Adult Services

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Community Support | Day Services | Client files | 8 years | Last contact or death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | Records of food provided for client including special diets | 3 years | Last entry | The Adult Placement Schemes (England) Regulations 2004 | D |
|   |   | Complaints Log | 7 years | Last entry | The Adult Placement Schemes (England) Regulations 2004, Limitations Act 1980 | D |
| Residential Homes | Residential older people - case management | Client files | 8 years | Last contact or death | The Care Homes Regulations 2001, Limitations Act 1980 DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   | Residential older people - operation of homes | Records of Medicines kept in the home and administered | 7 years | Last contact or death | The Care Homes Regulations 2001, Limitations Act 1980 | D |
|   |   | Record of Food Provided, Purchasing (excluding medical devices and equipment), Maintenance of the premises and equipment, Electrical testing, Fire and Water Safety, Medical gas safety, storage and transport | 3 years | Last entry | The Care Homes Regulations 2001  | D |
|   |   | Purchasing of medical devices and medical equipment | 11 years | Last action | Consumer Protection Act 1987 | D |
|   |   | Operating procedures and policies | 4 years | Superseded | The Care Homes Regulations 2001  | D |
|   |   | Log - incidents, event occurrences that require notification to CDQ, use of restrain or DOL | 7 years | Last entry or death | The Care Homes Regulations 2001, Limitations Act 1980 | D |
|   |   | Money or valuables deposited for safe keeping | 7 years | Last entry or death | The Care Homes Regulations 2001, Limitations Act 1980 | D |
|   |   | Final accounts | 30 years | Last entry | Common Practice, NHS Records Management Code of Practice | D |
|   | Residential older people - staffing | Duty Rosters - Residential Records | 4 years | Closure | The Care Homes Regulations 2001  | D |
|   |   | Staff Employed at the home | 3 years | Last entry | The Care Homes Regulations 2001 | D |
| Supporting Adults | Client Records, Adult Teams - Case Management | Case files where no assessment or service was provided | 8 years | Last contact or death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | Case management where initial assessment takes place but no service is provided | 8 years | Last contact or death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | Case files where assessment and service provided. Adult Protection Records Cases. | 8 years | Last contact or death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
| Safeguarding | Client Records, Safeguarding Adults - Case Management | Case Records - safeguarding concern | 8 years | Last contact or death | The Adult Placement Schemes (England) Regulations 2004, Limitations Act 1980 | D |
|   |   | Case Records - safeguarding enquiry / investigation | 1. 20 years OR 2. 8 years | 1. Last contact 2. Date of Death  | The Adult Placement Schemes (England) Regulations 2004, Limitations Act 1980 | D |
|   |   | Case Records - safeguarding personal assets team - appointeeship | 8 years | Last contact or death | The Adult Placement Schemes (England) Regulations 2004, Limitations Act 1980 | D |
|   |   | Case Records - safeguarding personal assets team - deputyship | 1. 20 years OR 2. 8 years | 1. Last contact 2. Date of Death  | The Adult Placement Schemes (England) Regulations 2004, Limitations Act 1980 | D |
|   | Client Records, Safeguarding Adults - Mental Health  | Deprivation of Liberty Safeguards Case Records, Mental Capacity Act & Deprivation of Liberty Safeguards - records of advice & guidance | 1. 20 years OR 2. 8 years | 1. Last contact 2. Date of Death  | Mental Health Act 1983 | D |
|   | Client Records, Safeguarding Adults - Case Management | Serious Case Review / Lessons Learnt Reviews  | 1. 20 years OR 2. 8 years | 1. Last contact 2. Date of Death  | NHS Records Management Code of Practice | D |
|   | Client Records, Safeguarding Adults - Case Management | Service user spreadsheets | 7 years | Date of Death | Common Practice | D |
|   | Client Records, Safeguarding Adults - Case Management - Personal Assets | SCS Annual accounts | 12 years | Expiry of contract | Limitations Act 1980 | D |
|   |   | Adult's Files | 8 years | Date of Death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | SCS Bank Statements, SCS Benefit Information - Applications & Award Letters, SCS Cash Requests/Cash Receipts/Cheque Receipts, SCS MCA Forms, SCS Property - Photographs/Inventory, Residential/Home Care Invoice, Court Papers/COP Forms/Court Orders, SCS Occupational Pensions,  | 7 years | Contract expiry date | Limitations Act 1980 | D |
|   |   | SCS Utility Bills | 7 years | End of financial year | Common Practice | D |
|   |   | Funeral Accounts, Funeral Authorisation Forms, Death/Marriage/Birth Certificates, Funeral DWP BD8 Form/Emails/Funeral income expense sheets, Funeral Requisition Forms, Motability Awards/letters  | 12 years | Contract expiry date | Limitations Act 1980 | D |
|   |   | Tenancy Agreements | 12 years | Tenancy termination date | Limitations Act 1980 | D |
|   |   | P60s/Tax Information/Letters | 7 years | End of financial year | Taxes Management Act 1971 | D |
|   |   | Wills, Share/bond/investment Certificates, Premium bonds/portfolios | 12 years | Date of death | Limitations Act 1980 | D |
|   |   | Purchase/Sale of properties/land registry docs | 12 years | Disposal of property | Limitations Act 1980 | D |
|   |   | Partnership, agency & external meetings | 7 years | Date of Meeting | Safeguarding Board Recommendation | D |
|   |   | Strategies, policies and procedures | Permanent  | To archive after admin use complete | Safeguarding Board Recommendation | A |
|   |   | Quality & Performance Management - Doncaster Safeguarding Adults Partnership Board(DSAPB) Annual & quarterly reports, DSAPB standards monitoring, quality assurance & audit records, Monitoring of Mental Capacity Act 2005 and Depravation of Liberty Safeguards, Safeguarding monitoring records. | 5 years | Closure | Safeguarding Board Recommendation | D |
|   |   | Training - Course plans, resources, attendance databases for safeguarding, MCA and DOLs training | 1. Training materials - 1 year. 2. Proof of attendance - 7 years  | 1. Course superseded. 2. Course completed | Safeguarding Board Recommendation | D |
| Supporting Adults | Case Management - Client Records - Adult Teams | Case Files where no assessment or service was provided | 8 years | Last contact or death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | Case Files where initial assessment takes place but no service is provided | 8 years | Last contact or death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | Case Files where assessment and service provided, Adult Protection Records Cases leading to a strategy meeting, Adult Protection Records Cases not leading to a strategy meeting | 8 years | Last contact or death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | Social work diaries | 8 years | Last entry | Common Practice | D |
| Adult Social Care – Supporting Disabilities | Adaptions | DFG Application Form and associated documentation | 10 years | Date on form | Common Practice | D |
|   | Learning Disabilities | Client Files - Day Services | 7 years | Date of death | Limitations Act 1980 | D |
|   |   | Records of food provided for client including special diets - Day Services | 3 years | Last entry | Care Homes Regulations 2001, The Adult Placement Schemes (England) Regulations 2004 | D |
|   |   | Minor Complaints Log - Day Services | 7 years | Last entry | Common Practice  | A |
|   |   | Medication Administration records | 7 years | Date of Death | Limitations Act 1980 | D |
|   |   | Key Worker Meetings | 8 years | Meeting Date | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   |   | Attendance Records | 1 year | Attendance date | Common Practice | A |
|   |   | Sensory Impairment Records (BD8 Form) Now Certificate of Visual Impairment (CVI) | 8 years | Date of Death | DH - Records Management Code of Practice for Health and Social Care 2016 | D |
|   | Independence at home | Equipment loan records | 2 years | End of loan period  | Common Practice | D |
|   | Personal Transport | Blue Badge Records | 7 years | End of financial year | Limitations Act 1980 | D |
| Adult Social Care  | Qualification - Health & Social Care | Training records, Application information, Certificates | 7 years | End of Employment | City and Guilds Assessment Centre Regulations | D |

Children’s Services

**SINCE 2015 THERE HAS BEEN A NATIONAL MORATORIUM ON DESTRUCTION OF CHILDRENS RECORDS (DUE TO THE ONGOING NATIONAL CHILD ABUSE ENQUIRY). WHEN REVIEWING RECORDS AND USING THE RETENTION SCHEDULE DO NOT DESTROY ANY MATERIAL WHICH RELATES TO THE CARE OF CHILDREN IN PUBLIC OR PRIVATE CARE. THIS INCLUDES SOCIAL CARE, EDUCATION, SCHOOLS, VOLUNTARY PROGRAMS ETC.**

