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	Retention Policy	

1. Version Control

Version	Date	Author	Comments
0.1	12/09/2023	Adam Brown, DPO/IG Manager	Draft for comment from 3C management/DDPO
0.2	09/10/2023	Adam Brown, DPO/IG Manager	Amendment and update of wording
0.3	10/01/2024	Adam Brown, DPO/IG Manager	Update following IG Board comments
1.0	13/05/2024	Adam Brown, DPO/IG Manager	Amendments to retention schedule location now published

2. Policy Description

This retention policy provides the framework in which the 3 Councils (Huntingdonshire District Council, Cambridge City Council and South Cambridgeshire District Council) will ensure they meet the requirements of the current legislation in the UK relating to the storage and holding of documents for Public Sector Bodies.

This legislation includes, but is not limited to, the UK GDPR, The Data Protection Act 2018, The Local Government Act 2000 and the Public Records Act 1958.

This policy is intended for staff and councillors of the three councils, customers and the wider public and any other interested party/partner or shared service organisation of any of the three councils.


The policy applies to all information and data held by any of the three councils, any shared service set up to support the three councils, and any partner, processor, contractor or other party working with information/data which the council is responsible for.

3. Policy Details

The Three councils and their shared services are committed to ensuring that documentation used through the course of their business are retained in a manner compliant with their statutory obligations, and that during the lifecycle of this documentation there are controls in place to make records management intrinsic to the collection of data and information.

This policy provides part of the framework for the three councils to comply with the relevant legislation and associated codes of practice, which ensure:

- the lawful and correct treatment of personal information;

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- that information which is kept in line with the minimum retention period identified within the schedules;

4. Scope

These Retention Guidelines have been adapted from those issued by the Record Management Society of Great Britain. The original guidelines were issued to support local authorities in the areas of Data Protection, Freedom of Information, Record Retention and the Local Government Act.

This policy provides the corporate policy framework to offer guidance to staff when making decisions on whether particular records should be retained or disposed of. This will help the Council to meet its statutory obligations to ensure that information is retained for the correct period of time and then disposed of appropriately. It is unlawful to retain information for longer than necessary.

This policy is intended to cover all records and information throughout their lifecycle, and covers records across all known formats.


Backup copies stored on alternative media (e.g. servers/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection and Freedom of Information legislation.

Records for permanent preservation should be stored as agreed within the retention schedules.

5. Responsibilities

All employees, contractors, temporary staff, volunteers and Councillors are obliged to follow this policy.

Roles	Responsibilities
Members	<ul style="list-style-type: none"> • Elected members are responsible for overseeing effective records management by the officers of the council and promoting adherence to this policy and the supporting framework. • Members also have access to records in the form of agendas, minutes, reports, briefing notes and correspondence with officers, community groups, members of the public, etc. These records can be sensitive particularly where the documents are exempt from publication, relate to individuals within their electoral ward, etc.

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	<ul style="list-style-type: none"> Members therefore have a responsibility to manage and dispose of records in accordance with the Record Retention and Disposal Policy and Schedule.
Senior Information Risk Officer	<ul style="list-style-type: none"> The Senior Information Risk Owner (SIRO) is a senior officer who is familiar with information risks and supports the organisation to provide the focus for the management of information risk across the council. They help establish and maintain assurance that information risk is being managed appropriately and effectively across the council and for any services contracted for.
Management Team	<p>Management Team are responsible for:</p> <ul style="list-style-type: none"> approving and promoting this policy and the supporting framework; considering from time to time records management reports and ensuring due attention and resources are applied throughout the council to identified areas of need; and the operation and promotion of this policy and supporting framework within their service areas; ensuring sufficient resources are allocated to meet corporate record management requirements; ensuring those acting on behalf of the council receive appropriate training that is maintained and monitored on a regular basis, to ensure understanding and effectiveness; appropriate officers are appointed (and designated as required) to liaise and support records management groups and activities records management is included in the business planning process.
Service Managers	<ul style="list-style-type: none"> Responsibility for determining document retention rests with the individual service manager, in respect of those documents that properly fall within the remit or control of his/her service.
Information Asset Owners	<ul style="list-style-type: none"> Each budget holder is an Information Asset Owner (IAO) and is accountable to the SIRO for information assets within their business unit. Each IAO is responsible for how that information is held, used and shared. Each IAO will provide assurance that information risk is being managed effectively for those information assets that they have been assigned ownership. IAOs will be assisted in their roles by staff acting as Information Asset Administrators or equivalent that have day to day responsibility for management of information risks affecting one or more assets.

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Individuals	<ul style="list-style-type: none"> • Council employees, including contractors, consultants and volunteers employed to undertake council business, have a responsibility to document actions and decisions by creating and filing appropriate records and subsequently to maintain and dispose of those records in accordance with records management procedures.
Information Governance Team	<ul style="list-style-type: none"> • Providing guidance to individuals and areas around practical steps to meet the requirements of this policy • Ensuring the efficacy and content of any training in place for compliance with this policy is sufficient • Working with IAOs and the SIROs to jointly identify shortfalls in the compliance with this policy • Ensuring any Information Asset Register completed by IAOs is kept up to date and reviewed on a regular basis • Providing expert support to IAOs when handling their responsibilities under this policy

<i>Process / Activity</i>	Members	SIRO	Management Team	Info Gov Team	Information Asset Owners	Individuals
Records Management during day to day access		I		C	A	R
Adherence to the records management framework	A	R/A	A	C/I	R	R
Determination of record retention		A		C	R	I
Determination of holding usage and sharing of records		A	I	C	R	I
Management of the risks associated with records retention	I	A/C	I	C/I	R	R
Provision of advice/guidance and support				R	I	I

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Completion of an Information Asset Register to inform compliance with this policy		A	I	R/C	R	
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It is the responsibility of system owners and record owners to investigate events of wrongful disposal of information.

