



# **Policy Document**

## **Records Management and Disposal Policy V10**

**May 2023**

**Document Control**

<b>Organisation</b>	Hartlepool Borough Council
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**Revision History**

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March 2019	Laura Stones/IG Group	2	Revised in line with LG Inform guidance
May 2019	CMT	2	Approval by CMT
Feb 2020	Trevor Smith	3	Annual review
Oct 2020	Laura Stones	4	Test and trace addition
Feb 2021	Laura Stones	5	Business Rates addition
May 2021	Jamie Walbank	6	Revisions to appendix A, B & D.
Feb 2022	Laura Stones	7	Revisions to Appendix C, HR and Payroll
Jan 2023	Laura Stones	8	Information added re Covid-19 Inquiry
May 2023	Laura Stones	9	Annual Review – Revisions to update departments and information removed re childhood enquiry
November 2023	Laura Stones	10	Update to Adoption record section

**Document Approvals**

<b>Version</b>	<b>Approved by</b>	<b>Date</b>
1	CMT	August 2018
2	C Little, Director of Finance & Policy (SIRO)	26 <sup>th</sup> March 2019
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7	C Little, Director of Resources and Development (SIRO)	19 <sup>th</sup> May 2022
8	Information Governance Group	30 <sup>th</sup> January 2023
9	J Magog, Director of Finance, IT and Digital Services	20 <sup>th</sup> June 2023

This Policy has been developed in line with the 'LG Inform Retention Guidelines'.

## **1. Introduction**

- 1.1 Records management is an essential part of enabling Hartlepool Borough Council to achieve priority outcomes that reflect what is most important to the people and communities of Hartlepool as set out in the Council Plan. Records management is vital to the Council being able to deliver efficient and effective value for money services.

## **2. Policy Statement**

- 2.1 As a public body Hartlepool Borough Council is required by law to manage its records properly. The Local Government Act 1972, UK General Data Protection Regulation (GDPR), the Data Protection Act 2018, the Freedom of Information Act 2000 and other legislation sets out specific requirements in relation to the creation and management of records with which the Council must comply.

## **3. Purpose**

- 3.1 The purpose of this document is to set guidelines which reduce the risk of breaching the principles of the UK GDPR and the Data Protection Act 2018. This covers all data, however it is held, on paper or in electronic format.
- 3.2 Effective records management will help to ensure that we have the:
- Right information when we need it to make the right decisions
  - Evidence we need to account for our actions and decisions allowing us to be open, transparent and accountable, as well as, providing evidence of compliance
  - Records required to protect the interests of the Council, its staff, citizens and organisations who interact with the Council.
- 3.3 Hartlepool Borough Council will aim to create, receive and manage records efficiently, protect and store them securely, make them accessible where possible and dispose of them safely when they are no longer needed.
- 3.4 To support this policy we will:
- Provide a framework of supporting policies, standards, procedures and guidance
  - Develop and implement a strategy to improve the way we manage records and information
  - Provide appropriate staff training
  - Monitor compliance

- 3.5 This **Records Management and Disposal Policy** sets out requirements and responsibilities for managing records retention and disposal. The Policy applies to all documents defined as records. Reference material, information and working documents that are not considered to be records should be disposed of as soon as they are no longer required. The Policy applies to all Council records irrespective of their media, format, the system in which they are held, or storage location.
- 3.6 Specific requirements for keeping and disposing of records are contained within Hartlepool Borough Council's Retention and Destruction Schedules. All records must be disposed of in line with the schedules. Any divergence from the Retention and Destruction Schedules must be for legitimate reasons and be authorised by the Information Governance Group and Senior Information Risk Owner (SIRO).
- 3.7 Departmental guidance has been developed to ensure records due for disposal are identified, are reviewed to confirm disposal, or established whether or not there is a genuine requirement for further retention, disposal is approved by someone with authority to do so, and records are securely disposed of. These procedures should be implemented and considered part of the normal business process.
- 3.7 The Children's & Joint Commissioning Services Retention and Destruction Schedules are attached as **Appendix A**.
- 3.8 The Adult & Community Based Services Retention and Destruction Schedules are attached as **Appendix B**.
- 3.9 The **Finance, IT and Digital Services Department and Legal, Governance and HR Department** Retention and Destruction Schedules are attached as **Appendix C**.
- 3.10 The **Development, Neighbourhoods and Regulatory Services Department** Schedules are attached as **Appendix D**
- 3.11 Records should be securely disposed of using an appropriate method taking into account the sensitivity of the content and should be appropriate to their storage media and format for example using confidential waste bins, shredding etc.
- 4. Scope**
- 4.1 The scope of this Policy applies to all Hartlepool Borough Council employees and elected members. Agency workers or sub-contractors who are required to use Hartlepool Borough Councils information systems will also be made aware of and be expected to abide by this policy.
- 4.2 Hartlepool Borough Council will establish a strategy setting out direction and priorities for the organisation and key deliverables with the aim of improving the

way we manage records and information to ensure we can meet our obligations and deliver our commitments.

4.3 The principles of records management are to ensure that records are managed throughout their life cycle from creation or receipt, maintenance and use to disposal.

4.4 Good records management practice relies on the following:

- Determining which records should be created or received and retained
  - Determining appropriate related data (metadata\*)
  - Determining corporate record systems for the storage and management of records
  - Creation or receipt of required records and their capture into corporate record systems together with related metadata\*
  - Development of appropriate locating aids such as classification schemes and indexes to facilitate the management and retrieval of records and information
  - Appropriate maintenance of records in safe secure environment(s)
  - Determining why and how long records should be kept and how they should be disposed
  - Retaining records only for as long as they are needed to satisfy legal, regulatory requirements and operational needs and no longer
  - Routine, timely and secure disposal of records in line with Hartlepool Borough Council's retention and Destruction Schedules
  - Routine disposal of ephemeral documents and information (non-records)
- (\*Metadata – information describing content, context and structure of records to allow them to be linked with the business process from which they were created)*

4.5 The benefits of adhering to these principles are that records and information will be:

- Accurate, up to date and reliable
- Quickly and easily located, retrieved, identified and usable
- Protected and stored securely
- Available for as long as required and disposed of at the right time This will help us to provide efficient, effective value for money services to meet our corporate priorities.

4.6 This policy is supported by a set of Hartlepool Borough Council Information Governance Policies and Procedures. Together these form Hartlepool Borough Council's Information Governance Framework that provide a basis for the correct management of information resources.