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Children & Family Services – Adoption and Fostering | Looked after Children (LAC)  | Assessment Records (including health & education), Care Plan, Health Care Reports, Personal Education Plan and any reports on educational progress, Social worker visits reports, Reviews, Court Reports, Court Orders, Contact Arrangements, Agreements with Carers, Local Authority or Fostering Agency includes all children accommodated, or on Care Orders or children in care under pre-1989 legislation, children on Emergency Protection Orders and those subject to Family Assistance Orders. Files - NB On completion of intervention, Family Support, Intensive Support, Initial Response Team and Family Centre Files for Looked After Children should be joined with the LAC file and retained as per LAC records | 1. 75 years. 2. 15 years | 1. Child's date of birth OR 2. If child dies before age of 18, from date of death | Care Planning, Placement & Case Review (England) Regulations 2011 | D |
|   | Safeguarding  | LADO spreadsheet   | 75 years | Child's date of birth | Common Practice | D |
|   |   | Safeguarding complaints spreadsheet/non LADO        | 5 years | Date of complaint | Common Practice | R |
|   |   | S175 / 157 annual safeguarding audit                        | 5yrs  | Date of incident | Common Practice | R |
|   |   | Operation Encompass spreadsheet          | Ongoing     | Will be retained until end of operation    | Common Practice | R |
|   | Adoption | Case Files | 100 years  | Date of Adoption Order | The Disclosure of Adoption Regulations 2005 | D |
|   |   | Counselling Records | 100 years  | Date of Adoption Order | The Disclosure of Adoption Regulations 2005 | D |
|   |   | Unapproved Adoption Applicants | 25 years | File closure | Adoption and Children’s Act 2003 | R |
|   |   | Approved Adopters | 100 years  | Date of Adoption Order | The Disclosure of Adoption Regulations 2006 | D |
|   | Fostering | Approved Foster carer case records including: Suitability reports made by fostering panel, Notice of approval given, Foster care agreement, renewal or approval report, suitability of home, Notice of termination of approval | 10 years  | Date approval terminated | The Fostering Services Regulations 2002 | D |
|   |   | Other Foster Carer' Files - People that have commenced process of approval but have ceased for whatever reason or have been refused approval | 3 years | Date of refusal or withdrawal from process | The Fostering Services Regulations 2002 | D |
|   |   | Register | 1. 75 years. 2. 15 years | 1. Child's date of birth OR 2. If child dies before age of 18, from date of death | The Fostering Services Regulations 2011 | D |
|   |   | Records of people working for the Fostering Provider | 15 years | End of employment | The Fostering Services Regulations 2011 | D |
| Children & Family Services – Child Protection | Case Assessment | Advice and information only  | 7 years | Date of Closure | Limitations Act 1980 | D |
|   | Child Protection Case Assessment | Enquiries Investigated/Conferenced, Section 47 investigations - Concerns substantiated | 75 years  | File closure | Common Practice | D |
|   |   | Case Files for Children on Child Protection Register/with a child Protection Plan.  | 75 years  | File closure | Common Practice | D |
|   |   | Persons who pose a risk and persons who potentially pose a risk (PPR)  | 100 years | Date of offence or date of death  | Common Practice | D |
|   |   | Serious Case Review Records | 75 years | Date of final report | Common Practice | D |
|   |   | Enquiries to the Register | 6 years | File closure | Common Practice | D |
|   |   | Missing Children | 1 year when found or 75 years if child not located. (If Looked After Child retain with casefile) | File closure | Common Practice | D |
| Children & Family Services – Programme Management & Development | 16-19 Service  | Provider MI Report | To be kept up to date | Superseded | Common Practice | D |
|   |   | Provider QSR Reports | To be kept up to date | Superseded | Common Practice | D |
|   |   | Pivot Tables | To be kept up to date | Superseded | Common Practice | D |
|   |   | ISP Reports | 10 years  | File closure | Common Practice | D |
|   | Connexions | Young people aged 13-19 year old (or up to 25 if LLDD) who are either resident or educated in Doncaster | LLDD - Destroy at 25th birthday, All others - at 20th birthday  | DOB | Common Practice | D |
|   | EMTAS | Student Lists & Records | 25 years | DOB | Information and Records Management Society Guidance  | D |
| Children & Family Services – Residential Homes | Residential Records - Case management | Children/Young Person's case files | 1. 75 years. 2. 15 years | 1. Child's date of birth OR 2. If child dies before age of 18, from date of death | Care Planning, Placement & Case Review (England) Regulations 2010 | D |
|   | Residential Records - Operation of Homes | Copies of Inspection Reports | 7 years | Inspection date | Common Practice | D |
|   |   | Copy of Statement of Aims and Objectives, Statement of procedure to be followed in the event of fire, Statement of procedure to be followed in the event of an accident, Statement of procedure to be followed in the event of a resident becoming missing, Statement of facilities provided by home for residents and arrangements made for visitors | 3 years  | Last entry | Care Home Regulations 2002 | D |
|   |   | Register of Residents, Daily Log of Events, Duty Rosters, Record of Staff Handover, Visitors to establishment, A Record of all medicines kept and administered in the home and of their eventual disposal, Record of each person employed at the home, Record of Physical Restraint, Record of Petty Cash/Accounts, Record of all money/valuables deposited by a resident for safekeeping and date of return, Record of Contributions to Maintenance, Incident/Accident Report forms and records of falls involving service users, Record of every fire practice, drill or alarm test conducted in the home and of any action taken to remedy defects, Any other person/s who reside or work at any time at the children's home, who are not recorded anywhere else, Record of weekly accommodation returns | 15 years | Last entry | Children's Home Regulations 2002 | D |
|   |   | Records of Foods provided for residents including special diets | 1 year | Last entry | Children's Home Regulations 2002 | D |
|   |   | Complaints Log | 7 years | Closure | Common Practice | D |
| Children & Family Services – Special Education | Client Files | Special Education Needs: Assessment statements, Reviews and Relevant Reports | 35 years | Cease statement | Common Practice | A |
|   |   | Current files & files for pupils aged 18-25 | 25 years | Date of birth | Common Practice | D |
|   |   | Education Psychology Casework Files | 25 years (+6 years if child is a LAC) | Date of birth | Common Practice | D |
|   |   | Pupil Safeguarding Records | 25 years | Closure | Common Practice | D |
|   | Harmonised Sensory Impairment Service | Policies for HI/VI and ASD Services | When superseded | Superseded | Common Practice | D |
|   | Service for Children with a Hearing Impairment | Support for child or young person diagnosed with a hearing loss - referral form  | 35 years | Date of Birth       | Common Practice | D |
|   |   | Support for child or young person diagnosed with a hearing loss - undertake a statutory Education, Health and Care needs assessment  | 35 years | Date of Birth     | Common Practice | D |
|   |   | Support for child or young person diagnosed with a hearing loss - consider request for additional resources to meet a child’s / young person’s special educational needs without a statutory EHC needs assessment | 3 years | File closure | Common Practice | D |
|   |   | Support for child or young person diagnosed with a hearing loss - provide information to Health Partners to assist them with understanding the health needs of children which is used for the planning, commissioning and development of health services | 35 years | Date of Birth       | Common Practice | D |
| Children & Family Services – Supporting Disabilities | Children's Files |  Portage Records - child reaches school age | Transfer file to school  | Child at school age | Common Practice | T |
|   |   |  Portage Records - child doesn't reach school age | 15 years | Date of death | Common Practice | D |
|   | Service User Files |  Children with disabilities | 1. 75 years. 2. 15 years | 1. Child's date of birth OR 2. If child dies before age of 18, from date of death | Care Planning, Placement and Case Review Regulations 2011 | D |
|   | Settings Files |   | 2 years | File closure | Common Practice | D |
|   | Registration / Application Forms |  Register of Disabled Children - Together Information Exchange | 25 years | Date of birth | Children Act 2004 | D |
| Children & Family Services – Training (individuals Working with Children) | Early Years Training Team | Early Years Training Directory - Training records | 3 years | End of year | Common Practice | D |
|   |   | Early Years Training Directory - Financial data | 7 years | End of financial year | Common Practice | D |
| Children & Family Services – Youth Justice | Complaints |   | Permanent |   | Common Practice | A |
|   | Prevention | Client Files | 1 year (For Looked After Children - retain alongside case file)  | File closure | Youth Justice Board Recommendation | D |
|   | Pre-Court | Client Files | 3 years | File closure or clients 18th birthday whichever occurs first (For Looked After Children - retain alongside case file) | Youth Justice Board Recommendation | D |
|   | Court Orders | Client Files (Non-sexual and non-violent offences) | Clients 25th birthday (For Looked After Children - retain alongside case file) | DOB+ 25 years or closure date | Youth Justice Board Recommendation, Consistency with other Youth Offending Teams Retention Policy | D |
|   |   | Client Files (Sexual offences) | 10 years (For Looked After Children - retain alongside case file) | File closure date | Youth Justice Board Recommendation, Consistency with other Youth Offending Teams Retention Policy | D |
|   |   | Client Files (Violent offences) | Permanent offer to archivist (For Looked After Children - retain alongside case file) | Permanent | Youth Justice Board Recommendation, Consistency with other Youth Offending Teams Retention Policy | A |
|   | Case Files | Parent Case Files | End of programme | Programme completion | Youth Justice Board Recommendation | D |
|   |   | Victim Case Records | End of programme | Programme completion | Youth Justice Board Recommendation | D |
| Children & Family Services – Support Services for Children | Children Centres | Children's Centre Registration Forms - Paper copy | 3 years | Registration date | Common Practice | D |
|   |   | Children's Centre Registration Forms - Electronic copy | Until youngest child's 19th birthday | Youngest child's DOB+ 19 years | Common Practice | D |
|   | Learner Engagement | List of pupils permanently excluded | 25 years | Date of birth | Common Practice | D |
|   |   | List of students who are referred as teenage pregnancies | 25 years | Date of birth | Common Practice | D |
| Children & Family Services - Virtual School | Case records for LAC relating to care  | Identity & contact details of child and parents, Attendance figures, Support Plan, Meeting minutes, interventions | 75 years from DOB or if child dies under 18, retention is 15 years | DOB/DOD | Care Planning, Placement and case review Regulations 2009 | D |
|   | Case records for EAL/GRT | Identity and contact details of child and parents, school documents to support child in school | Electronic - pupil reaches 25 years of age or if has EHCP 25 plus 6 yrs if LAC as above | DOB | children’s and families act 2013 | D |
| Children & Family Services – Support Services for Children | Family Support, Intensive Support, Initial Response Team and Family Centre Files (Excludes Looked After Children and Child Protection Cases) | Client files | 22 years (Child Protection cases should be joined with CP file and retained as per CP records, Looked After Children should be joined with LAC file and retained as per LAC records) | Closure date | Common Practice | D |
|   | Children in Need Files (Excludes Looked after Children and Child Protection Cases)  | Referrals and Initial Assessments where services provided | 22 years | Closure | Common Practice | D |
| Child Employment | Administration of child employment permits | Application Forms, Permit Copies | 1 year | Expiry date | Common Practice | D |
| Local Office of the Children's Commissioner | Youth Hubs, Youth Voice Forums | Membership forms electronic and paper | 1 year | Expiry date | Common Practice | D |
|   | Youth Counselling | Referral form | 1 year | Completion of counselling | Common Practice | D |
|   | Voluntary sector groups | Service compliance e.g. DBS numbers, Certificates and professional membership bodies | Length of service/activity but minimum of 3 years | End of delivery or 3 year period | Common Practice | D |
|   | Special Educational Needs and Disabilities, Information, advice and Support Service (SENDIAS) | Case notes relation to the ongoing IAS casework  | 7 years  | A maximum of 7 years from the last date of last contact | Children and Families Act 2014  | D |
|   | Families Information Service (FIS) | Childcare Provider/School Provision Data | 25 years | Discontinuation of care | Childcare Act 2006 | D |
|   |   | Enquiries Data | 4 years  | Assessment superseded | Childcare Act 2006 | D |
|   |   | Evaluation Data | 4 years  | Assessment superseded | Common Practice | D |
|   |   | Family Service Directory | Keep till updated | Superseded | Childcare Act 2007 | D |
|   |   | Becoming a child-minder Information/Briefing Session Booking System | 6 months | Date of briefing | Ofsted Requirement from September 2013 | D |
|   |   | Ofsted Import Changes Database | 7 years | File closure | Childcare Act 2007 | D |
|   | Charity Status Stakeholder Meeting | Agendas, Committee & Post Meeting actions | 1 year | Expiry date | Common Practice | D |
|   | Youth Council | Agendas, Committee & Post Meeting actions | 1 year | Expiry date | Common Practice | D |
|   | UK Youth Awards | Registration forms | 1 year | Expiry date | Common Practice | D |