6. Lifecycle of Documentation

The Records Retention Schedule provides guidance on recommended and mandatory retention periods for specific classes of records and information.

If you wish to transfer permanent records to an archive please contact the Information Governance Team, who will outline options for both paper and electronic records.

Where a retention period has expired in relation to a particular record or information a review should be carried out before a final decision is made to dispose. An audit trail of disposed records must be logged by keeping a record of the document or information disposed of, the date and method of disposal, and the officer who authorised disposal. This policy does not backdate this requirement to records already destroyed prior to this policy being updated.

7. Legislative Framework

Retention periods are often set by statute, whilst others are guidelines following notable practice in local government. This policy reflects the requirements of the Data Protection Act 2018, General Data Protection Regulation, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. This policy and the associated schedules of retention will be reviewed on a two yearly basis or upon the introduction of further legislation which impacts retention of information, whichever is sooner.

Data Protection Act 2018

The fifth data protection principle states that: “..personal data processed for any of the law enforcement purposes must be kept for no longer than is necessary for the purpose for which it is processed
Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data for any of the law enforcement purposes.”

If any personal data is of sufficient interest to be archived, the DPA makes provisions for the personal data processed only for ‘scientific, historical’ or ‘statistical’ purposes’.

This is conditional on meeting the criteria outlined in the Act.

UK General Data Protection Regulation (GDPR)

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Under Article 30 of GDPR, the council has responsibilities to document the personal data it processes as a controller and processor. These records will need to align with the retention schedules.

After the expiration of the applicable retention period personal data does not necessarily have to be completely erased. It is sufficient to anonymise the data. This may, for example, be achieved by means of:

- erasure of the unique identifiers which allow the allocation of a data set to a unique person;
- erasure of single pieces of information that identify the data subject (whether alone or in combination with other pieces of information);
- separation of personal data from non-identifying information (e.g. an order number from the customer's name and address); or
- aggregation of personal data in a way that no allocation to any individual is possible.

In some cases, no action will be required if data cannot be allocated to an identifiable person at the end of the retention period, for example, because:

- the pool of data has grown so much that personal identification is not possible based on the information retained; or
- the identifying data has already been deleted.

In addition to other information obligations, in the context of data retention data subjects must be informed of:

- the retention period;
- if no fixed retention period can be provided – the criteria used to determine that period; and
- the new retention period if the purpose of processing has changed after personal data has been obtained.

Freedom of Information Act 2000 and Environmental Information Regulations 2004

The Freedom of Information Act gives anyone the right access to information held by the council and the Environmental Information Regulations provides the same for information about the activities of public authorities that relate or affect the environment. There should be clearly defined policies and procedures for the retention and disposal of records.

Local Government Act 1972

This legislation governs public access to certain documents relating to council and committee meetings. Certain documents that form part of the public part of the agenda are required to be available for inspection by members of the public


Tax Legislation

Minimum retention for certain financial records are imposed by statutes such as the VAT Act 1994, and the Taxes Management Act 1970.

Statutory registers

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

The Audit Commission Act 1998

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This provides auditors with a right of access to every document relating to the council that appears necessary for the purposes of carrying out the auditor's function under the Act.

8. Definitions

The terms data subject, processing, data controller, data processor/processor, personal data, special category data, consent, are all as defined in the UK GDPR.

9. Related policies/references

3C ICT Appropriate Policy Document
3C ICT Acceptable Use Policy
3C ICT Access to Information Policy
3C ICT Data Protection Policy
Retention Schedules