4.7 The documents contained within the Information Governance Framework:

- Define how the Council's Records must be managed

- Promote best practice and improve the way we manage our records and information
- Support increased use of electronic records as a means of gaining organisational benefits without increasing risk
- Enable records management compliance to be monitored

4.8 These documents are available to all staff via the Council's intranet site and selected documents are published on the Hartlepool Borough Council internet site. The documents are:-

- Corporate Retention Policy
- Data Protection Policy
- Freedom of Information and Environmental Information Request
- Information Protection Policy
- Information Security Incident Management Policy
- Email Access Policy
- Internet Acceptable Use Policy
- IT Access Policy
- Removable Media Policy
- Remote Working Policy

In addition, users should also be familiar with the following Council policies:-

- HBC Disciplinary Policy

4.9 It is the user's responsibility to ensure their awareness of and compliance with all of these policies. Further information can be obtained from Information Governance Group representatives or CICT.

## **5. Risks**

5.1 The risks of not complying with the Policy are as follows:-

- Business inefficiency caused by poor data management
- Loss or misuse of information, leading to reputational damage
- Failure to comply with relevant legislation, which could lead to large fines being issued by the Information Commissioner's Office
- Failure to appropriately manage records and information can lead to criminal prosecution and non-criminal enforcement action.

## **6. Applying the Policy**

### **What does this Policy apply to?**

6.1 'Records' are defined by the relevant British Standard 2 as 'information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business'.

- 6.2 This policy, together with the associated policies, standards and guidance, applies to the management of all records in all technical, digital and physical media and formats created or received by Hartlepool Borough Council or on its behalf in the conduct of its business activities (including email and any other form of electronic communication used by the Council in the conduct of its business).
- 6.3 This policy applies to all records owned by the Council whether they are created or received and managed by the Authority or by third parties on its behalf.
- 6.4 The same principles should also be applied when working collaboratively and to records created or received and managed by the Council on behalf of other bodies.

### **Paper Records**

- 6.5 Paper records should be “Closed” in line with the relevant retention trigger defined in the Retention and Destruction Schedules. If records no longer need to be frequently accessed they may be transferred to offsite storage at the Document Storage and Retrieval Service where they will be stored until the end of the required retention period, following which they will be securely destroyed.
- 6.6 If a decision is made not to send records to the Document Storage and Retrieval Service storage must comply with the Council’s standards of storage. Departments must ensure that paper records not sent to the Document Storage and Retrieval Service are retained, reviewed and securely disposed of in line with the records retention and disposal policy and disposal guidance.

### **Electronic Records**

- 6.7 Electronic records e.g. in shared filing, in line of business systems, or personal systems such as folders or email accounts are all subject to the Retention and Destruction Schedules and should be disposed of in line with relevant the Council’s policies, standards and guidance.

### **The Council’s Responsibilities**

- 6.8 This policy applies to all employees of Hartlepool Borough Council (both permanent and temporary), contractors and consultants who have access to records. The same principles should also apply to collaborative working with partners.
- 6.9 This policy and the framework of supporting policies, standards and guidance aims to make all staff and third parties aware of their responsibilities and what they must do to properly manage the Council’s records and information.
- 6.10 This policy requires contracts and agreements to contain appropriate requirements for records and information to be managed in line with this policy and supporting standards and guidance where:

- Contractors or other bodies create or receive and hold records on behalf of the County Council
- The Council creates or receives and holds records on behalf of other organisations
- Records are created or received and held as part of collaborative working.

6.11 Where there is a need to share records and information a formal data sharing protocol or similar agreement should be agreed prior to information being shared.

**Why do we need to manage records?**

6.12 Implementing appropriate, efficient and effective records management practices as a routine part of business processes will help us to achieve our priority outcomes for delivering services, meet statutory requirements and evidence compliance, and enable us to be open and accountable.

6.13 In adopting this policy we aim to ensure that records are complete, accurate, up to date, usable, reliable, ordered, and accessible when needed. Doing so will help us to:

- Carry out our business efficiently, effectively and continuously
- Make consistent properly informed decisions
- Protect the rights of the Council, its employees, partner organisations and citizens
- Comply with legislation and regulations
- Make sure we are open, transparent and responsive
- Meet obligations for disclosing information

**Legislative and regulatory environment**

6.14 The business activities of Hartlepool Borough Council are governed by a comprehensive and complex legal and regulatory environment. Failure to appropriately manage records and information can lead to significant financial penalties, criminal prosecution and non-criminal enforcement action.

6.15 Key legislation and regulations governing the way the Council manages its records and information include, but are not limited to:

- The Public Record Act 1958
- The Local Government (Records) Act 1962
- The Public Record Act 1967
- Local Government (Access to Information) Act 1985
- Freedom of Information Act 2000
- The UK General Data Protection Regulation
- Data Protection Act 2018
- Environmental Information Regulations 2004
- Local Government Act 1972
- Re-use of Public Sector Information Regulations



- 6.16 Other requirements for the creation, holding, retention and disposal of records and information are set out in general and sector specific legislation, regulations, standards and guidance.

### **GDPR – Right to Erasure (Right to be Forgotten)**

- 6.17 Under the UK GDPR, people have the right to be ‘forgotten’, which involves the erasure of personal data concerning them. The Council is under an obligation to do so, without undue delay, if one of the grounds applies.
- 6.18 However, in relation to retention the Right to Erasure does not apply if processing of the information is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, in so far as the Right to Erasure is likely to render impossible or seriously impair the achievement of the objectives of that processing.
- 6.19 Processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, shall be subject to appropriate safeguards, in accordance with this Regulation, for the rights and freedoms of the data subject. Those safeguards shall ensure that technical and organisational measures are in place in particular in order to ensure respect for the principle of data minimisation. Those measures may include pseudonymisation provided that those purposes can be fulfilled in that manner. Where those purposes can be fulfilled by further processing which does not permit or no longer permits the identification of data subjects, those purposes shall be fulfilled in that manner.

### **Archive Arrangements**

- 6.20 The Council maintains a document archive for the storage of files required to be kept for extended periods of time and which are not required on a regular basis. The arrangements for storage of files in this archive are detailed in the Council’s Main Archive Store Procedure. In addition to the main archive Children’s & Joint Commissioning Department maintain a separate limited archive of particularly sensitive children’s information, within the Civic Centre, access to which is obtain via the Head of Looked After Children.