Consumer Affairs

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| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| Enforcement | Prosecution Files | Cases relating to Health Hazards | 40 years | Closure | Control of Substances Hazardous to Health Regulations 2003 | D |
|   |   | All other files | 7 years | Closure | Limitations Act 1980 | D |
| Registration, Certification and Licensing | Markets | Information relating to Markets and Market Traders Correspondence and Tenancies | 7 years | Date of leaving the market | Limitations Act 1980, Common Practice | D |
|   | Town Centre | Management Database | As soon as no longer in business | No longer in business | Common Practice | D |
|   | Town Centre | Trader Business Names | As soon as no longer in business | No longer in business | Common Practice | D |
|   | Licensing | Large Plans | Review | License has ended | Common Practice | R |
|   | Licensing | Skip Licences | 7 years | Licence expires/renewal issued/terms changed | Common Practice | D |
|   | Licensing - Private Sector Housing | Public register of Licensed HMO's | 7 years | Property ceases to be a licensable HMO | Limitations Act 1980 | D |
| Investigations, inspections and monitoring | Monitoring | Food and animal health information, food standards,  | 7 years | File closure | Common Practice | D |
|   |   | Approved premises | Retain till closure of the business | Closure of the business | Common Practice | D |

Community Safety & Emergencies

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Community Safety | Health & Safety | Park Inspections | 7 years | Closure Date | Limitations Act 1980 | D |
|   |   | Open Spaces | 7 years | Closure Date | Limitations Act 1980 | D |
|   |   | School Crossing Patrol Risk Assessments | 7 years | Closure Date | Limitations Act 1980 | D |
|   | CCTV | Log Book | 7 years | Closure Date | Limitations Act 1980 | D |
|   |   | Recorded Images | 30 days | Recording Date | Common Practice | D |
|   |   | Footage | 1 month | Recording Date | Common Practice | D |
|   |   | Shift Report | 7 years | Closure Date | Limitations Act 1980 | D |
| Enforcement | Anti-Social Behaviour | Individual Case Files | 7 years | Last contact | Limitations Act 1980 | D |
|   |   | Records relating to the prevention/detection of Anti-Social Behaviour | 7 years | Closure Date | Limitations Act 1980 | D |
|   | Client Records - Case Management | Case Files, Action Plans | 7 years | Death of service user | Limitations Act 1980 | D |
|   |   | Referrals Pathway Document | 7 years | Closure Date | Limitations Act 1980 | D |
|   | Correspondence | Letter File (copies and masters), Questionnaires | 7 years | Closure Date | Limitations Act 1980 | D |
|   | Enforcement | Fixed Penalty Notices | 7 years | Closure Date | Limitations Act 1980 | D |
|   | Meetings | FIO Meeting, Minutes and Action Schedule | 7 years | Closure Date | Limitations Act 1980 | D |
|   | Hate Crime Multi Agency | Partners/Partnership information, Partnership Victim Letters | 7 years | Date of last entry | Limitations Act 1980 | D |
|   | Community Tension | Assessments | 7 years | Closure Date | Limitations Act 1980 | D |
|   | Client Records | IDVA Service | 7 years | Date of last incident | Limitations Act 1980 | D |
|   |   | Patrol logs | 2 years | Closure Date | Common Practice | D |
| Emergency planning | Emergency agencies | Contact numbers | Permanent | Superseded | Common Practice | D |

Corporate Management

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Management - Ceremonial | Visitors | Visitor Books | 2 years | Date of last entry | Common Practice | D |
|  | Civic and royal events | Documentation relating to the provision of corporate gifts. | 7 years | End of financial year | HMRC Guidance | D |
| Management – Communication Support | Correspondence | Chief Executive's Post Log | 4 years | Closure | Common Practice | D |
|   |   | Mayor | 4 years | Closure | Common Practice | D |
|   |   | Reports & Background Correspondence | 4 years | Closure | Common Practice | D |
| Staff communications | Communication Materials | Newsletters, Staff Briefings etc | 4 years | Closure | Common Practice | D |
|   | Staff Suggestion Scheme | Staff Suggestions, responses, workshops / meetings | 4 years | Closure | Common Practice | D |
|   | Surveys and Analysis | Staff survey results, Workshop records, Issue registers | 7 years | Closure | Common Practice | D |
| Corporate communications | Corporate Branding / Marketing |   | 4 years | Closure | Common Practice | D |
|   | Corporate publicity / campaigns | Adverts, campaign records | 4 years | Closure | Common Practice | D |
|   | Media liaison | Cuttings / Media Relations / Protocols / statements & Releases | 3 years | Closure | Common Practice | D |
| Customer Telephone Calls | Call Recordings |   | Approximately 3 months  | From date of call & when recording capacity full | Common Practice | D |
| Management – Enquiries and Complaints | Complaints | Stage One and Two Complaints, Third Stage Panel Review Pack – Social Care Complaints | 7 years | Closure | Common Practice  | D |
| Complaints to Ombudsman | Complaints to Ombudsman | Local Government Ombudsman Complaints | 7 years | Investigation closed | Common Practice  | D |
| Customer Satisfaction | Compliments |   | 7 years | Closure | Common Practice | D |
|   |  Enquiries | MP Enquiries, Councillor Enquiries | 7 years | Closure | Common Practice | D |
|   |   | Comments and Enquiries | 7 years | Closure | Common Practice | D |
|   |   | Routine responses/correspondence on Council actions, policy or procedures. | 2 years | Closure | Common Practice | D |
| Management – Preparing Business | Meetings | Agendas | 7 years | Meeting date | Common Practice | D |
|   |   | Notes taken for Minutes | Once agreed and finalised | Once agreed and finalised | Common Practice. | D |
|   |   | Minutes | 7 years | Meeting date | Common Practice | D |
|   | Procedures |   | 3 years | Procedure updated | Common Practice | D |
| Business Plans |   | DCLT Business Plan  | Permanent  | To archivist once administrative use concluded | Common Practice | A |
| Management – Project Management | Projects | Project Work | 7 years | Project Completion | Limitations Act 1980 | D |
|   | Start Up | Business Case | 7 years | Project Completion | Limitations Act 1980 | D |
|   | Closure | Lessons Learned | 7 years | Project Completion | Limitations Act 1980 | D |
|   | Regeneration Project Records | Land registry records, maps, resident names and addresses, demolition records | 7 years | Project Completion | Limitations Act 1980 | D |
|   | Housing Development Projects | Tendering Bids and Financial Information | 7 years | Closure | Limitations Act 1980 | D |
| Management – Quality & Performance | Inspections | Audit Commission Reports | Permanent  | To archivist once administrative use concluded |  Common Practice | A |
| Management – Statutory Returns | Financial Returns | Revenue Outturn Forms, RA Return, CTR1 Return, Quarterly RO Return, LG Financial Settlement (Provision & Final) | 1 year | End of financial year | Common Practice | D |
|   |   | CFR Consistent Financial Reporting Return | 7 years | End of financial year | Common Practice | D |
|   |   | Government Returns | 7 years | End of financial year | Common Practice | D |
|   |   | SEC 17/18 Reports Inland Revenue, Bank, Building Society Interest return (BBSI) return. Other Interest (OI) return | 7 years | End of financial year | HMRC Guidance | D |
| Management – Work Planning | Diaries | Work Diaries | 3 years | End of year | Common Practice | D |
|   | Business Continuity | Plans to reduce impact of emergencies and to allow business to continue | When superseded | Superseded | Common Practice | D |

Council Property

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| --- | --- | --- | --- | --- | --- | --- |
| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| Property Use and Development | Accommodation and Gypsy & Traveller Liaison Team - Traveller Sites | Illegal encampment documents | 6 months | Site vacated | Common Practice | D |
|   |   | Caravan counts | Once information submitted | Once information submitted | Common Practice | D |

Crematoria & Cemeteries

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Crematoria & Cemeteries | Burial identity and location | Interment Notices - Paper records  | 2 years | Event date | Common Practice | D |
|   |   | Interment Notices - Electronic  | 15 years | Event date | Common Practice | D |
|   |   | Authority to cremate & cremation - Paper records | 2 years | Event date | Common Practice | D |
|   |   | Authority to cremate & cremation - Electronic | 15 years | Event date | Common Practice | D |
|   |   | Exhumation certificate & exhumation documents - Paper records | 2 years | Event date | Common Practice | D |
|   |   | Exhumation certificate & exhumation documents - Electronic | 15 years | Event date | Common Practice | D |
|   |   | Register of burials | Permanent – Transfer to Archives once administrative use concluded | N/A | Common Practice | A |
|   |   | Register of graves | Permanent – Transfer to Archives once administrative use concluded | N/A | Common Practice | A |
|   |   | Register of cremations | Permanent – Transfer to Archives once administrative use concluded | N/A | Common Practice | A |
|   |   | Headstone permits | Permanent – Transfer to Archives once administrative use concluded | N/A | Common Practice | A |
|   |   | Graveyard plans | Permanent – Transfer to Archives once administrative use concluded | N/A | Common Practice | A |