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Reference	Asset Description	Business Area	Retention Period	Retention Trigger	Disposal Action	Rationale
1.1	Summary Information about personnel stored on employee management systems	Human Resources	70 years	Termination of employment	Destroy	Statutory
1.2	Information relating to the fulfilment of staff entitlements and obligations	Human Resources	7 Years	Termination of Employment	Destroy	Statutory
1.3	Full Personnel File	Human Resources	7 Years	Termination of Employment	Destroy	Statutory
1.4	Employee Strategy	Human Resources	Permanent	Approval of strategy	Archive	Business Need
1.5	Liaison processes of minor and routine industrial matters	Human Resources	7 Years	Conclusion of use of information	Destroy	Business Need
1.6	Disciplinary and Grievance (Proven))	Human Resources	7 Years	Termination of Employment	Destroy	Statutory
1.7	Disciplinary and Grievance (unfounded)	Human Resources	Immediate	Conclusion of process	Destroy	Statutory
1.8	Equal Employment information	Human Resources	5 Years	Conclusion of investigation	Destroy	Statutory
1.9	Occupational Health Information	Human Resources	40 Years	Last action on file	Destroy	Statutory
1.14	Successful recruitment records	Human Resources	See Personnel File (1.3)	See Personnel File (1.3)	Destroy	Statutory
1.11	Unsuccessful recruitment records	Human Resources	6 months	Conclusion of process	Destroy	Business Need
1.12	Criminal Records Bureau Disclosure (successful)	Human Resources	1 week	From receipt	Destroy	Business Need
1.13	Performance Appraisal	Human Resources	See Personnel File (1.3)	See Personnel File (1.3)	Destroy	Standard Practice
1.15	Staff leave records	Human Resources	2 Years	Conclusion of period of leave	Destroy	Standard Practice
1.16	Parental Leave records where child is disabled	Human Resources	18 Years	Birth of Child	Destroy	Statutory
1.17	Financial Rewards	Human Resources	7 Years	Reward provided	Destroy	Standard Practice
1.18	Records of termination of employment	Human Resources	7 Years	Date of termination	Destroy	Business Need
1.19	Training Content and Strategies	Human Resources	Permanent	Provision of training	Archive	Standard Practice
1.21	Health and Safety Training	Human Resources	Permanent	Provision of Training	Archive	Standard Practice
1.22	Training Completion Records	Human Resources	See Personnel File (1.3)	See Personnel File (1.3)	Destroy	Statutory
1.23	Summary information around statutory officers	Human Resources	See Council minutes	See Council Minutes	Destroy	Statutory
1.24	Statutory Officers entitlements and obligations information	Human Resources	See Personnel File (1.3)	See Personnel File (1.3)	Destroy	Statutory
1.25	Appointment of Statutory Officers	Human Resources	Permanent	Conclusion of Administrative Use	Archive	Statutory
1.26	Selection of Statutory Officers	Human Resources	2 Years	Conclusion of process	Destroy	Standard Practice
2.1	Electoral Register Rolls	Democratic Process	Permanent	Conclusion of Administrative Use	Archive	Standard Practice
2.2	Voting Records	Democratic Process	12 Months	Close of Poll	Destroy	Statutory
2.3	Declaration of Results (Local Government Elections)	Democratic Process	12 months	Date of Election	Destroy	Statutory
2.4	Members Acceptance of Office	Democratic Process	Permanent	Date of Acceptance	Archive	Standard Practice
2.5	Members Registration of Interests	Democratic Process	18 Months	Members resignation/retirement/non election	Destroy	Standard Practice
2.6	Business for Council consideration, record of discussion, debate and resolutions	Democratic Process	Permanently held, archived after 6 years	Conclusion of meeting	Archive	Statutory - Local Government Act 1972 s.100C
2.7	Notes or recordings to facilitate minute taking	Democratic Process	Immediate	Agreement/Confirmation of the minutes	Destroy	Standard Practice
2.8	Agenda and Non Confidential reports considered by each Council, Committee, Cabinet and Panel Meeting	Democratic Process	Council Year +5 years	Conclusion of meeting	Destroy	Statutory - Local Government Act 1972 s.100C
2.9	Background Papers	Democratic Process	Council Year + 4 Years	Conclusion of meeting	Destroy	Statutory - Local Government Act 1972 s.100C
2.11	Preparation of papers for partnership and agencies consideration where this is owned by the Council	Democratic Process	Permanent	Conclusion of administrative use	Archive	Standard Practice
2.12	Preparation of papers for partnership and agencies consideration where this is not owned by the authority	Democratic Process	1 Year	Last Action	Destroy	Standard Practice
2.13	Records relating to Political Parties undertaking representation of the local authority	Democratic Process	Council Year + 3 Years	Conclusion of representation	Destroy	
2.14	Byelaws made by the council	Democratic Process	Permanent	Administrative use concluded	Archive	Local Government Act 1972 s.236
2.15	Register of Local Land Charges searches	Democratic Process	Permanent	Administrative Use Concluded	Archive	Statutory - Local Land Charges Act 1975
2.16	Copies of completed searches in land charges software	Democratic Process	6 Years	Completion of search	Destroy	Standard Practice
2.17	Licensing Sub-Committee hearings	Democratic Process	Council year + 5 Years	Conclusion of meeting	Destroy	Statutory - Licensing Act 2003 (Hearings)
3.1	Records relating to Corporate planning and reporting activities of Local Authorities	Corporate	Permanent	Conclusion of administrative use	Archive	Standard Practice
3.2	Preparing business for strategic consideration and records of discussion,debate and resolutions	Corporate	Permanent	Conclusion of administrative use	Archive	Standard Practice
3.3	Recordings of meetings not for the purpose of taking minutes	Corporate	4 Years	Meeting recorded	Destroy	Standard Practice
3.4	Records relating to preparing business for cross departmental consideration and records of discussion, debate and resolutions	Corporate	3 Years	Meeting Concluded	Destroy	Standard Practice
3.5	Records relating to preparing business for Business Unit consideration	Corporate	3 Years	Meeting Concluded	Destroy	Standard Practice
3.6	Records generated for Statutory returns to central government	Corporate	7 Years	Completion of return	Destroy	Standard Practice
3.7	Policies, procedures, strategies and structures for local government	Corporate	Permanent	Conclusion of Administrative Use	Archive	Standard Practice