## **7. Policy Compliance**

- 7.1 If any user is found to have breached this policy, they may be subject to HBC’s disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

## **8. Policy Governance (roles and responsibilities)**

- 8.1 Hartlepool Borough Council has a corporate responsibility for ensuring records and information are kept, and the systems used to hold them are properly

maintained and managed. Staff have different records and information roles and responsibilities. These roles and responsibilities are detailed below:

**Information Governance Group and SIRO** comprising senior level representatives from each directorate who are responsible for:

- The oversight of the implementation of the Council's Information Strategy and supporting plans.
- Formally approving Hartlepool Borough Council's Records Management Disposal Policy.
- The development and maintenance of retention and disposal schedules detailing specific records retention and disposal policies.
- Authorising divergence from the Records Management and Disposal Policy contained in the retention schedules for legitimate reasons.

**Director of Finance, IT and Digital Services** is responsible for:

- Management of the records management function.
- Ensuring records management policy and standards are relevant and up to date.
- Issuing guidance for implementing and complying with this policy.
- Overseeing the development and maintenance, and approval of appropriate classification schemes and records retention schedules.
- Ensuring records and information are disposed of or destroyed in compliance with all Hartlepool Borough Council's obligations.
- Overseeing the auditing of compliance with this Records Management and Disposal Policy and associated policies and standards to ensure statutory obligations are met.
- Providing low cost off-site records storage.
- Developing strategies for the long term preservation of digital records.

**Information Asset Owners** (Heads of Service) are responsible for:

- Ensuring senior officer(s) are formally designated to take responsibility for the implementation of this policy.
- Assigning responsibilities for records management, retention and disposal.
- Establishing procedures for the management, retention and disposal of records in all media and formats and the system(s) in which records are held.
- Ensuring ICT equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.

**Designated Officers** (at Operational Management levels) are responsible for:

- Articulating requirements of this policy in business plans.

- Ensuring records and information management policies are implemented to ensure records and information is managed in line with required standards.
- Providing and maintaining appropriate and adequate record keeping systems.
- Ensuring the development and procurement of ICT systems includes consideration of records management requirements.
- Identifying records essential to business continuity and the protection of legal and financial rights.
- Identifying records and information related risks and mitigation measures as part of the risk management process, incorporating this in risk registers, business continuity and disaster recovery plans.
- Ensuring services under their control contribute to corporate records and information initiatives and assist the records management function in its duties as required under this policy.

***Line Managers and Team Leaders*** are responsible for:

- Implementation of this policy.
- Providing appropriate records and information business rules and guidance.
- Ensuring staff receive appropriate training to meet their responsibilities under this policy and departmental records management procedures.
- Ensuring that records are created or received as evidence of business activities for which they are responsible.
- Ensuring staff capture records and related information (metadata) into appropriate information or record keeping systems.
- Ensuring ephemeral material is routinely disposed of.
- Contribute to the development and maintenance of records retention policies relating to records supporting the business activities for which they are responsible.
- Ensuring records are kept only for as long as they required and are disposed of securely in line with appropriate retention policies.
- Ensuring records due for disposal are properly reviewed, disposal authorised and ensuring disposal is only carried out by authorised staff and the disposal process is appropriately documented.
- Assisting with the compliance audit programme.
- Contributing to corporate and departmental records and information initiatives and assisting the records management function in its duties as required under this policy.
- Record retention schedules are implemented in their unit/team.
- Record keeping systems and arrangement of records enable identification of records due for disposal.
- Written procedures are in place for records management, retention and disposal.
- Records due for disposal are routinely identified and reviewed to ensure they are no longer required.
- The Information Governance Working Group is notified of changes affecting records retention and disposal.
- Staff are aware of policies to retain and dispose of records.

- Staff dispose of records only in accordance with policies set out in Hartlepool Borough Council's retention schedules.
- Records are disposed of appropriately considering their sensitivity, security classification and the media and format(s) in which they are held in line.
- ICT Equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.
- Records of potential historic interest or research value are identified and transferred with agreement to Northumberland Archive Service.
- Evidence of the disposal process is kept.

**All Staff** (including temporary staff, contractors and consultants) are all responsible for:

- Documenting their work as defined in the Council's business rules and guidance to meet legal and regulatory requirements and business needs.
- Ensuring records are a complete and accurate record of actions, transactions and decisions.
- Capturing records and required metadata into specified record keeping system(s).
- Not creating and keeping duplicate personal copies of records and information, and not keeping records in inaccessible private systems (including mail boxes).
- Ensuring ephemeral material is routinely disposed of.
- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with records retention and disposal policies contained in the Council's retention schedules (if authorised to do so).
- Ensuring that any proposed divergence from records retention and disposal policies is authorised.

**Contractors and consultants** are responsible for:

- Creating, accessing, using and managing records and record keeping systems in accordance with the Council's Records Management and Disposal Policy and specific departmental requirements.

8.2 The following table identifies who within HBC is Accountable, Responsible, Informed or Consulted with regards to this Policy.

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation or amendment.

- **Informed** – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	Corporate Information Governance Group
<b>Accountable</b>	Director of Finance, IT and Digital Services
<b>Consulted</b>	All Departments, Trade Unions, Corporate Management Team
<b>Informed</b>	All Councillors, council employees (including temporary staff) along with third parties and contractual agents of the council as appropriate

## 9. Implementation, Review and Revision

- 9.1 This procedure is effective immediately.
- 9.2 This policy will be monitored by the Information Governance Group and will be reviewed annually or where there are changes to Legislation.

## 10. Training and Awareness

- 10.1 All staff and Councillors will need to be aware of the Council's Corporate Retention Policy to help understand their basic responsibilities.
- 10.2 Some members of staff will require further training and guidance. Those members of staff will be identified by their line manager.
- 10.3 When staff and Councillors join the Council, it is important that they are introduced to their basic responsibilities in regard to records management.