Democracy & Elections

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Governance | Constitution | Constitution | Must be kept up to date | Superseded | Local Government Act 2001 | N/A |
|  | Full Council | Meeting Minutes | Permanent  | To Archives once administrative use concluded | Common Practice | A |
|  | Full Council | Video/Audio Recordings | 3 years | Date of the meeting | Common Practice | D |
| Member support | Gifts and Hospitality | Register | 7 years | End of financial year | Financial Regulations | D |
|   | Register of Interests | Register  | Permanent  | To Archives once administrative use concluded |  Common Practice | A |
| Democratic Services Planning | Decision Making | Forward Plan | Permanent  | Superseded | Common Practice | A |
| Elections | Ballot papers and main election documents (excluding marked copies of register) | Parliamentary | 1 year | Date of Result | Representations of the People Act 1983, PE Rules 57  | D |
|   |   | European Parliamentary | 1 year | Date of Result | European Parliamentary Election Regs 2004, EPE Rules 61 | D |
|   |   | Borough Council | 1 year | Date of Result | Principal Area Rules 2006, 52 | D |
|   |   | Parish | 1 year | Date of Result | Parishes and Communities Rules 2006, 52 | D |
|   |   | PCC | 1 year | Date of Result | PCC Elections Order 2012, Rule 68 | D |
|   |   | City Region | 1 year | Date of Result | Combined Authority (Mayoral Elections) Order 2017, Rule 43 | D |
|   |   | Neighbourhood Planning Referendum | 1 year | Date of Result | Neighbourhood Planning (Referendums) Regs, 2012, Rule 47 | D |
|   |   | National Referendum | 1 year | Date of Result | EU Referendum Regs 2016, Rule 58 | D |
|   | Marked copies of the Register and absent vote lists  | Parliamentary | 1 year | Date of Result | Representations of the People Act 1983, PE Rules 57  | D |
|   |   | European Parliamentary | 1 year | Date of Result | European Parliamentary Election Regs 2004, EPE Rules 61 | D |
|   |   | Borough Council | 1 year | Date of Result | Principal Area Rules 2006, 52 | D |
|   |   | Parish | 1 year | Date of Result | Parishes and Communities Rules 2006, 52 | D |
|   |   | PCC | 1 year | Date of Result | PCC Elections Order 2012, Rule 68 | D |
|   |   | City Region | 1 year | Date of Result | Combined Authority (Mayoral Elections) Order 2017, Rule 43 | D |
|   |   | Neighbourhood Planning Referendum | 1 year | Date of Result | Neighbourhood Planning (Referendums) Regs, 2012, Rule 47 | D |
|   |   | National Referendum | 1 year | Date of Result | EU Referendum Regs 2016, Rule 58 | D |
|   | Election Expenses | Parliamentary | 2 years | Date of receipt | Representations of the People Act 1983, s89  | D |
|   |   | European Parliamentary (held by RRO - Leeds CC) | 1 year | Date of receipt | European Parliamentary Election Regs 2004, s59 | D |
|   |   | Borough Council | 2 years | Date of receipt | Representations of the People Act 1983, s89  | D |
|   |   | Parish | 1 year | Date of receipt | Representations of the People Act 1983, sch 4 p8 | D |
|   |   | PCC (held by PARO - BMBC) | 2 years | Date of receipt | PCC Elections Order 2012, Art 49 | D |
|   |   | City Region (held by CARO - SCR) | 2 years | Date of receipt | Representations of the People Act 1983, s89  | D |
|   |   | Neighbourhood Planning Referendum | 2 years | Date of receipt | Representations of the People Act 1983, s89  | D |
|   |   | National Referendum | 2 years | Date of receipt | PPERA 2015 s124 | D |
|   | Nomination Papers | Parliamentary | 1 year | Date of result  | Electoral Commission Guidance | D |
|   |   | Parliamentary - Home address forms | 21 days | Date of result | Electoral Commission Guidance | D |
|   |   | European Parliamentary (held by RRO - Leeds CC) | 1 year | Date of result | Electoral Commission Guidance | D |
|   |   | Borough Council | 1 year | Date of result | Electoral Commission Guidance | D |
|   |   | Parish | 1 year | Date of result | Electoral Commission Guidance | D |
|   |   | PCC (held by PARO - BMBC) | 1 year | Date of result | Electoral Commission Guidance | D |
|   |   | PCC (held by PARO - BMBC) - Home address forms | 21 days | Date of result | Electoral Commission Guidance | D |
|   |   | City Region (held by CARO - SCR) | 1 year | Date of result | Electoral Commission Guidance | D |
|   | Election Account Paperwork | All elections - invoices | 6 years | End of financial year | HMRC advice | D |
|   |   | All elections - payroll and tax records | 3 years | End of financial year | HMRC advice | D |
|   | Elections Management | All elections - set of information for managing each type of election | One election cycle + 1 year | End of election cycle | Common Practice | D |
|   |   | Polling station bookings | 8 years or until superseded and updated at next election  | Until superseded and updated at next election  | Common Practice | D |
|   |   | Election Notices | 21 days | Date of election | Common Practice | D |
|   |   | Polling station review | 5 years | Date of previous statuary review | Common Practice | D |
|   | Staff appointment paperwork | Applications, appointments, bank details | 1 year | End of year | Employment legislation | D |
|   |   | All other paperwork | 3 years | End of financial year | HMRC advice | D |
|   |   | Electronic record of staffing levels (personal details redacted) | 8 years | End of financial year | Common Practice | D |
|   |   | HEF and ITR personal canvassing | 1 year - paper, 8 years - electronic | End of financial year | HMRC advice | D |
|   | Election Results | All elections | 2 election cycles | Date of election | Common Practice | D |
|   | Electoral Registration | Register of electors | 1 year (on paper), 15 years (electronic) | Date of publication (1st December annually) | Legal requirement | D |
|   |   | Register of electors (archive copy) | Indefinite | N/A | Legal requirement | A |
|   | Registration Applications | Applications and evidence of identity and attestations  | 1 year - paper, 6 years - electronic | Date of registration | Common Practice | D |
|   |   | Evidence of leave to remain | 6 years | Date of registration | Common Practice | D |
|   | Registration applications - special electors | Overseas electors | 2 years | Application date | Based on validity criteria | D |
|   |   | Service voters | 6 years | Application date | Based on validity criteria | D |
|   |   | Crown Servants | 2 years | Application date | Based on validity criteria | D |
|   |   | Declarations of local connection | 2 years | Application date | Based on validity criteria | D |
|   |   | Anonymous electors | 5 years | Application date | Based on validity criteria | D |
|   |   | Prisoners on remand and mental health patients | 2 years | Application date | Based on validity criteria | D |
|   |   | Documentary evidence and attestations as to identity | 2 - 6 years based on above elector categories | Application date | Based on validity criteria | D |
|   | Evidence of ability to register | Residence, Age, Nationality  | 1 year | Application date | Common Practice | D |
|   | Amendments to register entries | Change of nationality, name, open register choices | 1 year | Application date | Common Practice | D |
|   | Register entry reviews and deletions | Type A and C reviews, Summary deletions and deletions following reviews, Objections to registration | 1 year - paper, 6 years - electronic | Application date | Common Practice | D |
|   | Information from other council records | Council tax, housing, LEA, LLPG | 1 year | Date records inspected | Common Practice | D |
|   | Household enquiries |   | 1 year - paper, 6 years - electronic | Date of enquiry | Common Practice | D |
|   | Absent vote applications | Application forms | 1 year - paper, 6 years - electronic | Application date | Common Practice | D |
|   |   | Signature refresh forms | 1 year - paper, 6 years - electronic | Application date | Common Practice | D |
|   |   | Fresh signature forms - rejected at election | 1 year - paper, 6 years - electronic | Application date | Common Practice | D |
|   |   | Cancelled / lapsed absent votes | 1 year | Date of cancellation or date of election if for a specific election | Common Practice | D |
|   | Electoral registration management information | All | 5 years | Date of election | Common Practice | D |
|   | Other correspondence | General correspondence | 2 years | Date of correspondence | Common Practice | D |
|   |   | Complaints | 5 years | Date of correspondence | Common Practice | D |
|   |   | FOI Requests | 5 years | Date of correspondence | Common Practice | D |
|   |   |   |   |   |   |   |
| Legal | Monitoring Officer | Complaints regarding Council Members - no breach of Code of Conduct found | 3 years | End of year | Common Practice | D |
|   |   | Complaints regarding Council Members - issue raised but not progressed to formal complaint | 3 years | End of year | Common Practice | D |
|   |   | Complaints regarding Council Members - informal settlement but not progressed to formal decision | 3 years | End of year | Common Practice | D |
|   |   | Complaints regarding Council Members - breach of Code of Conduct identified & minuted Council sub-committee  | 6 years | End of year | Limitations Act 1980 | D |

Economic Development

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Business Intelligence | Economic Development - Business Listings | Business Consultants, Client Files, Administration Files  | 5 years | Closure date | Common Practice | D |
| Regeneration | Major Projects - Grant Funded Records | Procurement information, funding information, construction records | 3 years | Final grant payment received (check with funding body for permission to destroy). | Funding Agreement Requirements | R |
|   | Major Projects - Non Grant Funded Records | Procurement information, funding information, construction records | 7 years | Project completed | Common Practice | R |
|   | Funded Projects | Project records, DMBC Funded, SEN Project records, Procurement information, funding information, construction records | 12 years | Check with appropriate funding body (if applicable) for permission to destroy. | Common Practice | R |
|   |   | If major project | Permanent | Offer to archive |   | A |
|   | PFI Project records | Procurement information, funding information, construction records | 25 years.  | Project end date | Common Practice | R |
|   | Aspiration Doncaster - Projects | Aspiration Doncaster Supporting Evidence | 7 years | Closure date | Common Practice | D |
|   | Economic Development | ERDF Documentation | 25 Years | When directive from fund to do so received | Common Practice | R |
|   | Funding Agreements - Projects |  Funding Agreements | 7 years | Review and check funding agreement documentation | Common Practice | R |
| Tourism | Tourism Development | Project Files | 7 years | Closure date | Common Practice | D |
|   |   | WNF/NRF Documentation | 10 years | Review and check funding agreement documentation | Common Practice | R |
|   |   | ERDF Documentation | 25 years | Review and check funding agreement documentation | Common Practice | R |
| Training | Employment and Skills Team  | Project Documentation | 7 years | Closure date | Common Practice | D |
|   | Developing Skills Programme | Supporting Evidence | 7 years | Closure date | Common Practice | D |

Education & Skills

**SINCE 2015 THERE HAS BEEN A NATIONAL MORATORIUM ON DESTRUCTION OF CHILDRENS RECORDS (DUE TO THE ONGOING NATIONAL CHILD ABUSE ENQUIRY). WHEN REVIEWING RECORDS AND USING THE RETENTION SCHEDULE DO NOT DESTROY ANY MATERIAL WHICH RELATES TO THE CARE OF CHILDREN IN PUBLIC OR PRIVATE CARE. THIS INCLUDES SOCIAL CARE, EDUCATION, SCHOOLS, VOLUNTARY PROGRAMS ETC.**

