Statement of Accounts	6 Years + Current	
Post Dated Cheques Register	6 Years + Current	
Register of Used / Unused Cheques.	6 Years + Current	
Returned Cheque Records	2 Years + Current	
Un-presented Cheque List	2 Years + Current	
Reconciliations		
Evidence of the undertaking of Key Control Reconciliation's	2 Years after administrative use is concluded.	
Creditors Records		
Automatic Payments Listings	2 Years + Current	
Copy Orders (Finance Team only)	2 Years + current	
Credit Notes (Finance Team only).	5 Years + Current	
Creditor Invoices	5 Years + Current	Taxes Management Act 1970
Imprest Documentation	6 Years + Current	
Manual Payment Records	6 Years + Current	
Periodic Payments Register	6 Years + Current	
Insurance Records		
Accident / Claims Correspondence	6 Years + Current	Limitation Act 1980
Claims regarding Radiation	31 Years	No Guidance

Expired Insurance Contracts	Indefinitely	No Guidance
Infants settlements	Until 24 Birthday	No Guidance
Insurance Claims (Fire)	7 Years following the date of settlement	
Insurance Claims (motor vehicles)	7 Years following the date of settlement	
Insurance Claims (public / employer's liability)	7 Years following the date of settlement	
Insurance Register	Indefinitely	No Guidance
Policies	6 Years	Limitation Act 1980
Payroll		
Annual Earnings Summary	12 Years plus current	
BACS Amendments and Output	2 Years + current.	
Copy Payslips	6 Years	
Flexi Time Records	1 Year + current	Each Team maintains its own records.
Monthly BACS Listing	2 Years + current	
Payroll Record Maintenance	5 Years + current	Taxes Management Act 1970
Car Allowance Records	6 Years	
Health Scheme Deductions	6 Years	
Car Loan Records	6 Years	
Taxation Records	5 Years + current	Taxes Management Act 1970
Pensions Personal Records	Indefinitely	
P11C and P 35 Returns	5 Years + current	Taxes Management Act 1970
Record of Ex Pensions	6 Years after pension ends	
SSP Records	6 Years	
Starter Forms	2 Years + current	
Tax and NI Records	6 Years	
Tax Code Notifications	6 Years	

Timesheet / Overtime Records Accounts and Audit Regulations 2003	6 Years	
Union Documents (eg subs records)	2 Years + current	
Monthly Deductions	6 Years	

Service	Member's Allowances	
Member's Allowance Records.	6 Years after conclusion of the financial transaction that the record supports.	

Service	Benefits	
End of Day Reports	2 Years + Current	
Live Case Files	Indefinite*	*Older records may be archived after 6 years.
Dead Case Files	6 Years	

Council Tax and Business Rates Records		
Assessment files (dead cases) (Not pursued)	After Audit and a minimum of 12 months after financial year end	
Bailiff's Completed Receipt Book	6 Years	
Council Tax Rebates	2 Years + Current	
Council Tax: Billing and property records	9 Years from 2018. (9 years was decided owing to contemporaneous evidence of multiple enquires surround rating values and liabilities following relationship breakdowns. It was felt that this data was required to provide context and evidence of decision making in case of query.)	Some older records cannot be removed currently owing to system limitation which is being looked into by the software supplier. Instead such data is Archived and only called upon in response to a DSAR

Council Tax: Valuation Lists, Correspondence, Objections, Reports	In perpetuity	
Housing Act Advances	2 Years + Current after final payment	
Housing Property / File Ledger	Indefinitely	
Housing Primary Collection Records	2 Years + Current	
Primary Records	6 Years	
Supporting Documents to above	After Audit and a minimum of 12 months after financial year end	
Rent Allowances	2 years + Current	
Valuation Lists	In perpetuity	
Valuation Officers Directions	In perpetuity	
Correspondence	6 Years	

Services:		Contracts and Lifeline
Document	Retention Period	Comments
CCTV Pictures	54 Days (System Capacity Dependant)	ICO Guidelines apply.
Contracts**	Indefinite	**Master copies to be kept by Legal Services.
Approved List Of Contractors	Last Two Lists*	*Currently using Construction Line to select Contractors.
Builders Agreements	6 years after contract ends	
Contracts for the purchase of raw materials.	12 years after expiry	Contract Under Seal
	6 years after expiry	Others
Contracts with Suppliers or Agents.	12 years after expiry	Contract Under Seal
	6 years after expiry	Others
Final Accounts of contracts executed under seal	12 Years	
Final Accounting of contracts executed under hand.	6 Years.	
Other contracts / agreements under seal	12 Years after expiry	
Others	6 Years after expiry	
Successful Tenders	3 Years after final payment	
Unsuccessful Tenders	3 Months after Final Payment.	
Receipt of Tender Sheets	Indefinitely	See also Democratic Services.
Adult and Elderly Case Files		
Case management of services and	Permanent.	

support to adults.		
Process involved in the provision of services or programmes to adults.	7 years from closure.	
Processing and providing individual support to people with mental illness.	10 Years after last contact.	Assume that HDC involvement is only likely to encompass Housing needs.