## 11. Further Information/Contacts

11.1 If you do not understand the implications of this policy or how it may apply to you, seek advice from your appropriate departmental Information Governance or CICT representative, details below:-

Information Governance Group Representatives

### **Information Governance Lead**

James Magog           Tel    523003  
Director of Finance, IT and Digital Services

### **Data Protection Officer**

Laura Stones           Tel:   523087

### **Legal, Governance and HR Department**

Laura Stones           Tel:   523087

### **Adults & Community Based Services Department**

Trevor Smith           Tel:   523950

### **Finance, IT and Digital Services Department\***

Mike Smith            Tel:   523758

### **Child & Joint Commissioning Department**

Kay Forgie             Tel:   284119

### **Development, Neighbourhoods and Regulatory Services Department**

Steve Russell         Tel:   523031

In addition to the above the Council has specific roles identified which are also part of the overall approach to Information Governance arrangements and are involved in the Information Governance group:

### **Senior Information Risk Owner (SIRO)**

James Magog, Director of Finance, IT and Digital Services, Tel: 523003

### **Caldicott Guardian**

John Lovatt, Assistant Director Adult Social Care Tel: 523903

For specific issues around social care (Advice and guidance on Caldicott matters should be request through Trevor Smith (Adults) or Kay Forgie (Children's) on the telephone number above)

### **\* GENERAL CONTACT DETAILS**

Contact with CICT Team on general issues should be made using 523764 or [cict@hartlepool.gov.uk](mailto:cict@hartlepool.gov.uk)

# Records Retention and Destruction Schedules

They decide how long we keep information for and help us make sure we're transparent in the management of our information, particularly the disposal of information.

These schedules give details of how long we keep information for and help make sure that the Council is transparent in the management of information, particularly the disposal of information. The schedules include retention periods, identifying service areas and examples of records in each service area. The length of time that we keep records for is based on a number of factors including legislation, best practice, common business practice and operational requirements.

Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, investigation or inquiry, change of legislation or regulations, or to support legitimate business need. In certain IT systems, this functionality is either not in place or is being developed with software suppliers, and is confirmed with the corporate IG group.

Any divergence from policies contained in this schedule requires liaison with your Departmental Information Governance representative and approval from the Information Governance Lead.

**Please note:**

**As a result of the COVID-19 Inquiry, it is essential that we retain documentation related to the Council's COVID-19 response. If you have worked on any part of the COVID response and have documentation relating to this, it is important that we keep this and know where to find it. Any destruction of documents related to COVID must stop and those documents should be retained as well.**

**The Chairman of the Covid 19 Inquiry requires all local authorities to take steps to ensure the retention of material of potential relevance to the Inquiry. Thus, any potentially relevant document is required to be preserved. We are therefore required to suspend any document deletion and destruction processes in relation to potentially relevant documents for the duration of the Inquiry.**

## Appendix A: CHILDREN'S & JOINT COMMISSIONING SERVICES - Retention and Destruction Schedules

### Section 1: Children's Social Care (including Early Help & TFTC)

Ref	Area	Examples of records	When destroyed	Source
<b>1.1</b>	<b>Looked After Children</b>			
1.1.1	Care order	<ul style="list-style-type: none"> <li>Records relating to the application for and implementation of a Care Order</li> </ul>	Retain from date records created until 75th anniversary of the child's birth or 15 years after death if the child dies before age 18. Records should be destroyed at the end of the retention period.75 years.	LGA 1769  Children's home regulations 2001 reg 28
1.1.2	Care plan	<ul style="list-style-type: none"> <li>All records relating to the creation and maintenance of care plans for looked after children</li> </ul>	Retain from dob of child for 75 years	LGA 1723  Children's Act 1989
1.1.3	Educational support for looked after children	<ul style="list-style-type: none"> <li>All records relating to the provision of educational support for looked after children</li> </ul>	Retain from dob for 75 years	LGA 1282  Arrangements for the Placement of Children (General) Regulations 1991
1.1.4	Support for children in care	<ul style="list-style-type: none"> <li>Case files relating to looked after children</li> </ul>	Retain from dob of child for 75 years or date of death +15 years	LGA 840  Arrangements for the Placement of Children (General) Regulations 1991
1.1.5	Independent visitors for looked after children	<ul style="list-style-type: none"> <li>All records relating to the recruitment and management of independent visitors for looked after children</li> </ul>	Retain from date of last contact with the independent visitor for 6 years	LGA 1722  Limitation Act 1980 (Section 2)
1.1.6	Register of children in care	<ul style="list-style-type: none"> <li>Register of children in care of the Local Authority</li> </ul>	Permanent	LGA 840  Arrangements for Placement of Children (General) Regulations 1991 reg. 10



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1.1.7	Statutory complaints – provision of service for children in care	<ul style="list-style-type: none"> <li>Statutory complaints made about the provision of services for children in care of the local authority</li> </ul>	Retain from dob of the looked after child for 75 years	LGA 840  Arrangements for the Placement of Children (General) Regulations 1991
1.1.8	Support for young people leaving care	<ul style="list-style-type: none"> <li>All records relating to the provision of support for young people leaving care</li> </ul>	Retain from dob of child for 75 years	LGA 918  Arrangements for the Placement of Children (General) Regulations 1991
1.1.9	Supported employment for looked after children	<ul style="list-style-type: none"> <li>All records relating to the supported employment for looked after children</li> </ul>	Retain from dob of child for 75 years	LGA 1281  Limitation Act 1980 (Section 2)
1.1.10	Shared care for children and young people	<ul style="list-style-type: none"> <li>All records relating to the shared care for children and young people</li> </ul>	Retain from dob of child for 75 years	LGA 261  Limitation Act 1980 (Section 2)
<b>1.2</b>	<b>Fostering</b>			
1.2.1	Fostering	<ul style="list-style-type: none"> <li>Client records relating to the provision of foster care places by the local authority</li> </ul>	Retain from date of birth of child for 75 years	LGA 159  Arrangements for the Placement of Children (General) Regulations 1991
1.2.2	Fostering	<ul style="list-style-type: none"> <li>Records relating to the creation and management of the process of providing foster care places by the local authority</li> </ul>	Retain from year process changes for 6 years	LGA 159
1.2.3	Staying put arrangement	<ul style="list-style-type: none"> <li>Records relating to the application for and implementation of a staying put order</li> </ul>	Retain from dob of individual for 75 years	LGA 1781
1.2.4	Short breaks	<ul style="list-style-type: none"> <li>Records relating to children (under 18) who are taking part in short breaks</li> </ul>	Retain from dob of minor for 25 years	LGA 1790  Limitation Act 1980 (Section 2)
1.2.5	Short breaks	<ul style="list-style-type: none"> <li>Records relating to the development and management of short breaks –</li> </ul>	Retain from creation of records for 6 years	LGA 1790  Limitation Act 1980 (Section 2)