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Education & Skills – Admissions and Exclusions | Admissions | School Admissions Applications, Nursery applications, Appeals, Pupil Projections Data | Paper - 3 years | End of school year | Common Practice | D |
|   |   |   | Electronic - pupil reaches 25 years of age. | DOB  | Common Practice | D |
| Education & Skills – Life Long Learning | Learner Records | Adult, Family and Community Learning (AFCL) | Check Funding Contract for Retention Period | Check contract | Common Practice |   |
| Education & Skills – Management of Schools | Governing Bodies | Parent/Staff Ballots | 3 months | Results declared | Common Practice | D |
|   |   | Parent/Staff Nominations | 4 years | End of term of office | Common Practice | D |
|   |   | Local Authority Governor Appointments | 4 years | End of term of office | Common Practice | D |
|   |   | Declaration Forms | 4 years | End of term of office | Common Practice | D |
|   |   | Exit Questionnaires | 4 years | End of term of office | Common Practice | D |
|   |   | CRB or DBS Lists/Forms | In accordance with CRB guidance | In accordance with CRB guidance | Common Practice | D |
|   |   | CSE Spread Sheet | 7 years | Date created | Common Practice | D |
|   | Governing Bodies - Finance | Clerking Claim Forms Copy | Destroy - after the end of each term | End of term | Common Practice | D |
|   | Governing Bodies - Induction | Training attendance form | 4 months | Attendance date  | Common Practice | D |
|   | Governing Bodies - Meetings | Agendas, Committee Notices, Post Meeting Actions - Gold Sheet | 7 years | Date of meeting | Common Practice | D |
|   |   | Draft Minutes | Till minutes agreed | Till minutes agreed | Common Practice | D |
|   |   | Minutes | Permanent  | N/A | Common Practice | A |
|   |   | Evaluation Forms | 16 months | File closure | Common Practice | D |
|   | Governing Bodies - Specialist Group Agendas | Chairs/Vice Chairs Network Group, Primary Head Teacher Representative Group, School Governor Initiatives Group | 2 years | Date of meeting | Common Practice | D |
|   | Governing Bodies |  Terms of Reference | Superseded | Superseded | Common Practice | D |
|   | Governing Bodies - Training | Training - Attendance Sheets, Evaluation Sheets | 2 years | Date of training | Common Practice | D |
|   |   | Training - Booking Forms | As soon as training course/conference has ended | Date of training | Common Practice | D |
|   | Governing Bodies |  Instruments of Government | While school is open | School closes | Common Practice | D |
| OFSTED |  | OFSTED Reports | Retain in school while current, replace former report with any new inspection report Permanent – Transfer to HALS | Reports should be available on the OFSTED website. Retain at least 2 reports if not available online. |  |  |
|  |  | OFSTED related papers | 6 years + current yearDestroy as confidential waste or delete securely from electronic systems |  |  |  |
| School meals, School catering |   | Kitchen Premises Information | 2 years | Premises closure date | Common Practice | D |
|   |   |  Menu Documentation | 7 years | End of year | Limitations Act 1980 | D |
|   |   |  Milk Records | 7 years | End of year | Limitations Act 1980 | D |
|   | Meal records | MR 1’s, Trading Statements, Pupil Numbers | 3 years | End of year | Common Practice | D |
|   | Academies | Signed SLA's, financial plans & accounts | 7 years | End of financial year | Financial Regulations | D |
|   | General Records |   | 3 years | End of year | Common Practice |   |
|   | Enforcement – School Attendance | Identity & contact details of child and parents, Attendance figures, Support Plan, Meeting minutes | 25 years | Closure | Common Practice | D |

Environmental Protection

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| Environmental Protection - Monitoring | Old Landfills | Technical Drawing | Permanent - offer to Archivist once administrative use concluded |   | Common Practice | A |
|   | Environmental Permitting  | Public Register | Keep while current | Installation no longer operating | The Environmental Protection Act 1991 | D |

Finance

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Finance - Accounts | Accounting | Government Accounts - Whole | 1 year | End of financial year | Common Practice | R |
|  |   | Final accounts information | 7 years | End of financial year | Common Practice | R |
|   |   | Final accounts supporting information | 2 years | End of financial year | Common Practice | R |
|   |   | Bank accounts information | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Bank charges | 8 years | End of financial year | Common Practice | R |
|   |   | Bank queries | 1 year | End of financial year | Common Practice | R |
|   |   | Racecourse management accounts | 1 year | End of financial year | Common Practice | R |
|   |   | Interest Account Rec | 7 years | End of financial year | Common Practice | R |
|   |   | Cashbook | 7 years | After repayment | Common Practice | R |
|   |   | Credit card receipts and statements | 7 years | End of financial year | Common Practice | R |
|   |   | Year end working papers | 7 years | End of financial year | Common Practice | R |
| Finance - Audit & Fraud | Audit | Stock / Imprest Certificate )Year End) | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Annual return of voluntary funds and audit certificate | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Statement of internal control | 1 year | End of financial year | Common Practice | R |
|   |   | School visit forms | 5 years | End of financial year  | Common Practice | R |
|   |   | PWLB Audits | 7 years | End of financial year | Common Practice | R |
|   |   | Schools reports and queries | 1 year | End of financial year | Common Practice | R |
|   |   | CIPFA Benchmarking club | 4 years | End of financial year | Common Practice | R |
|   | Fraud | Information relating to benefit fraud cases | 12 years | Date of file closure | Limitations Act 1980 | R |
| Internal Audit | Reports | Audit reports (including interim), where these have included the examination of long-term contracts  | 6 years or for the life of the contract where there are known disputes. | Contract end date | Limitation of proceedings | D |
|  |  | Report papers used in the course of a fraud investigation  | 6 years  | Legal proceedings completion date | Limitation of proceedings | D |
|   |   | Other audit reports (including interim)  | 3 years  | Date of report | Common Practice  |  D |
|  |  | Terms of reference  | 3 years  | Date of audit | Common Practice | D |
|  |  | Programmes/plans/strategies  | One year (although these are also in Audit Committee papers) | Last action date on plan | Common Practice | D |
|  |  | Correspondence  | 3 years  | Date of correspondence | Common Practice | D |
|  |  | Working papers  | After completion of audit  | Completion of audit date | Common Practice | D |
|  |  | Internal Audit Guides  | When superseded  | Superseded | Common Practice | D |
|  |  | Manuals and guides relating to departmental procedures  | When superseded  | Superseded | Common Practice | D |
|   |   | Treasury Working Documents | 9 years | End of financial year | HMRC Guidance | R |
|   |   | Treasury & Strategy | 8 years | End of financial year | Treasury Guidance | R |
|   |   | Quarterly Rev Mon Documents/Controls | 3 months | Date of document | Common Practice | R |
|   | Funding | Section 256 agreements, Section 76 agreements | 1 year | End of financial year | Common Practice | R |
|   |   | Information relating to Funds/Funding - Collection fund, school funding, fair funding, migration impacts fund, fund for older people | 7 years | End of financial year | HMRC Guidance | R |
|   |   |  16-19 service, Bursary Fund | 7 years | End of financial year | YPLA/EFA Audit | R |
|   |   | Early Years Childcare Support | 7 years | End of financial year | Common Practice | R |
|   | Grants | Mayor's Integration and Cohesion Grant Scheme | 4 years or the duration of the Mayoral term whichever is the longer | End of year | Common Practice | R |
|   |   | Grant Information, e.g. Probation Loan Charges Grant | 7 years | End of scheme | Common Practice | R |
|   |   | ERDF/YJB Grant Claims | Check grant funding documentation or grant funding body for retention period | Check grant funding documentation or grant funding body for retention period | Common Practice | R |
|   |   | New Homes Bonus (NHB) | Retain for the life of the scheme then review | End of scheme | Common Practice | R |
|   |   | Housing Benefit Subsidy | 7 years | End of financial year | Common Practice | R |
|   | Reporting | Earmarked Reserves Details | 1 year | End of financial year | Common Practice | R |
|   | Trusts | Charities | 7 years | End of financial year | HMRC Guidance | R |
|   |   | William Appleby Trust File | 7 years | End of financial year | Common Practice | R |
|   |   | Leisure Trust Info | 7 years | End of financial year | HMRC Guidance | R |
|   |   |  One Trust' files | Retain files until 2041 before considering destruction | Retain files until 2041 before considering destruction | Common Practice | R |
|   | Loans | Car Loans | 7 years | End of financial year in which loan repaid | Common Practice | R |
|   |   | Records relating to Car loan application, assessments, monitoring | 12 years | Closure | Limitations Act 1980 | R |
|   |   | Bellwin 2007 | Check grant funding documentation or grant funding body for retention period | Check grant funding documentation or grant funding body for retention period | Common Practice | R |
|   |   | P.W.L.B Loan Applications | Ftax | End of financial year | Treasury Guidance | R |
|   |   | Quarterly Borrowing & Lending Inquiry | 7 years | End of financial year | Common Practice | R |
|   |   | Records relating to Mortgage applications/ account monitoring | 12 years | Last payment | Limitations Act | R |
|   |   | Libor Rates | 7 years | End of financial year | Treasury Guidance | R |
|   |   | Local Bonds Repaid | 7 years | Repayment date | Treasury Guidance | R |
|   |   | Approved Lending Lists | 7 years | End of financial year | Treasury Guidance | R |
|   |   | PWLB Annual Certificates | 7 years | End of financial year | Treasury Guidance | R |
|   |   | PWLB Circulars | 2 years | End of financial year | Common Practice | R |
|   |   | Trigger Loans/Restructure Offers | 7 years | End of financial year | Treasury Guidance | R |
|   |   | Borrow | 7 years | End of financial year | Treasury Guidance | R |
|   | Financial Systems | Year End Cash Rec | 7 years | End of financial year | Common Practice | R |
| Finance – Financial Transactions Management | Expenditure | Invoices., Sundry debtor transactions, invoice creditors, coding slips, invoices raised/paid, copies of invoices, invoice spreadsheets | 7 years | End of financial year | HMRC Guidance | R |
|   |   | YPO | 7 years | End of financial year | HMRC Guidance | R |
|   |   | District Audit Fees | 7 years | End of financial year | Common Practice | R |
|   | Income | Debtors Accounts | 1 year | End of financial year | Common Practice | R |
|   |   | Provider returns | 1 year | End of financial year | Common Practice | R |
|   |   | Debtor Invoice | 1 year | End of financial year | Common Practice | R |
|   |   | Bank Transfers | 7 years | End of financial year | Common Practice | R |
|   |   | Bank Statements | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Reconciliation | 7 years | End of financial year | HMRC Guidance | R |
|   | Treasury | Transfer status reports | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Weekly Cash Flow | 1 year | End of financial year | Common Practice | R |
|   |   | Brokerage | 7 years | End of financial year | Treasury Guidance | R |
|   |   | BACs Users No. 707286 | 7 years | End of financial year | Treasury Guidance | R |
|   |   | BACS Users | 7 years | End of financial year | Common Practice | R |
|   | Financial Systems | Cash Control Reports | 7 years | End of financial year | Common Practice | R |
|   |   | Oneworld Integrity Reports/Logs | 1 year | End of financial year | Common Practice | R |
|   | Journal vouchers |   | 7 years | End of financial year | Common Practice | R |
|   | Benefit Claims and Supporting Information/Evidence | Records relating to the award of HB/CTB | 7 years | End of financial year | Common Practice | R |
|   | Free School Meals | Records relating to the award of free school meals | 7 years | End of financial year | Common Practice | R |
|   | Mobility Travel Pass | Records relating to the award of Mobility Travel Passes | 7 years | End of financial year | Common Practice | R |
|   | Barclay Card | Records relating to Barclay Card transactions | 7 years | End of financial year | Local Government Act 2004 | R |
|   | BACs Correspondence | Records relating to BACS Payments | 7 years | End of financial year | Common Practice | R |
|   | Enforcement | Records relating to Recovery of unpaid debt | 7 years | End of financial year | Common Practice | R |
|   | Insolvency | Records relating to Recovery of unpaid debt | Permanent |   | Common Practice | R |
|   | Financial Documents i.e. Account balance adjustment, Method of payment amended | Account balance adjustment/ Method of payment amendment | 7 years | End of financial year | Accounts and Audit Regulations 2003 | R |
|   | Financial | Orders/Order books | 7 years | End of financial year | Accounts and Audit Regulations 2003 | R |
|   | Licensing Financial Docs | Receipts, receipt books | 7 years | End of financial year | Common Practice | R |
|   | Private Sector Housing | Compulsory purchase orders and enforced sales | 7 years | End of financial year | Accounts and Audit Regulations 2004 | R |
|   | Expenditure | Expenses Claims - Officers & cabinet Members | 7 years | End of financial year | Financial Regulations | R |
|   | Reconciliation | Bank Reconciliations | 7 years | End of financial year | National Archives Recommendation | R |
|   | Expenditure | Petty Cash | 2 years | End of financial year | National Archives Recommendation | R |
|   | Internal Recharging | Car Allowance Claims | 7 years | End of financial year | Taxes Management Act 1971 | R |
| Finance – Local Taxation | Services Financial Management | Parish Precepts | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Collection Fund | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Internal Drainage Board Levies | 7 years | End of financial year | Common Practice | R |
|   | Local Taxation Account Administration Correspondence | Records relating to Administration of Local Taxation | 7 years | End of financial year | Accounts and Audit Regulations 2004 | R |
|   |   | Social care Financial Assessments | 7 years | End of financial year | Accounts and Audit Regulations 2005 | R |
| Finance – National Taxation | Value Added Tax | Bank A/C School VAT Returns, Year end VAT REC, VAT Returns, VAT general | 7 years | End of financial year | HMRC Guidance | R |
|   | Treasury | Basic Rate Tax Returns | 7 years | End of financial year | HMRC Guidance | R |
|   |   | HMRC Rulings | Destroy once superseded |   | HMRC Guidance | R |
|   |   | HMRC Correspondence | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Option to Tax | 25 years | End of financial year | HMRC Guidance | R |
|   |   | Voluntary Declaration | 7 years | End of financial year | HMRC Guidance | R |
| Payroll and Pensions | Pensions | Pensions Services Financial Management | 7 years | End of financial year | Common Practice | R |
|   | Pay | Quarterly return of Wages, Salaries, Interest Receipts & Payments | 7 years | End of financial year | HMRC Guidance | R |
|   |   | Payroll Records | 7 years | Termination of employment | HMRC recommendation | R |