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Reference	Asset Description	Business Area	Retention Period	Retention Trigger	Disposal Action	Rationale
3.8	Monitoring and reviewing strategic plans, policies or procedures to assess their compliance with guidelines	Corporate	5 Years	Closure	Destroy	Standard Practice
3.9	Detailed responses on Council actions, policy, or procedure	Corporate	6 Years	Conclusion of Administrative Use	Destroy	Standard Practice
3.11	Routine responses on Council actions, policy, or procedure.	Corporate	2 Years	Conclusion of Administrative Use	Destroy	Standard Practice
3.12	Consulting the public and staff in the development of significant policies of the local authority	Corporate	5 Years	Closure	Destroy	Standard Practice
3.13	Consulting the public and staff development of minor policies of the local authority	Corporate	1 Year	Closure	Destroy	Standard Practice
3.14	Monitoring and reviewing the quality, efficiency or performance of a local authority service or unit	Corporate	5 Years	Closure	Destroy	Standard Practice
3.15	Assessing the quality, efficiency or performance of a local authority service or unit	Corporate	2 Years	Closure	Destroy	Standard Practice
3.16	Detailed responses on council actions	Corporate	6 Years	Conclusion of Administrative Use	Destroy	Standard Practice
3.17	Enquiries submission and complaints, which result in significant changes to policy or procedure	Corporate	6 Years	Conclusion of Administrative Use	Destroy	Standard Practice
3.18	Designing setting information for publication	Corporate	3 Years	Last action	Destroy	Standard Practice
3.19	Published work of the local authority.	Corporate	Immediate	Conclusion of Administrative Use	Destroy	Standard Practice
3.21	Interaction with the media	Corporate	3 Years	Closure	Destroy	Standard Practice
3.22	Media publications concerning local authorities	Corporate	Permanent	Conclusion of Administrative Use	Archive	Standard Practice
3.23	Developing and promotion of local authority campaigns and events	Corporate	Permanent	Conclusion of Administrative Use	Archive	Standard Practice
3.24	Recording of ceremonial events and civic occasions.	Corporate	5 Years	Closure	Destroy	Standard Practice
3.25	Organising a ceremonial event or civic occasion.	Corporate	5 Years	Conclusion of Administrative Use	Destroy	Standard Practice
4.1	Working files and papers except as shown in other 'Legal & Contracts' sections below.	Legal and Contracts	3 Years	Closure	Destroy	Head of Law, Property and Governance
4.2	Managing, undertaking or defending for or against litigation on behalf of the local authority	Legal and Contracts	3 Years - background papers // 7 Years - court file	Conclusion of Case	Destroy	Head of Law, Property and Governance
4.3	Providing legal advice on a point of law	Legal and Contracts	3 Years	Last action	Destroy	Head of Law, Property and Governance
4.4	Agreeing terms between organisations (this does not include contractual agreements)	Legal and Contracts	1 Year - paper copies // 6 Years - electronic copies (unless major precedent - then offer to Head of Law, Property and Governance for review).	Expiration or Termination of Agreement	Destroy	Head of Law, Property and Governance
4.5	Deeds of Title	Legal and Contracts	Permanent			Head of Law, Property and Governance
4.6	Transferring land ownership	Legal and Contracts	6 Years		Destroy	Head of Law, Property and Governance
4.7	Calling for expressions of interest	Legal and Contracts	1 Year	Contract let or not proceeded with	Destroy	Head of Law, Property and Governance and Government/Relevant Head of Service
4.8	Development and specification of a contract	Legal and Contracts	6 Years - ordinary paper contracts // 12 Years - paper contracts under seal // 12 Years - all	Tender specification	Destroy	Statutory Head of Law, Property and Governance
4.9	Issuing and receipt of tender	Legal and Contracts	1 Year	Start of Contract	Destroy	Head of Law, Property and Governance and Government/Relevant Head of Service
4.11	Summary tender evaluation criteria	Legal and Contracts	6 Years - ordinary paper contracts // 12 Years - paper contracts under seal // 12 Years - all	Expiration of Contract	Destroy	Statutory Head of Law, Property and Governance
4.12	Successful tender document	Legal and Contracts	6 Years - ordinary paper contracts // 12 Years - paper contracts under seal // 12 Years - all	Expiration of Contract	Destroy	Statutory Head of Law, Property and Governance
4.13	Unsuccessful tender document	Legal and Contracts	2 Years	Start of Contract	Destroy	Head of Law, Property and Governance
4.14	Negotiating of a contract after a preferred tender is selected	Legal and Contracts	1 Year	Expiration of Contract	Destroy	Head of Law, Property and Governance
4.15	Awarding a contract	Legal and Contracts	6 Years - ordinary paper contracts // 12 Years - paper contracts under seal // 12 Years - all	Expiration of Contract	Destroy	Statutory Head of Law, Property and Governance
4.16	Contract operation and monitoring	Legal and Contracts	3 Years	Expiration of Contract	Destroy	Head of Law, Property and Governance.
4.17	Management and amendment of contract	Legal and Contracts	6 Years - ordinary paper contracts // 12 Years - paper contracts under seal // 12 Years - all	Expiration of Contract	Destroy	Statutory Head of Law, Property and Governance
4.18	Stock records/purchase record cards	Legal and Contracts	3 Years	Last Entry	Destroy	
5.01	Print requisitions	Financial Records	1 Year	End of Council Year	Destroy	Audit
5.02	Various supporting working papers	Financial Records	4 Years	End of Council Year	Destroy	Audit
5.03	Budget working papers	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.04	Statement of Accounts	Financial Records	6 Years	End of Council Year	Destroy	Standard Practice
5.05	Take up reports	Financial Records	4 Years	Completion of report	Destroy	Standard Practice
5.06	Leaseholder Files	Financial Records	6 Years	Conclusion of leaseholding	Destroy	Statutory under Limitation Act 1990
5.07	Right to Buy Sales Files	Financial Records	12 Years	Completion of Sale	Destroy	Statutory under Limitation Act 1980
5.08	Repairs and consultations files	Financial Records	Permanent	Not Applicable	Archive	Statutory under Limitation Act 1980