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		excluding client information		
1.2.6	Short breaks	<ul style="list-style-type: none"> <li>Records relating to young people (over 18) who are taking part in short breaks</li> </ul>	Retain from last contact with client for 6 years	LGA 1790 Limitation Act 1980 (Section 2)
1.2.7	Foster carers	<ul style="list-style-type: none"> <li>Foster parent records (legal file not the personal file)</li> </ul>	Retain from termination of approval for 10 years	LGA 225 Foster Placement (Children) Regulations 1991
1.2.8	Foster carers	<ul style="list-style-type: none"> <li>Foster parents approved by local authority including any person with whom a child is placed (under regulation 34 or 38 of the fostering services regulations 2002) and records for foster parent applicants who are approved</li> </ul>	Retain from last contact with the foster carer for 75 years	LGA 225 Fostering Services Regulations 2002
1.2.9	Private fostering	<ul style="list-style-type: none"> <li>Private foster care: children fostered by private arrangement supervised by local authority – client records</li> </ul>	Retain from dob of the foster parent for 75 years	LGA 225 The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004 section 44
1.2.10	Alternative care providers	<ul style="list-style-type: none"> <li>All records relating to contracts with alternative care providers</li> </ul>	Retain from last action on contract for 6 years	LGA 732 Limitation Act 1980 (Section 5)
1.2.11	Alternative care providers	<ul style="list-style-type: none"> <li>All records relating to information about independent agencies who provide care for adults and children within the local area</li> </ul>	Retain from year records created for 1 year	LGA 732
1.2.12	Foster carer files	<ul style="list-style-type: none"> <li>Foster carer files</li> <li>Supported lodging files</li> <li>Foster carer applications</li> </ul>	35 years after carers ceases to foster	HBC
<b>1.3</b>	<b>Adoption</b>			

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1.3.1	Adoption	<ul style="list-style-type: none"> <li>All records relating to the management of the adoption process</li> </ul>	Retain from date of adoption order for 100 years  (applies to pre and post commencement adoption records as per DFE Guidance)	LGA 160  Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
1.3.2	Special guardianship order	<ul style="list-style-type: none"> <li>All records relating to the management of special guardianship orders</li> </ul>	Retain from dob of child for 75 years	LGA 1721  Children Act 1989
1.3.3	Adoptive parent files	<ul style="list-style-type: none"> <li>Adoptive parent counselling files</li> <li>Approved adopters</li> <li>Adoption applications</li> <li>Documents gathered as evidence of suitability of adoptive carer</li> </ul>	25 years from closure	HBC
<b>1.4</b>	<b>Young Carers</b>			
1.4.1	Young carers support	<ul style="list-style-type: none"> <li>Client records relating to the support of young carers and their families</li> </ul>	Retain from last contact with the young carer for 6 years	LGA 300  Limitation Act 1980 (Section 2)
1.4.2	Young carers support	<ul style="list-style-type: none"> <li>Records relating to the processes to provide support for young carers and their families</li> </ul>	Retain from year processes change for 6 years	LGA 300
<b>1.5</b>	<b>Children's Homes</b>			
1.5.1	Hospice care for children and young people	<ul style="list-style-type: none"> <li>All records relation to the care of children and young people in hospices</li> </ul>	Retain from dob of child for 75 years	LGA 264  Children's Homes Regulations 2001 reg. 29
1.5.2	Local Authority children's homes	<ul style="list-style-type: none"> <li>All records relating to children who are resident in local authority Children's Homes</li> </ul>	Retain from dob of child for 75 years	LGA 263  Children's Homes Regulations 2001 reg. 29
1.5.3	Residential care - administration	<ul style="list-style-type: none"> <li>All records relating to the administration of residential care for children and young people (excluding the</li> </ul>	Retain from year records created for 15 years	LGA 263  Children's Homes Regulations 2001 reg. 29

		register, client records, personnel records and any other records relating to named individuals)		
1.5.4	Residential care – personnel records	<ul style="list-style-type: none"> <li>Personnel records relating to the employees working in children’s homes</li> </ul>	Retain from year records created for 15 years	LGA 263  Children's Homes Regulations 2001 reg. 29
1.5.5	Register of admissions to children’s homes	<ul style="list-style-type: none"> <li>Register of admissions to local authority children’s homes</li> </ul>	Retain from year records created for 75 years	LGA 263  Children's Homes Regulations 2001 reg. 29
1.5.6	Respite care for children and young people	<ul style="list-style-type: none"> <li>All records relating to the provision of respite care for children and young people</li> </ul>	Retain from date of birth of child for 75 years	LGA 260  The English Children's Homes Regulations 2001 (2001 No 3967)
1.5.7	Residential care for children and young people	<ul style="list-style-type: none"> <li>All records relating to children who are resident in local authority children’s homes</li> </ul>	Retain from date of birth of child for 75 years	LGA 263  Children's Homes Regulations 2001 reg. 29
1.5.8	Children’s Residential home summary management systems	<ul style="list-style-type: none"> <li>Home registers</li> <li>Admissions and discharge registers.</li> </ul>	Permanent (keep indefinitely)	HBC
1.5.9	Children’s Residential homes operation documents	<ul style="list-style-type: none"> <li>Diaries</li> <li>Rota’s</li> <li>Daily Logs</li> <li>Secure unit records</li> </ul>	25 years from closure of file	HBC
<b>1.6</b>	<b>Child Protection</b>			
1.6.1	Child Protection Orders	<ul style="list-style-type: none"> <li>All records relating to the creation and management of Child Protection Orders</li> </ul>	Retain from dob of child for 75 years	LGA 310  Arrangements for the Placement of Children (General) Regulations 1991

1.6.2	Child protection	<ul style="list-style-type: none"> <li>Allegations of a child protection nature against a member of staff working at a school, including where the allegation is unfounded</li> </ul>	Retain from date of the allegation for 10 years	LGA 266  Information Commissioner Code of Practice: Employment Records 2002. Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services? (September 2008) p17
1.6.3	Child protection case files	<ul style="list-style-type: none"> <li>Child protection case files</li> </ul>	Retain from dob of child for 40 years	LGA 266  Arrangements for the Placement of Children (General) Regulations 1991
1.6.4	Child protection register	<ul style="list-style-type: none"> <li>Child protection register</li> </ul>	Permanent	LGA 266  Arrangements for the Placement of Children (General) Regulations 1991
1.6.5	Register of offenders	<ul style="list-style-type: none"> <li>Register of offenders who pose a risk to children</li> </ul>	Retain from date of sentence for 10 years	LGA 266  Sex Offenders Act 1997
<b>1.7</b>	<b>Children's Hub</b>			
1.7.1	Local crisis payment	<ul style="list-style-type: none"> <li>Client records relating to local crisis payments</li> </ul>	Retain from financial year payment made for 6 years	LGA 1795  HMRC - Compliance Handbook Manual CH15400
1.7.2	Local crisis payment	<ul style="list-style-type: none"> <li>Records concerning the processes to allow the payment of local crisis payments</li> </ul>	Retain from date process changes for 6 years	LGA 1795
1.7.3	Homelessness assessment	<ul style="list-style-type: none"> <li>Records relating to the assessment of the circumstances of anyone in the authority are who</li> </ul>	Retain from date assessment completed for 6 years	LGA 1800  Limitation Act 1980 (Section 2)