Admissions & Exclusions		
Case files (including Appeals).	Destroy 25 years from last action.	

Residential Homes		
Management systems that manage adults housed by the local authority	Permanent.	Records include: <ul style="list-style-type: none"> • Home Registers; • Admissions Registers; • Discharge Registers.
Documents relating to the operation of the establishment.	25 years from the closure of the file.	Records include: <ul style="list-style-type: none"> • Diaries; • Rotas; • Daily logs; • Secure unit records.

Housing Provision		
Document	Retention period	Comment
Registration of individuals housing applications.	Permanent.	
Unsuccessful applications	7 years	Local practice
Tenancy Management records.	12 years after termination of tenancy.	

Tenancy Agreements		
Document	Retention Period	Comment
The process of awarding tenancies in welfare housing.	Ordinary tenancy – 6 years after terms of agreement have expired. Contract Under seal Destroy 12 years after terms of agreement expired.	Signed tenancy agreements. Sealed tenancy agreements.
Mortgages		
Mortgages	Last payment plus 6 years if signed and 12 years if sealed.	<ul style="list-style-type: none"> • Mortgage agreements; • Correspondence.
“Right To Buy”	Destroy 12 years after sale of house.	
Rent Payments	Destroy 7 years after the end of the financial year in which they were created.	
Property and land Management HRA		
Reports to management on the overall property of the local authority.	Permanent.	
Property acquisition and disposal.		
Management of the acquisition by financial lease or purchase process for real property.	Permanent.	See also Legal.
Management of the disposal by sale or write off process for real property.	Destroy 15 years after all obligations / entitlements are concluded.	See also Legal.
Property Development and Renovation (HRA).		
Management of buildings and estates of “Special Interest”.	Permanent.	

Management of all other buildings and estates.	Retain for the life of the property or building.	
The development and renovation of property	Destroy 7 years after the conclusion of the transaction that the record supports.	

Leasing and Occupancy		
The process of managing leased property.	Destroy 15 years after the expiry of the lease.	
The process of managing the occupancy of property.	Destroy 7 years after the conclusion of the transaction that the record supports	

Housing Provision		
The process of managing local authority housing estates.	Destroy 4 years after last transaction.	

Estates & Valuation		
Property Files	Permanent	
Property Enquiries	Permanent	
Records of Condition	6 Years	
Council House Valuations	Permanent	
Service:	Human Resources	
General		
lip (Investors In People) Staff Appraisal Files	7 Years	

Personnel Administration		
Summary management systems for monitoring and management of employees.	Permanent	
Process of administering employees to ensure that entitlements and obligations in accordance with agreed employment requirements e.g. Letters of appointment Medical Exams; Employee contracts.	6 Years after departure from employment.	
All other records	Destroy 6 Years after termination.	
Employee & Industrial Relations.		
Identification & development of industrial matters e.g. generic agreements and awards, negotiations and disputes.	Permanent.	
Liaison process of minor and routine industrial matters e.g. daily industrial relations management.	2 Years after admin use is concluded.	
Processing of disciplinary and grievance investigations were proved.	Oral Warning – 6 months Written Warning – 12 months Final Warning – 24 months. Above warnings to be removed and destroyed after the relevant time has been “spent”.	
Processing of disciplinary and grievance investigations were unfounded.	Destroy 5 Years after action completed.	
Equal Opportunities		
Process of investigating and reporting on	Destroy 5 Years after action completed.	

specific cases to ensure that entitlements and obligations are in accordance with agreed equal opportunities guidelines / policies.		
Occupational Health		
Medical records under the Ionising Radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years.	The Ionising Radiations Regulations 1999(SI 1999/3232)
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)
Medical records under the Control of Asbestos at Work Regulations. Medical records containing details of employees exposed to asbestos. Medical examination certificates	40 years from the date of the last entry, 4 years from the date of issue	The Control of Asbestos at Work Regulations 2002 (SI 2002/2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632)
Recruitment		
Selection of an individual for an established position.	Destroyed 1 year after recruitment finalised.	
Unsuccessful Applicants' Employment Application forms	1 Year + current	
Staff Monitoring		
Performance	Destroy 5 Years after action completed.	
Monitoring staff leave and attendance	Destroy 2 Years after action completed.	
Staff Retention		
Financial Reward	Destroy 7 Years after action completed.	Financial Regulations
Other strategy	Destroy 3 Years after action completed.	