Health & Safety

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Health and Safety – Monitoring | Accident Reporting | Adult’s – Incident Reporting Records, | 3 years (Some incidents that have major consequences for the Council may be retained for permanent preservation – these will be assessed on a case by case basis) | Date of incident | Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 & 2013, Social Security (Claims and Payments) Regulations 1979 | D |
|   |   | Children’s – Incident Reporting Records | 25 years (Some incidents that have major consequences for the Council may be retained for permanent preservation – these will be assessed on a case by case basis) | Closure | Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 & 2013, Social Security (Claims and Payments) Regulations 1980 | D |
|   |   | Accident Books - Adults | 3 years | Date of incident | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, | D |
|   |   | Accident Books - Children’s | 25 years | Closure | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, | D |
|   |   | Accident Reporting and all other records relating to Asbestos | 40 years | Date incident reported | The Control of Asbestos Regulations 2006 Statutory Instrument 2006 No. 2739  | D |
|   |   | Accident Reporting & other records relating to exposure to Substances Hazardous to Health | 40 years | Date of last entry | The Control of Substances Hazardous to Health Regulations 2002. amends 1989 Act | D |
| Health and Safety inspections | Building Health and Safety Files | Building Health and Safety Files | Permanent | Until building demolished | Common Practice | A |
| Health and Safety – Risk Management | Risk Assessments | Potentially Violent Persons Records | 3 years | Risk subsided | Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995/3163 | D |
|   |   | Display Screen Assessments, DSE Questionnaires | 3 years | Equipment no longer in use | Common Practice | D |
|   | Risk Assessment | Risk Assessments, HACCP Information | 2 years | Closure date | Common Practice | D |

Housing

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Housing – Enforcement  | Assessment Housing Standards - Private Sector Housing | Hit Squad Questionnaires | 2 years | Date of closure | Common Practice | D |
|   |   | CO Awareness forms | 5 years | Date of closure | Common Practice | D |
|   |   | Complaints | 7 years | Closure | Common Practice | D |
|   |   | HMO files and complaints | 7 years | Closure | Common Practice | D |
| Housing – Housing Stock | Private Sector Housing | Warrant File | 7 years | Closure | Common Practice | D |
|   |   | Environmental Information Requests | 3 years | Closure | Common Practice | D |
|   | Business Support | Right to buy | 12 years | Termination date | Common Practice | D |
| Housing – Managing Tenancies | Private Sector Housing | Debtor Accounts Raised | 7 years | End of financial year | Accounts and Audit Regulations 2004 |   |
|   |   | Empty Property Grants | 7 years | Date of grant | End of financial year | D |
|   |   | Landlords Database | Permanent - update on a regular basis |   | Common Practice | N/A |
|   |   | Works in default owing | 7 years | Final payment | Limitations Act 1980 | D |
|   | Housing Options | Personal Housing Plan | 7 years | Last contact | Common Practice | D |
|   | Tenancy Support | Client Records | 7 years | End of tenancy | Limitations Act 1980 | D |
|   | Financial Records | Creditor payments, grant funding payments, homeless and compensation payments to residents | 7 years | End of financial year | Limitations Act 1980 | D |
|   | Affordable Housing Records | HRA Land Use & Site Development/disposal | Permanent  | N/A | Common Practice | A |
|   | Joint Housing & Partner Programmes |   | Permanent  | N/A | Common Practice | A |
|   | Vulnerable Groups Project/Service Transformation/Arts & Ed | Expressions of Interest | 2 years | Closure | Common Practice | D |
|   |   | Specifications & Evaluation Criteria | 7 years | Closure | Common Practice | D |
|   |   | Service Level Agreements | 2 years | Closure | Common Practice | D |
|   | Services Financial Management | Leaseholder applications | 1 year | Date of application | Common Practice | R |
|   |   | Letters from Tenants - Arrears | 1 year | Date of letter | Common Practice | R |
|   | Accommodation and Gypsy & Traveller Liaison Team | Waiting List | 7 years | End of year | Common Practice | D |
|   |   | Tenancy agreements | 7 years | Termination date | Limitations Act 1980 | D |

Human Resources

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Human Resources and Organisational Development (HROD) - Occupational Health | Health and Wellbeing | Medical records | 7 years | File closure | Common Practice | D |
|   |   | Medical records - COSHH | 40 years | File closure | COSHH Regulations 2002 | D |
| HROD – Administering Employees | Employee details | Personal Files (standard checklist of contents) | 7 years | Employment ceases | Common Practice, HMRC recommendation; "Safeguarding Children and Safer Recruitment in Education" DfES | D |
| HROD - Service Delivery | Employment Details | Personal files (refer to standard checklist of contents) | 6 years | Employment ceases | CIPD recommendations / Common Practice, HMRC recommendation; "Safeguarding Children and Safer Recruitment in Education" DfES | D |
|   |   | Payroll records | 6 years | Closure of financial year accounts applicable | Taxes Management Act 1970 | D |
|   |   | Pension Records | 13 years | Closure of the financial year the record is applicable to | Common Practice | D |
|   |   | Redundancies (voluntary and compulsory)/Retirement  | 6 years (Redundancy / retirement information to be kept on personal file) | Employment ceases | Limitations Act 1980 / Common Practice | D |
|   | Absence Monitoring | Sickness records | 7 years | End of employment  | Statutory Sick Pay (General) Regulations abolished in 2014, refer to Limitations Act 1980 | D |
|   | Employee details | Case Files - relating to safeguarding cases (children & vulnerable adults) | 25 years from end of employment / Permanent (while national CP review still underway)  | Permanent (while national CP review still underway)  | Keeping Children Safe in Educations (DfES) / Limitations Act 1980 | N/A |
|   |   | Case Files - relating to individual staff (not safeguarding) | 6 years | Employment ceases | CIPD recommendations | D |
|   |   | Case Files - Employment Tribunal | 6 years | Employment ceases | Limitations Act 1980 | D |
|   | Restructuring | Case Files - Restructures/Service Reviews | 6 years (information relating to employees will be kept in their personal file) | Closure date | Common Practice | D |
|   | Leave | Annual Leave / Flexi Records | 2 years | Closure date | Common Practice | D |
|   | Policies / Procedures | Policies / Procedures | 6 years | Closure date | Common Practice | D |
|   | Job Evaluation | Pay and Rewards Scheme and agreement | Permanent or 6 years | Closure if scheme and agreement are superseded | Common Practice | D/A |
|   |   | Pay and Rewards - JE | 6 years | Closure date | Limitations Act 1980 | D |
| HR – Monitoring Employees (Note - these records will be held by line managers) | Performance appraisal | 1-1s | 2 years | Closure date | Common Practice | D |
|   |   | PDRs | 7 years | Closure date | Common Practice | D |
|   | Staff Supervision Files |  Staff working with Adults | 6 years | Employment ceases | Common Practice | D |
|   |   |  Staff Working with Children | 25 years (Retain permanently if safeguarding concerns) | Termination of employment | Common Practice, HMRC recommendation; "Safeguarding Children and Safer Recruitment in Education" DfES | D |
| HROD – Recruitment | Recruitment | Un-successful Candidates Records | 1 year | End of recruitment process | Common Practice | D |
|   |   | Statutory Officers Un-successful Candidates Records | 2 years | Closure | Common Practice | D |
|   |   | Successful Candidates Records (kept on employee personal file) | 6 years | Employment ceases | CIPD Recommendation | D |
|   |   | Statutory Officers Successful Candidates Records | 6 years | Employment ceases | CIPD Recommendation | D |
| HROD - Service Performance | Training / Development | Training Records  | 6 years | Employment ceases | Common Practice | D |
|   |  Training / Development | eLearning records on the Learning Management System (LMS) i.e. profile and completion records | Council Employees - 6 years after employment ends. Other users - inactive accounts deleted annually / active accounts deleted after 3years of no activity. | Variable | Common Practice | D |
|   |   | Signing in Sheets/Course Feedback | 2 years | Course date | Common Practice | D |
|   |   | Signing in Sheets / attendance records | 1 year | Course date | Common Practice | D |
|   |   | Training Course evaluation / feedback forms | 1 year | Completion date | Common Practice | D |
|   |   | Training Course Reports (e.g. recharges, waiting lists, manager approvals etc.) | 1 year | Completion date | Common Practice | D |
|   |   | Training Booking Sheets (off system) | 6 months | Closure of financial year records apply to | Common Practice | D |
|   |   | Learning (Training) Contracts | In line with Personal File | Employment Ceases  | Common Practice | D |
|   |   | 360 Feedback Assessments | 1 year | Completion  | Common Practice | D |
|   |   | Belbin Assessments | 1 year | Completion  | Common Practice | D |
| HROD - Organisational Transformation | Work Experience | Details of Work Experience Requests and Placements | 6 years | Placement ceases | Common Practice | D |