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Reference	Asset Description	Business Area	Retention Period	Retention Trigger	Disposal Action	Rationale
5.09	Inventory	Financial Records	6 Years	Conclusion of ownership	Destroy	Statutory under Limitation Act 1980
5.11	Budget Working papers	Financial Records	3 Years	End of Council Year	Destroy	Standard Practice
5.12	Revenue Estimates	Financial Records	3 Years	End of Council Year	Destroy	Standard Practice
5.13	Budget Variations	Financial Records	3 Years	End of Council Year	Destroy	Standard Practice
5.14	Receipt Stubs - Council Tax	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.15	Receipt Stubs - Others	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.16	Daily Cash Reconciliation sheets	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.17	Cash Receipting Print Outs	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.18	Cashiers Paying In Sheets	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.19	Cashiers Paying in Sheets Summary	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.21	Bank Paying-Book	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.22	Collection and Deposit (C&D) Books	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.23	Original Copies of Bank Statements	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.24	Cash Register Rolls (Audit Rolls)	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.25	Petty Cash vouchers	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.26	Cheque Proformas	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.27	Completed Receipt Books	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.28	Completed Bank Paying-In book	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.29	Cash Register till rolls	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.31	Primary Debtor Records and supporting documents	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.32	Copies of Primary Debtor documents	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.33	Bank Statements	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.34	List of Authorised Signature	Financial Records	6 Years	Signatory ceasing responsibility or list superseded	Destroy	Audit
5.35	Official Orders	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.36	Bank Reconciliation	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.37	Credit Card and Purchase Card Statements	Financial Records	4 Years	End of Council Year	Destroy	Audit
5.38	Insurance Policies	Financial Records	Permanent	Generation of Documentation	Archive	Corporate
5.39	Accident Reports and related correspondence	Financial Records	6 Years	Completion of any related investigations	Destroy	Statutory under Limitation Act 1980
5.41	Incident Reports and related correspondence	Financial Records	6 Years	Completion of any related investigations	Destroy	Statutory under Limitation Act 1980 and Latent Damage Act 1986
5.42	Incident Reports and related correspondence for negligence not involving personal injuries	Financial Records	15 Years	Completion of any related investigations	Destroy	Statutory under Limitation Act 1980 and Latent Damage Act 1986
5.43	Claims Register	Financial Records	6 years	End of Council Year	Destroy	Audit
5.44	Claims Files	Financial Records	7 Years	From claim settlement or 18th birthday of claimant	Destroy	Statutory under Limitation Act 1980 or Workman's Compensation Act
5.45	Property Files	Financial Records	6 Years	Disposal of Property	Destroy	Statutory under Limitation Act 1980
5.46	List of Property Insures	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.47	Engineering Schedules	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.48	Settlement of Claims	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.49	Employers Liability Certificates	Financial Records	40 Years	Date of Certificate	Destroy	Statutory under Employers Liability (Compulsory Insurance) Regulations 1998
5.51	Contract Notes	Financial Records	6 Years	End of Council Year	Destroy	Statutory under Limitations Act 1980
5.52	List of holdings/history of holdings	Financial Records	2 years	End of Council Year	Destroy	Audit
5.53	Register of Holdings	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.54	Fund Manager's Quarterly Report	Financial Records	4 Years	End of Council Year	Destroy	Audit
5.55	Registers of Bonds/Mortgages	Financial Records	50 Years	Cessation of Business use	Archive	Public Records Act 1958
5.56	Temporary loans register	Financial Records	12 Years	Completion of repayment	Destroy	Statutory under Limitation Act 1980
5.57	Other Grants	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.58	Grant Enquiries	Financial Records	2 Years	Cessation of Business Use	Destroy	Audit
5.59	Original Invoices and Batch Control Strips	Financial Records	6 Years	End of Council Year	Destroy	Statutory under Limitation Act 1980 and Tax Management Act 1970
5.61	Imprest Accounts	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.62	Imprest Register	Financial Records	Immediate	Once Superseded	Destroy	Audit
5.63	Contracts Register	Financial Records	25 Years	Cessation of Business Use	Archive	Audit
5.64	VAT Receipts/invoices	Financial Records	6 Years	End of Council Year	Destroy	Statutory under Tax Management Act 1970
5.65	Information Collected from Housing Benefit and Council Tax Benefit in respect of Claims Post 1992	Financial Records	Indefinitely but to be reviewed upon change of law	Change of legislation	Archive	Statutory. Social Security (Claims and Information) (Housing Benefit and Council Tax Benefit)