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		is homeless or threatened with homelessness and may be eligible for assistance		
1.7.4	Homelessness assessment	<ul style="list-style-type: none"> <li>Records relating to the process to ensure the assessment of the circumstances of anyone in the authority area who is homeless or threatened with homelessness and may be eligible for assistance</li> </ul>	Retain from date process changes for 6 years	LGA 1800 Limitation Act 1980 (Section 2)
1.7.5	Homelessness support	<ul style="list-style-type: none"> <li>Client records relating to short term and emergency accommodation for homeless people</li> </ul>	Retain from last contact for 6 years	LGA 112 HMRC - Compliance Handbook Manual CH15400
1.7.6	Homelessness support	<ul style="list-style-type: none"> <li>Records relating to the processes supporting the provision of short term and emergency accommodation for homeless people</li> </ul>	Retain from date processes change for 6 years	LGA 112
<b>1.8</b>	<b>Children in Need</b>			
1.8.1	Children in Need case management	<ul style="list-style-type: none"> <li>Assessment documents</li> <li>Contact sheets</li> <li>Minutes of meetings</li> </ul>	10 years from closure	HBC
<b>1.9</b>	<b>Case Management</b>			
1.9.1	Systems that manage looked after children by the local authority	<ul style="list-style-type: none"> <li>Children's home register</li> </ul>	Permanent. Common practice closed for 50 years	HBC
1.9.2	Case management of Looked After Children	<ul style="list-style-type: none"> <li>Young persons looked after files</li> <li>Looked after children client files</li> <li>Residential care children's files</li> <li>Privately fostered children's files</li> <li>Guardian Ad Litem files</li> </ul>	75 years from 18 <sup>th</sup> birthday	HBC

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		Please see adoption section for retention of adoption records.		
1.9.3	Supervision orders for children and young people	<ul style="list-style-type: none"> <li>Supervision order documents</li> </ul>	21 years from DOB	HBC
1.9.4	Child protection summary case management	<ul style="list-style-type: none"> <li>Documents relating to summary case management</li> </ul>	Permanent (keep indefinitely; common practice closed for 70 years)	HBC
1.9.5	Case management of schedule 1 offenders	<ul style="list-style-type: none"> <li>Schedule 1 offenders documents</li> <li>Documents relating to summary case management of adults convicted of Schedule 1 offences</li> </ul>	Permanent (keep indefinitely; common practice closed for 70 years)	HBC
1.9.6	Process involving Child Protection case assessment and case management	<ul style="list-style-type: none"> <li>CP case files</li> <li>Investigation documents</li> <li>Assessment documents</li> <li>Conference minutes</li> <li>Registration documents, strategy meeting minutes</li> <li>Contact sheets</li> </ul>	35 years from closure	HBC
1.9.7	Child protection – provision of advice and initial assessment	<ul style="list-style-type: none"> <li>Contact sheets</li> <li>Initial assessment documents</li> <li>Advice only documents</li> </ul>	5 years from closure	HBC
1.9.8	Case management of services or support to unaccompanied minors	<ul style="list-style-type: none"> <li>Assessment documents</li> <li>Asylum Seeker documents</li> <li>Contact sheets</li> </ul>	10 years from closure	HBC
1.9.9	Case management of Youth Service's and Youth Justice	<ul style="list-style-type: none"> <li>Youth service client files</li> <li>Youth Justice files.</li> </ul>	25 years from DOB or 10 years from last contact	HBC
1.9.10	Case management of assessing and providing support for children with SEN	<ul style="list-style-type: none"> <li>SEN files</li> <li>Assessment documents</li> <li>Minutes of meetings</li> <li>Contact sheets</li> </ul>	Age when SEN plan ceases plus 25 years	HBC

1.9.11	Case management in the provision of family support	<ul style="list-style-type: none"> <li>Assessment documents</li> <li>Contact sheets</li> <li>Parenting skills</li> <li>Special Education</li> <li>Attendance records</li> <li>Contact sheets</li> </ul>	7 years from closure	HBC
1.9.12	Process of assessing a family's suitability in the care of children	<ul style="list-style-type: none"> <li>Assessment documents</li> <li>Meeting minutes</li> </ul>	25 years from DOB of youngest child	HBC
1.9.13	Case management of Early Help services	<ul style="list-style-type: none"> <li>Assessment documents</li> <li>Contacts</li> <li>Meeting minutes</li> <li>Case open and closure records</li> <li>Consent statements</li> <li>Direct work documents</li> </ul>	6 years from the last episode closure date	HBC
<b>1.10</b>	<b>Think Family</b>			
1.10.1	Think Family (Hartlepool Troubled Families Programme)	<ul style="list-style-type: none"> <li>Phase 1 case records</li> <li>TF monitoring database</li> </ul>	7 years from closure (all other records would be subject to the retention timescales of the service area supporting the family)	HBC
1.10.2	Think Family (Hartlepool Troubled Families Programme)	<ul style="list-style-type: none"> <li>Phase 2 case records</li> <li>TF monitoring database</li> </ul>	7 years from closure (all other records would be subject to the retention timescales of the service area supporting the family)	HBC

## Section 2: Support Services

Ref	Area	Examples of records	When destroyed	Source
2.1	Training – routine processes	<ul style="list-style-type: none"> <li>Course individual staff assessment</li> </ul>	Retain from year records created or 3 years	LGA 1650
2.2	Training concerning children	<ul style="list-style-type: none"> <li>Course individual staff assessment</li> <li>Training register</li> </ul>	Retain from date training completed for 40 years	LGA 1650
2.3	Training – occupational H&S training	<ul style="list-style-type: none"> <li>Training register</li> </ul> <p><i>Note: Individual course assessment records can be destroyed once the training has been renewed every 3 years</i></p>	50 years after completion	HBC
2.4	Training materials	<ul style="list-style-type: none"> <li>Handouts</li> <li>Course books</li> <li>Advertisements</li> </ul>	Retain from date material created until date training course is out of date	LGA 1650