ICT

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| ICT -Infrastructure | Storage | Manual Server Logs, VMWare Server Logs | While server in use | Server no longer used | Common Practice | D |
|   | ICT Support - Infrastructure | Internet Usage Logs / Firewall logs (logs used for digital forensics post incident) | 12 months / as space permits | Date created | The Data Retention (EU Directive) Regulations 2010 | D |
|   |   | System Centre Config Manager | While equipment in use | Equipment no longer exists | Common Practice | D |
|   |   | Active Directory | While equipment in use / user active + 30 days after user deleted | Equipment no longer exists or user leaves | Common Practice | D |
|   |   | SOPHOS Enterprise Console | While equipment in use | Equipment no longer exists | Common Practice | D |
|   |   | Data Management - Back up of Email | On premise Exchange server - 6 monthsExchange online - deleted Emails can be retained for 2 years.- Email items deleted from deleted folder retained for 30 days. - Emails / accounts placed on legal hold - retention permanent | Superseded | Common Practice | D |
|   |   | Data Management - Back up of Line of Business Systems | Refer to the relevant App PolicyCorporate backup solutions have capacity for 6 months |   | Common Practice | D |
|   |   | Availability Management, Infrastructure Disposal | Permanent |   | Common Practice | D |
|   | ICT - Delivery | Equipment Installation Records | 3 years | Date of installation | Common Practice | D |
|   |   | Network Diagrams | 2 years | Superseded | Common Practice | D |
| ICT - System Support | ICT Solutions | ICT Project Files - relates to a system and or ICT infrastructure | For the life of the system/infrastructure – Review every 5 years. (financial/procurement/contract information refer to relevant section of retention schedule).  | Project start date | Common Practice | R |
|   |   | ICT Project Files - other projects destroy 2 years from project closure.  | 2 years (financial/procurement/contract information refer to relevant section of retention schedule).  | Project closure | Common Practice | D |
|   |   | ICT Strategy | 2 years | Superseded | Common Practice | D |
|   |   | ICT Governance | 2 years | Superseded | Common Practice | D |
|   |   | Information/ICT Security incident reports | 7 years | Closure | Common Practice | D |
|   | ICT Systems | Systems Documentation - Development, Implementation, Integration, Maintenance, Manuals | While equipment in use + 2 years | System no longer required or superseded | Common Practice | D |
|   |   | Legacy System Amendment Requests, Legacy Work Requests | 2 years | Request completed | Common Practice | D |
|   | ICT - Contact | Service Desk Satisfaction Surveys, Compliments & Complaints, Performance Reports | 1 year | Date of report | Common Practice | D |
|   |   | Service Desk Management - Service Desk Logs | 3 years | Date of creation | Common Practice | D |
|   |   | Telephony Records | 7 years | Date of record | Common Practice | D |
|   |   | Request for Access/Changes to Access | Permanent |   | Common Practice |   |
|   |   | Change Management/Control Records | 2 years | Date of creation | Common Practice | D |
|   |   | Performance Information/Benchmarking | 1 year | End of year | Common Practice | D |
|   |   | Miscellaneous Records/Information (anything not specifically covered elsewhere within this document e.g. team admin, supplier meetings, research) | 2 years | Closure | Common Practice | D |

Information Management

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| Access to Information | Data Protection | Subject Access Requests | 3 years | Closure Date | Common Practice | D |
|   |   | Subject Access Correspondence | 3 years | Closure Date | Common Practice  | D |
|   |   | Exemptions | 3 years | Closure Date | Common Practice  | D |
|   |   | Annual Data Protection Request Register | 3 years | Closure Date | Common Practice  | D |
|   | Freedom of Information | Freedom of Information Requests | 3 years | end of financial year | Common Practice  | D |
|   |   | Freedom of Information Appeals | 3 years | end of financial year | Common Practice  | D |
|   |   | Publication Scheme | Superseded | Superseded | Common Practice  | D |
| Records Management | Information Management | Retention Schedule | Retain Permanently till superseded | Superseded | Common Practice  | D |
|   |   | Information Questionnaires | 2 years | Date superseded | Common Practice  | D |
|   |   | Information Asset Register | Indefinite | Superseded | Common Practice  | A |
|   |   | Information Disposal Logs | 7 years | Date created | Common Practice | D |
| Information Governance | Data Protection | Data Protection Breach Documents | 3 years | Closure Date | Common Practice  | D |
|   |   | Data Protection Breach Documents - ICO | 5 years | Closure Date | Common Practice  | D |
|   |   | Data Sharing Agreements | 1 year | No longer required to share data | Common Practice  | D |

Legal Services

**SINCE 2015 THERE HAS BEEN A NATIONAL MORATORIUM ON DESTRUCTION OF CHILDRENS RECORDS (DUE TO THE ONGOING NATIONAL CHILD ABUSE ENQUIRY). WHEN REVIEWING RECORDS AND USING THE RETENTION SCHEDULE DO NOT DESTROY ANY MATERIAL WHICH RELATES TO THE CARE OF CHILDREN IN PUBLIC OR PRIVATE CARE. THIS INCLUDES SOCIAL CARE, EDUCATION, SCHOOLS, VOLUNTARY PROGRAMS ETC.**

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Byelaws  | Enactment | Byelaws - Enactment | Permanent - Transfer to Archive once administrative use concluded | N/A | Common Practice | A |
|   | Enforcement | Byelaws - Enforcement | 7 years | Prosecution date | Common Practice | D |
| Land & Highways | Land Charges | Land Searches | 7 years | Closure Date | Limitations Act 1980 | D |
|   |   | Land Register | Permanent | N/A | Common Practice | N/A |
| Contracts (also refer to 'Procurement' section) | Contract Awards, Contracts/Agreements | For Works, Goods, Services, Development, Consultancy, Frameworks, Funding - all background documents  | Ordinary Contracts - 6 years  | Terms of contract expired | Limitation Act 1980 | D |
|   |   |   | Contracts under seal - 12 years | Terms of contract expired | Limitation Act 1980 | D |
|   | Funding / Grant agreements | State Aid, EU funding, central government funding | 10 years | Date the funding / grant is paid | Common Practice | D |
|   | Leasehold Land/Property Acquisition | Lease | 7 years | Termination of lease | Limitations Act 1980 | D |
|   |   | Counterpart Lease | 7 years | Termination of lease | Limitations Act 1980 | D |
|   |  Freehold Land/Property Acquisition | Title Deeds | Permanent | N/A | Common Practice | N/A |
|   |   | Duplicate Transfer Deed | Permanent | N/A | Common Practice | N/A |
| Litigation | Civil, Commercial, Debt Recovery, Prosecutions, Education | Case Files | 7 years (unless major litigation then offer to Archives) | Closure Date | Limitations Act 1980 | D |
|   | Commercial | Case files | 7 years (unless major litigation then offer to Archives) | Closure Date | Limitations Act 1980 | D |
|   | Debt Recovery | Case Files | 7 years (unless major litigation then offer to Archives) | Closure Date | Limitations Act 1980 | D |
|   | Child Protection | Case Files | 75 years | Closure Date | Common Practice | D |
|   | Adult Care  | Case Files | 7 years | Closure Date | Limitations Act 1980 | D |
| Planning controls | Section 106 Agreements  | Agreement | Permanent | N/A | Common Practice | N/A |
| Management of Legal Activities | Highway Agreements | Highways Section 278 Agreements, Section 38 agreements | Permanent | N/A | Common Practice | N/A |
|   |  Orders | Traffic Regulation Orders, Compulsory Purchase Orders, Tree Preservation Orders | Permanent | N/A | Common Practice | N/A |
| Legal Services | Advice | Provision of general Legal Advice not covered in any other category in this schedule | 7 years (unless a major precedent - then offer to Archivist once administrative use concluded).  | Closure Date | Limitations Act 1980 | D / A |

Leisure & Culture

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Community Facilities | Venues | Leisure Facility condition surveys | 23 years | Closure | Common Practice | D |
| Leisure Promotion | Initiatives | Health & Leisure initiatives, e.g. walking programmes | 7 years | Closure | Common Practice | D |
| Libraries | Consultations | Libraries documentation | Permanent - offer to archivist once administrative use concluded | N/A | Common practice | A |
|   | Library development  | Libraries Consultations | Permanent - offer to archivist once administrative use concluded | N/A | Common practice | A |
|   | Room bookings | Room Hire forms | 3 years | End of financial year | Common practice | D |
|   | Stock management | Catalogue Records | 2 years | Last withdrawal date | Common practice | D |
|   | Membership | Fines, Loans, Membership forms | 3 years | Membership lapses. | Common practice | D |
|   |   | Correspondence | 4 years | Date of letter | Common practice | D |
|   | Support for schools | Schools library service records  | 2 years | No longer using the service | Common practice | D |
|   | Customer event/ course evaluation sheets | Feedback forms  | 2 years | Date of event or course | Common practice | D |
|   | Local Studies Collection | Copyright Enquires Database | Once Copyright period ends or the item is returned to its owner (earliest). | End | Common practice | D |