Leavers (occupational) References	Destroy 3 Years after employee departure	Practice
Termination		
Process of termination of staff through voluntary redundancy, dismissal and retirement	Destroy 6 years after termination from employment.	
Training and Development		
Routine staff training process.	Destroy 2 Years after action completed.	
Training (Occupational Health & Safety).	Destroy 50 years after training completed. Individual course assessment records to be destroyed once training has been renewed every 3 years.	
Training materials	Destroy after course is superseded.	
Proof of completion.	Destroy 7 years from action completed.	
Appointment of Statutory Officers.		
Summary management systems that allow the monitoring and management of statutory officers in summary form.	Permanent	
Process of administering employees to ensure entitlements and obligations are in accordance with required employment requirements.	Destroy 6 years after departure from employment.	
Appointment of an individual to a statutory position.	Permanent	
Selection process for a statutory officer	Destroy 2 years after date of appointment.	
Health & Safety		
Inspection and Assessments		
Inspection of equipment to ensure safe	Destroy 6 years after date of destruction of equipment.	

Monitoring to ensure process is safe	Destroy 3 years from last action.	
Monitoring employees and persons who are likely to have been in contact with radiation.	Destroy 40 years last action.	
Monitoring employees and persons who are likely to have been in contact with asbestos	Destroy 50 years from last action or 75 years which ever is the greater.	
Process to ensure safe systems of work.	Retain until superseded or process ceases at least 1 year.	
Process to assess risk	Destroy 3 years from last assessment.	
Processes that permit work.	Destroy 1 year from last action.	
Processes to record injuries to adults	Destroy 3 Years from closure.	
Safeguarding		
General correspondence and initial reports	6 Years for data where there is no further chance of action or litigation. BUT <ul style="list-style-type: none"> • Retain longer where legal actions are being pursued. • Where archiving is required under any legal or local storage requirements. • Where there is a judged need for storage of DS personal histories. 	Local Retention and Limitation Act constraints
Case work, Notes and actions	Ibid	
Case where actions are pursued	In perpetuity	
Referral actions and notifications	6 years unless process and law require otherwise.	Local Retention Guidelines. Look at need and proportionality measures under GDPR

Records where no further action are to be taken i.e. no referrals to the Police or other outside agencies	1 Year.	
Personnel concerns raised in a safeguarding context.	<p>To be retained in accordance with the HR retention guidelines (i.e. disciplinary records etc.)</p> <ul style="list-style-type: none"> • Retain longer where there are allegations of concerns surrounding vulnerable adults and children. • Where there is the possibility of pursuing or could have ever pursued legal action. • Information which indicates that an employed or voluntary individual should not be working with vulnerable adults or children. <p>Some key concerns could remain on employment files until its retention is met or any allegation is found to be evidentially unproven. i.e. malicious.</p>	<p>See Part 3 of the DPA 2018.</p> <p>Local retention guidelines.</p>

Services:	ICT	
Record Type	Retention Period	Notes
Systems Management		
The internal process to develop or extend the capabilities of system used to support the activities of the local authority.	Retain for the life of the system and then destroy.	
The process to implement a system used to support the activities of the local authority.	Destroy 7 years after the last action.	
The process to support and administer a system used to support the activities of the local authority.	Destroy 5 years after the last action.	
System Log		
System Log	2 Years + Current	
Information Management		
The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.	Permanent.	Offer to County Archivist for review.
The process that records the disposal of records.	Destroy 12 Years after last action.	Common practice based on Limitation Act.
Disaster Recovery Plan		
Documented Plan	Permanent	
Test Results	10 years	
Stock Records		
IT Corporate Inventory	6 Years	
Mobile Phone Inventory	6 Years	

Service:	Legal Services	
Estates and Valuation		
Completed Council House Sales.	Permanent	
Conveyancing if different to above.	Permanent	
Property Acquisitions / Disposals		
Legal documents relating to sale, surveys, tenders and conditions of contracts.	Permanent	
Contracts		
Contracts & Agreements	Permanent	
Byelaws		
Enactment, master set of byelaws, policy development, correspondence and submissions	Permanent	
Administration and Enforcement: applications and certificates, permits, licences, infringement notices - parking, correspondence.	Permanent	
Corporate Documents		
Legal Documents of Major Long Term Interest.	Permanent	
Litigation		
Criminal / Civil case files, correspondence	7 Years after last action.	
Advice	3 Years after last action	
Estates & Valuation		
Committee Reports	Permanent	
Property Files	Permanent	
Property Enquiries	Permanent	