2.5	Training – proof of completion	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Awards</li> <li>• Exam results</li> </ul>	Retain from year records created for 3 years	LGA 1650
2.6	Statutory return source information	<ul style="list-style-type: none"> <li>• Supporting information</li> <li>• Background documents</li> <li>• Working files</li> <li>• Process for recording method of producing returns</li> </ul>	7 years after the year which the return refers to	LGA 725
2.7	Statutory returns	<ul style="list-style-type: none"> <li>• Statutory returns that contain aggregated information</li> </ul>	Permanent (keep indefinitely)	LGA 725
2.8	Information Management & PI's source information	<ul style="list-style-type: none"> <li>• Supporting information</li> <li>• Background documents</li> <li>• Working files</li> <li>• Process for recording method of producing information reports</li> </ul>	Retain from year records created for a minimum of 5 years	LGA 725
2.9	Information Management & PI's reports	<ul style="list-style-type: none"> <li>• Information reports that contain aggregated information</li> <li>• PI Calculations</li> </ul>	Permanent (keep indefinitely)	LGA 725
2.10	Disposal of records process.	<ul style="list-style-type: none"> <li>• Disposal logs</li> <li>• Disposal procedures</li> </ul>	12 years after last action	HBC
2.11	Complaints management process	<ul style="list-style-type: none"> <li>• Complaints process documents</li> <li>• Register of complaints (anonymised)</li> </ul>	Permanent (keep indefinitely)	LGA 353
2.12	Complaints – routine responses	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Correspondence, including acknowledgements , response to complaint</li> <li>• Ombudsman communications</li> <li>• Detailed records</li> <li>• Compliments – letters, thank you cards etc</li> </ul>	Stage 1 & 2 complaint file 6 years after completion  2 years after closure	LGA 353  HBC

2.13	Complaints – detailed case information.	<ul style="list-style-type: none"> <li>• Printed material</li> <li>• Standard letters</li> <li>• Serious case review action plans</li> <li>• Concerns/queries about the service</li> <li>• Consent forms</li> <li>• Signed statements from staff</li> <li>• Photographs</li> <li>• Investigative notes</li> <li>• DVDs</li> <li>• Copies of car mileage forms</li> <li>• Copy of attendance sheets</li> <li>• Copy of contracts</li> <li>• Printed material from internet searches</li> <li>• Copies of contact sheet notes, assessments, support plans etc</li> <li>• The complaint (and Complaint Plan/Screening Tool if relevant)</li> </ul>	6 years after closure	LGA 353
2.14	Reviews – process of monitoring & reviewing a council service	<ul style="list-style-type: none"> <li>• Best Value Review</li> <li>• Summary documents of review</li> </ul>	Retain from year records created for 6 years	LGA 1288
2.15	Reviews - process of assessing a council service.	<ul style="list-style-type: none"> <li>• Assessment forms</li> <li>• Correspondence</li> </ul>	Retain from year records created for 6 years	LGA 1288
2.16	Public Information	<ul style="list-style-type: none"> <li>• Publications</li> <li>• Leaflets</li> <li>• Internet based information</li> </ul> <p><i>Note: Remove publications from public use once out of date.</i></p>	3 years after event/last issue (with master copy held).	HBC
2.17	Marketing campaigns and events.	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Internet based publications</li> <li>• Audio information</li> <li>• Leaflets</li> <li>• Photographs</li> </ul> <p><i>Note: Remove leaflets from public use once event</i></p>	Permanent (Keep indefinitely)	LGA 659

		<i>has occurred/out of date.</i>		
2.18	Minutes and supporting documents for partnership meetings (council owned).	<ul style="list-style-type: none"> <li>• Documents establishing the committee/group.</li> <li>• Minutes &amp; agendas.</li> <li>• Council reports.</li> <li>• Supporting documents.</li> </ul>	Permanent (Keep indefinitely)	LGA 1030
2.19	Minutes and supporting documents for external meetings (non-council owned).	<ul style="list-style-type: none"> <li>• Documents establishing the committee/group.</li> <li>• Reports</li> <li>• Supporting documents.</li> </ul>	3 years after last action	LGA 354
2.20	Admin – timekeeping records	<ul style="list-style-type: none"> <li>• Flexi time sheets</li> <li>• Annual leave</li> <li>• Sick leave</li> <li>• Attendance records/books</li> <li>• Leave applications</li> <li>• Eye &amp; Eye sight tests</li> </ul>	Retain from creation of records for 3 years	LGA 1302
2.21	Admin records	<ul style="list-style-type: none"> <li>• Diaries</li> <li>• Message books</li> <li>• Working copies</li> <li>• Address books</li> <li>• Manuals</li> </ul>	Does not need to be kept beyond their use.	HBC
2.22	Recruitment	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Applications</li> <li>• Referee reports</li> <li>• Interview reports</li> <li>• Unsuccessful applications</li> </ul>	1 year after recruitment finalised	LGA 1645
2.23	Personnel information	<ul style="list-style-type: none"> <li>• Temporary Staff Registers</li> </ul> <p><i>Note: This section only relates to information that may be held by the dept</i></p>	Permanent (keep indefinitely)	HBC
2.24	Systems Management - development	<ul style="list-style-type: none"> <li>• Meeting minutes and papers in support of identification of required developments</li> <li>• Formal documents detailing development</li> </ul>	After system ceases	LGA 990

2.25	Systems Management - Implementation	<ul style="list-style-type: none"> <li>• Implementation Plan</li> <li>• Project team minutes/agendas</li> </ul>	7 years after last action	HBC
2.26	Systems Management – Support & Administration	<ul style="list-style-type: none"> <li>• Administration procedures</li> <li>• System update requests</li> <li>• System upgrade details</li> </ul>	5 years after last action	HBC
2.27	Development information	<ul style="list-style-type: none"> <li>• Surveys to customers</li> <li>• Sampling</li> <li>• Focus group notes</li> <li>• Completed questionnaires</li> <li>• Qualitative interview notes</li> </ul>	3 years after receipt of information (permanent for aggregated information)	LGA 653
2.28	Process to assess the level of risk	<ul style="list-style-type: none"> <li>• Risk Assessment</li> </ul>	Destroy 3 years from last assessment	LGA 1648
2.29	Processes that record injuries to adults	<ul style="list-style-type: none"> <li>• Accident books</li> </ul>	Destroy 3 years from closure	LGA 429
2.30	Meetings	<ul style="list-style-type: none"> <li>• Team meeting minutes</li> <li>• Operational management meeting minutes</li> <li>• Multi-organisational meeting minutes</li> <li>• Departmental meeting minutes</li> </ul>	Retain from date of meeting for 4 years	LGA 1784
2.31	Worker supervision	<ul style="list-style-type: none"> <li>• Supervision/progress notes</li> <li>• Staff Timesheets</li> </ul>	3 years	LGA 1304