Planning & Building Control

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Planning – Development Control | Planning and Building Control | Street Index Cards | Permanent | N/A | Common Practice | A |
|   | Planning | Historical Planning Applications | Permanent | N/A | Common Practice | A |
|   | Building | Historical Building Regulation Applications | Permanent | N/A | Common Practice | A |
|   | Construction | Job Files | 12 years | Closure Date | Common practice | D |
|   |   | Fee records | 12 years | Closure Date | Common practice | D |
|   | Architecture | Structural Records | Destroyed  | When building records relate to is destroyed or no longer in council possession | Common practice | D |
|   |   | Q/S Job Files | 12 years | Closure Date | Limitations Act 1980 | D |
|   |   | Landscape Job Files | 12 years | Closure Date | Limitations Act 1980 | D |
|   |   | Architects Job Files | 12 years | Closure Date | Limitations Act 1980 | D |
|   | Electrical | SPM Maintenance Contract Records(Mechanical) | 10 years | Closure Date | Common practice | D |
|   |   | SPM Maintenance Contracts Records (Electrical) | 10 years | Closure Date | Common practice | D |
|   |   | Electrical Inspection Records General | 10 years | Closure Date | Common practice | D |
|   |   | Electrical Inspection Records Demolition | 25 years | Closure Date | Common practice | D |
|   |   | Electrical Engineers Job Files & Test Certificates | 10 years | Closure Date | Common practice | D |

Procurement

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Procurement - Contracting | Contract Awards, Contracts/Agreements | For Works, Goods, Services, Development, Consultancy, Frameworks, Funding | Ordinary Contracts - 7 years  | Terms of contract expired | Limitation Act 1980 | D |
|   |   |   | Contracts under seal - 12 years | Terms of contract expired | Limitation Act 1980 | D |
|   | Contract Awards | Contract request form (Residential) | 7 years | Date of form | Common Practice | D |
|   |   | Leasing drawdown Information | 7 years | End of lease | Common Practice | D |
| Corporate Financial Planning and Accounting | Treasury | Variation Agreements | Ordinary Contracts - 7 years  | Terms of contract expired | Treasury Guidance | D |
|   |   |   | Contracts under seal - 12 years | Terms of contract expired | Treasury Guidance | D |
|   | Contract Awards | Open Framework Contracts | 7 years | Contract expiry date | Common Practice | D |
|   | Agreements |   | 7 years | End of agreement | Limitations Act 1980 | D |
| Procurement - Tendering | Tenders | Tender Documents - Successful Evaluations | 7 years | Contract expiry date | Limitations Act 1980 | D |
|   |   | Tender documents, Un-Successful Evaluations  | 1 year | Contract commences | Common Practice | D |
|   |   | Contract Procedure Rules (CPR's) Waiver Report | 7 years | Signed date | Limitations Act 1980 | D |
|   |   | Supplier Information | 7 years / 1 year (if successful / unsuccessful) | As tender document | As tender document | D |
|   |   | TUPE Information  | 7 years / 1 year (if successful / unsuccessful) | As tender document | As tender document | D |
| Procurement | ProContract / ProSpend system | User Information  | During employment | Date of leaving | Common Practice | D |

Registration & Coroners

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Registration & Coroners – Registration of births, marriages and deaths | Certification | Certificate copy applications | 3 years | Date certificate issued |  Common Practice | D |
|   |   | Certificates | 7 years | Date certificate issued | Common Practice | D |
|   | Registration | Marriage Register | Permanent-  | Transfer to Archive once administrative use concluded | Common Practice | A |
|   |   | Register of Births | Permanent  | Transfer to Archive once administrative use concluded | Common Practice | A |
|   |   | Register of Citizenship | Permanent  | Transfer to Archive once administrative use concluded | Common Practice | A |
|   |   | Register of Deaths | Permanent  | Transfer to Archive once administrative use concluded | Common Practice | A |
|   |   | Marriage Notices | 2 years | Date created | Common Practice | D |
| Registration & Coroners – Inquiries into deaths | Inquests | Case Files | Permanent  | Transfer to Archive once administrative use concluded | Common Practice | A |
|   | Investigations | Case Files | 15 years | Closure | Common Practice | D |
|   | Registration | Reported deaths Register | Permanent  | Transfer to Archive once administrative use concluded | Common Practice | A |

Risk Management & Insurance

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| Claims | Claims Processing  | Non-liability claims | 7 years | Claim settled | Common Practice & HRMC guidance | D |
|   |   | Liability claims - Child related | 7 years | Child turns 25 | Common Practice & HRMC guidance | D |
|   |   | Liability claims - Non-child related | 7 years | Claim settled | Common Practice & HRMC guidance | D |
| Risk Management – Insuring against loss | Insurance | Policy Documents | 40 years | Policy expires | Employer's Liability (Compulsory Insurance) Regulations 1998, SCC | D |
|   |   | Guidance Documents | 7 years | End of financial year | Common Practice | D |
|   | Insurance | PWLB | 7 years | End of financial year | Treasury Guidance | D |
|   |   | Fidelity Guarantee | 7 years | End of financial year | Treasury Guidance | D |

Transport & Infrastructure

| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
| --- | --- | --- | --- | --- | --- | --- |
| Transport – Design & Construction | Roads and Highways |  Major Schemes | 10 years  | Contact funding body for permission to destroy. | Funding body guidelines | R |
|   | LDF |   | 5 years | Closure date | Common Practice | R |
|   | Environment | Environmental Issues | 10 years | Closure date | Common Practice | R |
|   | Roads and Highways | Minor Schemes | 5 years | Closure date | Common Practice | R |
|   |   | Agreements (S278) as to execution of works changes to roads | 7 years | End of year | Common Practice | A |
|   | Traffic Management Schemes |  Traffic Surveys | Superseded | Superseded | Common Practice | R |
|   | Roads & Highways | Information on Design/Construction of Highway Civil Schemes | Permanent  | To archivist after 3 years | Common Practice | A |
|   |   | Design Files | Permanent  | To Archivist after administrative use complete | Common Practice | A |
| Transport – Highways Development Control | Planning Control |  Local Transport Plan | Permanent  | To Archivist after administrative use complete | Common Practice | A |
|   |   | Planning applications - highways development | Permanent  | Permanent  | Common Practice | R |
|   | Road Adoption  | Plans of area to be adopted, costing reports, Notification of S104 agreement, inspection reports | Permanent  | Permanent  | Common Practice | R |
|   |   | Un-adopted streets | Permanent  | Permanent  | Common Practice | R |
|   |   | Highway adoption maps | Permanent  | To Archivist after administrative use complete | Common Practice | A |
| Transport – Infrastructure Management | Studies & transport assessments |   | 10 years | Closure date | Common Practice | D |
|   | Transportation | Studies  | 10 years | Closure date | Common Practice | D |
|   | Highways land records |   | Permanent  | To Archivist after administrative use complete | Common Practice | A |
|   | Plans |   | Permanent  | To Archivist after administrative use complete | Common Practice | A |
|   |  Maps | Original Definitive Map | Permanent  | To Archivist after administrative use complete | Common Practice | A |
|   |   | Working Copy Definitive Map | Permanent  | To Archivist after administrative use complete | Common Practice | A |
|   |   | Section 81's | 7 years | End of year | Common Practice | D |
| Transport – Public Rights of Way |  Orders | WCA1981 Schedule 14 Claims | Permanent  | To Archivist after administrative use complete | Common Practice | A |
| Transport – Road Maintenance | Planned Maintenance/Scheduled Maintenance | Street works Register | To be kept up to date | Superseded | Common Practice | D |
|   |  Apparatus Installation | Section 50 Records | Retain for the life of the apparatus | Retain for the life of the apparatus | Common Practice | D |
| Transport – Traffic Management | Traffic Orders | TTRO's – Road Closures | 7 years | End of year | Common Practice | D |
|   |   | Traffic Control Closures | 7 years | Closure date | Common Practice | D |
| Transport – Public Transport | Public Transport | Files | 5 years | File closure | Common Practice | D |
| Transport – School Transport | School Transport Services | Files | 5 years | File closure | Common Practice | D |
|   |   | New and Renewal Application Forms | 4 years | End of year | Common Practice | D |
|   |   | Bus Passes | 3 years | End of year | Common Practice | D |
|   |   | Non Eligibility Correspondence | 3 years | End of year | Common Practice | D |
|   |   | Swimming - Tender documents, Evaluation paperwork, correspondence and cancellation details | 7 years | File closure | Limitations Act 1980 | D |
|   |   | General Correspondence & Issues | 7 years | File closure | Common Practice | D |
|   |   | School Bus Timetables | Superseded | Superseded | Common Practice | D |
|   |   | Remissions - correspondence and files | 7 years | End of financial year | Common Practice | D |
|   |   | Pupil files - Risk Assessments, general correspondence, advice from professionals, wheelchair information | Child reaches 25th birthday | DOB +25 years | Common Practice | D |
|   |   | Safeguarding Files | Permanent | Permanent | Common Practice | A |
|   |   | Parental Satisfaction Questionnaires | 2 years | File closure | Common Practice | D |
|   |   | Contractor Files - Letters, price changes, route data | 8 years | Date of route closure | Common Practice, Financial Regulations  | D |
|   |   | EMS Budget Prints | 8 years | Date budget confirmed | Common Practice | D |
|   |   | Framework Agreements | 8 years | End of agreement | Common Practice | D |
|   |   | Competition | 8 years | Date of route closure | Common Practice | D |
|   |   | Appeals Paperwork | 25 years | Date of appeal outcome | Common Practice | D |
|   |   |   |   |   |   |   |
| Transport Services (Fleet) | Vehicle Maintenance  | Vehicle Maintenance Records - Paper records kept for Operator licence vehicles. Everything else vehicle / plant records scanned using DIP. | Up to 10 years (need to keep for 3 years and 3 days after disposal for insurance purposes) | Disposal date | For insurance and to provide to VOSA inspectors if required  | D |
|   |   | Defect Sheets | 15 months | 18 months | To provide to VOSA Inspectors if required | D |
|   | Fleet Management | Drivers Records -Driver responsibility letters, Driver Assessment record, tracking and fuel fobs issued, tracking protocol. | While the driver is employed by DMBC | Driver leaves authority | Proof of understanding conditions of use | D |
|   |   | Fleet Records - MOT certs, Vehicle log books ( V5), Tacho Charts, New vehicle issue sheets.  | Life of the vehicle (Tacho charts 12 Months) | Disposal of vehicle / plant item | Proof of ownership / legal documents | D |

Waste Management

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service** | **Activity** | **Description of records** | **Retention** | **Retention Trigger** | **Authority Guiding retention** | **Action** |
|   |   |   |   |   |   |   |
|   |   | Refer to Sita contract |   |   |   |   |
| Action KeyA = Offer to ArchiveD = Destroy / DeleteR = Review |  |  |  |  |  |  |