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Reference	Asset Description	Business Area	Retention Period	Retention Trigger	Disposal Action	Rationale
5.66	Information collected from Housing Benefit and Council Tax Benefit in respect of claims pre 1992	Financial Records	6 Years	Completion of claim and approval by Department of Works and Pensions	Destroy	Audit
5.67	Council Tax Forms	Financial Records	6 Years	End of Council Year	Destroy	Statutory
5.68	Fraud Files	Financial Records	6 Years	Post Closure of file	Destroy	Audit
5.69	Batch Control Record	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.71	Reconciliations	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.72	Payment Records	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.73	Prime Documents	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.74	Valuation and Bandings	Financial Records	2 Years	Closure of list	Destroy	Audit
5.75	Business Rates Records	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.76	Timesheets	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.77	Car Allowances Claims	Financial Records	6 Years	Completion of claim	Destroy	Audit
5.78	Bonus Sheets	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.79	Staff Returns	Financial Records	6 Years	End of Council Year	Destroy	Audit
5.81	Personal Bank Details	Financial Records	See Personnel Record - 1.3	See Personnel Record - 1.3	Destroy	Audit
5.82	Overtime	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.83	Absence Return	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.84	Sickness Records and Payroll Maternity Payment	Financial Records	6 Years	End of council year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.85	Tax Forms	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.86	National Insurance Schedule of Payments	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.87	Super Annuation Adjustments and Reports	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.88	Car Loans	Financial Records	6 Years	Cessation of employment or end of council year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.89	Insurance	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.91	Payroll Reports	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.92	Pension Payroll	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.93	Copy Payslips	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.94	Gross/Net Pay Roll	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.95	Car Mileage Output	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.96	National Insurance Schedule of Payments	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.97	Payroll Awards	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.98	Part time fee claims	Financial Records	6 Years	End of Council Year	Destroy	Statutory. 1970 Taxes Management Act. 1988 Income and Corporation Taxes Act.
5.99	Financial Assessment forms	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.101	Cemeteries and Allotments	Financial Records	2 Years	End of Council year	Destroy	Audit
5.102	Rechargeable works and Land charges	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.103	Copy Invoices	Financial Records	2 Years	End of Council Year	Destroy	Audit
5.104	Former Tenants and Arrears Accounts	Financial Records	6 Years	Cessation of Tenancy	Destroy	Statutory. Limitation Act 1980
5.201	Benefit Claim Forms	Financial Records	6 Years	Closing of DWP Audit	Destroy	Statutory under Welfare Reform Act 2012
5.202	Associated Benefit Documents	Financial Records	6 Years	Closing of DWP Audit	Destroy	Statutory under Welfare Reform Act 2012
5.203	Other Prime Documents	Financial Records	6 Years	Closing of DWP Audit	Destroy	Statutory under Welfare Reform Act 2012
5.204	SX3 Claim Data	Financial Records	6 Years	Closing of DWP Audit	Destroy	Statutory under Welfare Reform Act 2012
5.205	HB Subsidy Claim Form	Financial Records	Indefinite	Closing of DWP Audit	Destroy	Statutory under Welfare Reform Act 2012
5.206	DWP Statistical Returns	Financial Records	6 Years	End of Council Year	Destroy	Audit