Valuations	Permanent	
Land and Property Terrier	Permanent	

Service	Cultural Services
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Record Type	Retention Period	Notes
Contracts	Permanent	
Select Lists	Last list plus current	
Correspondence – Indoor Facilities (location based)	6 Years	
Correspondence – Outdoor Facilities (location based)	6 Years	
Village Halls (general)	6 Years	
Sports Development	6 Years	
Playscheme Details (Individual Volunteers)	6 Years	
Sports Initiatives (Individual Volunteers)	6 Years	
Hire (General)	6 Years	
Incident Files (Risk Management, Accidents)	6 Years	
Grant Files	Permanent	
Planning Consultations	6 Years	
Planning Section 106 Documents	6 Years	
Leisure Centres – General Administration	6 Years	
Events Administration	6 Years	
Leisure Centre/Sports Facilities CCTV	28 days	
Play Equipment/Play Area Inspections	6 Years	
Membership/Clubs	6 Years	
Business Continuity Plan	Permanent	
Arts Development	6 Years	
Recreation Development	6 Years	
Community Recreation	6 Years	

Service:	Strategic Planning and Economic Development	
Record Type	Retention Period	Notes
Strategic and Regional Planning Documents	Permanent	Structure Plan, Regional Planning Guidance
Strategic and Regional Planning – Representations and Correspondence	Keep until Plan to which it relates is superseded	Structure Plan, Regional Planning Guidance
Local Plan/Local Development Framework Documents	Permanent	
Local Plan/Local Development Framework – Representations and Correspondence	Keep until Local Plan to which it relates is superseded	
Supplementary Planning Guidance/Supplementary Planning Documents	Permanent	Guidance Notes, Development Briefs, Village Design Statements, Management Plans, Action Plans, Conservation Area Character Statements and Maps
Supplementary Planning Guidance/Supplementary Planning Documents – Related Correspondence	6 years	Guidance Notes, Development Briefs, Village Design Statements, Management Plans, Action Plans, Conservation Area Character Statements and Maps
Environmental Improvement Scheme Grants	Permanent	
Listed Buildings - Register	Permanent	
Listed Buildings – Advice and Guidance	6 years	
Listed Parks and Gardens – Register Details	Permanent	
Listed Parks and Gardens – Advice and Guidance	6 years	
Scheduled Ancient Monuments – Register Details	Permanent	
Scheduled Ancient Monuments – Advice and Guidance	6 years	
Economic Development Strategy	Permanent	
Economic Development Strategy – Representations and Correspondence	Keep until strategy to which it relates is superseded	

Tourism Strategy	Permanent	
Tourism Strategy – Representations and Correspondence	Keep until strategy to which it relates is superseded	
Tourism Development Grants	6 years	
Self Build Register	Permanent	Until customer advises differently

Service:		Asset Management	
Record Type		Retention Period	Notes
Projects – Design, Drainage, Demolitions, Highways, Surveys etc.		Indefinitely	
Incident Files – Flooding etc		Indefinitely	
Capital Schemes – Car Parks, Drainage, Architects, Consultants		Indefinitely	
General Administration – Service Enquiries, Complaints, Equipment, Performance Indicators, Vehicles, Offices etc.		6 years	
Street naming		Permanent	
Hire – Settling Rooms, Market Hall		6 years	

Service Team:		Economic Development	
Record Type		Retention Period	Notes
Mailing list details for Business Newsletter mailings etc			

Service Team:		Waste Management
Record Type	Retention Period	Notes
The process of arranging the collection or transportation of household waste	2 years	
The process of arranging the collection or transportation of controlled waste	6 years	
Agreements for provision of recycling facilities and services	6 years	
Service Team		Web Content Management (Digital Customer Services)
Record Type	Retention Period	Notes/Legislation
Document Pages (Web Content)	Until no longer required.	Departments to regularly check content for relevance and delete as appropriate.
News Articles (Also see Communications)	Until no longer required. Where there is social/political/local importance, possible archiving in the public interest. <i>(Archiving not to be undertaken within the website authoring system. Where relevant it should be stored in an alternative secured environment)</i>	Local retention guidelines <i>Relevant content managers to ensure that this provision is adhered to.</i>
Legacy Forms <i>(temporary classification. Set up files)</i>	6 months unless specifically identified for longer retention.	Local retention requirements