SCDC Retention

Reference	Asset Description	Business Area	Retention Period	Retention Trigger	Disposal Action	Rationale
5.211	Benefit Fraud Referrals (recorded non fraud)	Financial Records	18 Months	Closure of referral	Destroy	Audit
5.212	Fraud files closed (not established)	Financial Records	2 Years	Closure of Investigation	Destroy	Audit
5.213	Fraud Files Closed (Fraud established no sanction)	Financial Records	6 Years	Resolution of Case	Destroy	Statutory under Limitation Act 1980
5.214	Fraud files closed (Sanction Applied)	Financial Records	6 Years	Resolution of Case	Destroy	Statutory under Limitation Act 1980
5.215	Benefit Fraud Prosecution Files	Financial Records	6 Years	Resolution of Case	Destroy	Statutory under Limitation Act 1980
5.216	National Fraud Initiative List	Financial Records	Immediate	Once last Fraud file held on list is destroyed, or list is	Destroy	Audit
5.217	Interview under Caution tapes	Financial Records	6 Years	Resolution of Case	Destroy	Statutory under Limitation Act 1980
5.218	QB50 Notebooks	Financial Records	5 Years	Last Entry	Destroy	Audit
5.219	Surveillance - Applications, authorisations and Cancellations	Financial Records	5 Years	Undertaking of Surveillance	Destroy	Audit
6.1	Classification Schemes and Information management Registers	Information Management	Permanent	Superseded by new classification	Archive	Common Practice Common Practice
6.2	Records of Destruction or Records of Transfer to Archive	Information Management	Permanent	Consider central library for ongoing retention	Archive	
6.3	Archived E-mails	Information Management	7 Years	Receipt of e-mail	Destroy	Common Practice
7.01	RIDDOR, F2508, F2508a	Environmental Health	7 Years	Last Action	Destroy	Statutory, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 No
7.02	Minor Incident Reports	Environmental Health	7 Years	Closure of related Premises	Destroy	Statutory under Statute Limitations Act 1980
7.11	Environmental Protection Public Register of Information (IPC)	Environmental Health	Permanent	Cessation of Business Use	Archive	Statutory under Environmental Protection (Application, Appeals and Registers)
7.12	Environmental Protection Bye-laws (Water Related)	Environmental Health	6 Years	Cessation of Bye Law	Archive;#Destroy	Consider public value prior to decision to delete/archive. Statutory under Water Industries
7.13	Declaration of Adoption of a sewer	Environmental Health	Permanent	Lifetime of the Sewer	Archive	Statutory under Water Industries Act 1991
7.21	Public health Exclusion Notice	Environmental Health	6 Years	Issuing of Notification	Destroy	Statutory under Public Health (Control of Disease) Act 1984, Chapter 22 Section 23
7.22	Cooling Towers Register or Notification to local Authority of Notifiable Devices	Environmental Health	1 Year	Decommissioning of Cooling Tower	Destroy	Removal from register as method of deletion. Statutory under Notification of Cooling Towers and Evaporative Condensers Regulations 1992
7.31	Records in relation to the management, undertaking or defense of litigation on behalf of the local authority pertaining to Environmental Health	Environmental Health	7 Years	Last action on file	Destroy	Statutory under Statute Limitations Act 1980
7.41	Administration of application, registration, certification and licences	Environmental Health	2 years	Lapse of registration or entitlement	Destroy	Common Practice
7.51	Inspection records relating to the process of investigation, monitoring or inspection as duty of Local Authority	Environmental Health	7 Years	Last action on file	Destroy	Statutory under Statute Limitations Act 1980
8.01	Files in relation to development of emergency/disaster plan for the local community	General Public Service	Permanent	Conclusion of Business Use	Archive	
8.02	Emergency/Disaster plan test documentation	General Public Service	10 Years	Date of Test	Destroy	Common Practice
8.03	Major Accident Plan and Emergency Plan	General Public Service	Permanent	Conclusion of the activity which it relates to	Archive	Statutory under the control of major accident hazards regulations 1999
8.11	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	General Public Service	Permanent	Conclusion of Business Use	Archive	Common Practice
8.12	Activities that report on all minor incidents in the local community	General Public Service	7 years	Closure of incident	Destroy	Common Practice
14.01	Audio Recordings of all conversations at the call centre	Call Centre	3 Months	Completion of call	Destroy	Common Practice
13.01	Audit files that are concerned with the examination of long term contracts	Internal Audit	6 Years	End of Council Year	Destroy	Audit
13.02	Audit reports and supporting papers compiled during a fraud investigation	Internal Audit	6 years	Conclusion of proceedings	Destroy	Audit
13.03	Other Audit Files	Internal Audit	6 Years	Conclusion of Council Year	Destroy	Common Practice
13.04	Audit Management programmes and plans	Internal Audit	4 years	Conclusion of last full audit planning cycle	Destroy	Common Practice
13.05	Audit Strategy and Terms of Reference	Internal Audit	4 Years	Superseding by current strategy and terms of reference	Destroy	
13.06	Audit Manual and guides relating to departmental procedures	Internal Audit	Immediately	When superseded	Destroy	Common practice
10.01	Written record of agreements between contractors	Property and Building Records	1 Year	End of the agreement	Destroy	Statutory under Construction (Health and Welfare) Regulations 1996
10.11	Asbestos Register	Property and Building Records	Permanent	Cessation of ownership of related buildings	Archive	Statutory under control of asbestos at work
10.12	Asbestos Surveys	Property and Building Records	Permanent	Conclusion of ownership of properties	Archive	Statutory under Control of Asbestos at work
10.13	Asbestos Management	Property and Building Records	Permanent	Conclusion of ownership of properties	Archive	Statutory under Control of Asbestos at Work
10.21	Notification of a construction project, use of form 10	Property and Building Records	Immediate	Completion of works	Destroy	Statutory under Construction (Design and Management) Regulations 1994

SCDC Retention

Reference	Asset Description	Business Area	Retention Period	Retention Trigger	Disposal Action	Rationale
10.22	Departmental Job Files	Property and Building Records	Permanent	Cessation of works	Archive	To be considered whether there is a public value upon cessation of business use.
10.23	Contract Documents (Drawing Specification)	Property and Building Records	12 Years	Under Deed	Destroy;#Archive	Consider whether archiving is appropriate for certain assets of public value
10.31	Asset Registers	Property and Building Records	Indefinitely	Last Entry	Archive	To be considered for archive should ownership
10.42	Estate Management Files	Property and Building Records	6 Years	Conclusion of Lease	Destroy	
11.01	Local Plan, Supplementary Planning Guidance and any planning policy documents	Planning and Land Use	Permanent	Superseding of policy	Archive	Common practice, consider transfer to local archive upon cessation of business use.
11.02	Consultation related documentation	Planning and Land Use	Permanent	Conclusion of business use or superseding of the documentation the consultation relates to	Archive	Common practice, consider jointly archiving with the plan the consultation relates to
11.03	Documentation related to Historically listed buildings, footpath diversion records and TPOs and Applications	Planning and Land Use	Permanent	Conclusion of Business Use	Archive	Common Practice
11.11	Planning application files and related objections, appeals and register	Planning and Land Use	Permanent	Conclusion of business use	Archive	Statutory Requirement
11.12	Documentation related to planning enforcement	Planning and Land Use	Permanent	Conclusion of Business use	Archive	Statutory Requirement
11.13	Planning Registers	Planning and Land Use	Permanent	Conclusion of Business Use	Archive	Statutory Requirement
11.14	Building Regulation decision records	Planning and Land Use	Permanent	Conclusion of Business Use	Archive	Statutory Requirement
11.15	Documentation relating to building inspections	Planning and Land Use	Permanent	Conclusion of Business Use	Archive	Common Practice
11.16	Contravention of Building Regulations notices	Planning and Land Use	Permanent	Conclusion of Business Use	Archive	Common Practice
11.21	Municipal services for infrastructure records	Planning and Land Use	7 Years	Last Action on record	Destroy	Common Practice
11.31	Records relating to the maintenance of roads, streets, bridges, bridle paths, rights of way and tunnels	Planning and Land Use	7 Years	Last Action	Destroy	Common Practice
9.01	Accident forms/reports	Health & Safety and Operations	Permanent	Last Action	Archive	Common Practice
9.02	Accident Books	Health & Safety and Operations	3 Years	Last Action	Destroy	Statutory under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
9.03	Notifications to HSE, Hospitals and Emergency Services	Health & Safety and Operations	Current Year	Once Created	Destroy	Statutory under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
9.04	Plant and equipment examinations and tests	Health & Safety and Operations	6 Years	End of current year	Destroy	Statutory under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
9.05	Health Records relating to compressed air	Health & Safety and Operations	40 Years	Date of last entry	Destroy	Statutory under work in compressed air
9.06	Exposure records relating to compressed air	Health & Safety and Operations	40 years	Date of last entry	Destroy	Statutory under work in compressed air
9.07	Individual record of exposure	Health & Safety and Operations	40 Years	Date of last entry	Destroy	Statutory under work in compressed air
9.08	Health Screening Records	Health & Safety and Operations	40 Years	Last Action	Destroy	Statutory
9.09	COSHH health surveillance records	Health & Safety and Operations	40 Years	Last Action	Destroy	Statutory under Control of substances hazardous to health regulations
9.11	Noise Assessment Records	Health & Safety and Operations	Current Year	Once superseded	Destroy	Statutory under control of noise at work
9.12	Record of any monitoring carried out to comply with COSHH	Health & Safety and Operations	5 Years for general/40 years for personal	Last Action	Destroy	Statutory under Control of substances hazardous to health regulations
9.13	Safety inspections/audits	Health & Safety and Operations	21 Years	End of Current Year	Destroy	Standard Practice
9.14	Lifting operations thorough examinations	Health & Safety and Operations	Current Year	Cessation of use of equipment	Destroy	Statutory. The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Reg. 9. Current report to accompany equipment if sold on.
9.15	Lifting Operations Thorough examinations and inspection (other than an accessory)	Health & Safety and Operations	Current Year	Cessation of use of equipment	Destroy	Statutory. The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307
9.16	Lifting Operations Thorough examinations and inspection (accessory for lifting)	Health & Safety and Operations	2 Years	Date of report	Destroy	Statutory. The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307
9.17	Lifting Operations Through examination and inspection (Installation or after assembly at new site/location)	Health & Safety and Operations	Current Year	Cessation of use of equipment	Destroy	Statutory. The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307
9.18	Lifting Operations Thorough examinations and inspection (6/12 monthly inspections under Reg. 9)	Health & Safety and Operations	2 years	When Superseded	Destroy	Statutory. The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307

SCDC Retention

Reference	Asset Description	Business Area	Retention Period	Retention Trigger	Disposal Action	Rationale
9.19	Lifting Operations Records made under regulation 10(2)	Health & Safety and Operations	Current Year	When Superseded	Destroy	Statutory. The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307
9.21	Written statement by owner of mobile system	Health & Safety and Operations	Current Year	Until Superseded	Destroy	Statutory. The Pressure Systems Safety Regulations 2000 SI2000 No 128 Regulation 7
9.22	Scheme of Examination	Health & Safety and Operations	Current Year	Until Superseded	Destroy	Statutory. The Pressure Systems Safety Regulations 2000. SI2000 No 128 Regulation 8
9.23	Fire Alarm/ Emergency Lighting	Health & Safety and Operations	Current Year	When superseded twice (Keep last two certificates only)	Destroy	Common Practice
9.24	Building Installations	Health & Safety and Operations	Current Year	When superseded twice (Keep last two certificates only)	Destroy	Common Practice
9.25	Other Statutory inspection/tests	Health & Safety and Operations	10 Years	End of Current Year	Destroy	Common practice
9.26	Working platforms and personal suspension equipment. Excavations and cofferdams etc. Reports and Inspections	Health & Safety and Operations	3 Months	Post completion of work	Destroy	Statutory. Construction (Health, Safety and Welfare) Regulations 1996 SI1996 No 1592 Regulations 29, 30 and Schedule 7
9.27	Health & Safety Inspection Sheets	Health & Safety and Operations	3 Years	End of Current Year	Destroy	Common Practice
9.28	Fire Precaution Log Book	Health & Safety and Operations	6 Years	Last Entry	Destroy	Common Practice
12.01	Housing Register Applicant Files	Housing	2 Years	Closure of Case	Destroy	Common Practice
12.02	Temporary Accommodation	Housing	1 Year	Clearing of Customer Account	Destroy	Common Practice
12.03	Removals/Storage/Kennelling	Housing	1 Year	Clearing of Customer Account	Destroy	Common Practice
12.04	Homelessness Case File	Housing	2 Years	Closure of Case	Destroy	Common Practice
12.05	Requisitions for supplies/works	Housing	2 Years	End of Council Year	Destroy	Audit
12.06	Disabled Facilities Grants	Housing	10 Years	After the loan has been repaid	Destroy	Audit
12.07	Rent Deposit/ Rent in advance	Housing	2 Years	Last Action	Destroy	Audit
12.08	Local Authority Social Housing Grant	Housing	2 Years	Completion of scheme	Destroy	Common Practice
12.09	Repairs Assistance Grants	Housing	7 Years	Repayment of loans	Destroy	Common Practice

3C ICT Documentation

Retention Policy

Appendix 2

Record of Destruction

Detail of Record	Date of Review	Date of Destruction	Method of Destruction (Paper Shredding/Electronic Deletion)	Approved by