### Section 3: Commissioned Services

Ref	Area	Examples of records	When destroyed	Source
3.1	Agreements (process of agreeing terms between organisations)	<ul style="list-style-type: none"> <li>• Concordat (agreement)</li> <li>• Agreement documents between organisations</li> <li>• Service provision agreement, e.g. for day services</li> <li>• Service provision agreement – with and without</li> </ul>	6 years after agreement expires or is terminated.	LGA 829

		<p>support programme</p> <ul style="list-style-type: none"> <li>• Formal correspondence</li> </ul> <p><i>Note:</i> <i>This does not include contractual agreements.</i></p>		
3.2	Contract expressions of interest	<ul style="list-style-type: none"> <li>• Expressions of interests</li> <li>• Response documents</li> <li>• Other correspondence</li> </ul>	2 years after contract or non-proceedings	LGA 829
3.3	Development & specification of contracts [S]	<ul style="list-style-type: none"> <li>• Tender specification</li> </ul>	6 years after expiration (ordinary contracts) or 12 years contracts under seal)	LGA 829
3.4	Tender process	<ul style="list-style-type: none"> <li>• Issue and return details</li> <li>• Opening notice</li> <li>• Tender Envelope</li> </ul>	Retain from year records created for 1 year	LGA 829
3.5	Evaluation of Tender [S]	<ul style="list-style-type: none"> <li>• Evaluation Criteria</li> <li>• Scoring of tender against criteria</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA 829
3.6	Successful tender document [S]	<ul style="list-style-type: none"> <li>• Quotations</li> <li>• Tender documents</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA 829
3.7	Unsuccessful tender documents	<ul style="list-style-type: none"> <li>• Quotations</li> <li>• Tender documents</li> </ul>	Retain from date contract awarded for 6 months	LGA 829
3.8	Post Tender negotiation (negotiation after preferred tender is selected)	<ul style="list-style-type: none"> <li>• Clarification of contract</li> <li>• Post tender negotiation minutes</li> <li>• Formal correspondence</li> </ul>	Retain from date contract awarded for 6 months	LGA 829
3.9	Awarding of contract [S]	<ul style="list-style-type: none"> <li>• Signed contracts</li> <li>• Individual placement contracts</li> <li>• Out of borough placement request</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA 829
3.10	Contract Operation	<ul style="list-style-type: none"> <li>• Service Level Agreements</li> <li>• Compliance Reports</li> <li>• Performance Reports</li> <li>• Correspondence</li> </ul>	Retain from date service agreement expires for 6 years	LGA 829
3.11	Management & amendment of contract [S]	<ul style="list-style-type: none"> <li>• Agenda, Minutes and papers of meetings</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA 829

		<ul style="list-style-type: none"> <li>• Changes to requirements</li> <li>• Variation forms</li> <li>• Extension of contract</li> <li>• Complaints</li> <li>• Disputes on payment</li> </ul>		
3.12	Tenancy agreements [S]	<ul style="list-style-type: none"> <li>• Signed tenancy agreements</li> <li>• Sealed tenancy agreements</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA 829
3.13	Monitoring information	<ul style="list-style-type: none"> <li>• Day Centre monitoring forms (service data)</li> <li>• Independent sector care homes occupancy and complaints survey</li> <li>• Block contract monitoring information</li> </ul>	2 years after terms of contract have expired	LGA 732

#### Section 4: Education Division

Ref	Area	Examples of records	When destroyed	Source
<b>4.1</b>	<b>Education Psychology</b>			
4.1.1	Educational Psychologist	<ul style="list-style-type: none"> <li>• Educational Psychologist Files</li> <li>• EP Files (SEN)</li> <li>• EP Files (LAC/Adopted)</li> <li>• Files and records of home visits/school visits</li> </ul>	Till child's 25 <sup>th</sup> Birthday  Till child's 25 <sup>th</sup> Birthday Till child's 100 <sup>th</sup> Birthday 3 years from date	HBC  HBC HBC HBC
4.1.2	Psychological or social work services in schools	<ul style="list-style-type: none"> <li>• All records relating to psychological, psychiatric or social work services (not including child protection) in schools</li> </ul>	Retain from date of birth of child for 25 years.	LGA 7  Limitation Act 1980 (Section 2)
4.1.3	Behaviour development	<ul style="list-style-type: none"> <li>• All records relating to the provision of educational psychology services</li> </ul>	Retain from date of birth of child for 25 years.	LGA 896  Limitation Act 1980 (Section 2)
<b>4.2</b>	<b>Special Educational Needs</b>			

4.2.1	Special educational needs – placement in mainstream schools	<ul style="list-style-type: none"> <li>All records relating to the allocation of school places to children with special educational needs</li> </ul>	Retain from dob of child for 25 years	LGA 10
4.2.2	Special educational needs assessment	<ul style="list-style-type: none"> <li>All records relating to the management of special educational needs assessments</li> </ul>	Retain from dob of child for 25 years	LGA 9
4.2.3	Special educational needs co-ordinated support plans	<ul style="list-style-type: none"> <li>All records relating to the development and implementation of special needs coordinated support plans</li> </ul>	Retain from dob of child for 25 years	LGA 8
4.2.4	Special educational needs transport	<ul style="list-style-type: none"> <li>All records relating to the allocation and provision of home to school transport for special needs pupils</li> </ul>	Retain from date transport provision ceases for 6 years	LGA 40 Limitation Act 1980 (Section 2)
4.2.5	Special education needs case file – non statement/EHCP	<ul style="list-style-type: none"> <li>Non-statement/EHCP case files</li> </ul>	Retain from dob of child for 25 years	HBC
4.2.6	Special educational needs - Thornhill	<ul style="list-style-type: none"> <li>Thornhill paperwork</li> </ul>	Retain from dob of child for 25 years	HBC
<b>4.3</b>	<b>School Attendance</b>			
4.3.1	School attendance and truancy	<ul style="list-style-type: none"> <li>All records relating to the management of school attendance and truancy</li> </ul>	Retain from date of birth of the pupil for 25 years.	LGA 35 Limitation Act 1980 (Section 2)
4.3.2	Permitted absence from school	<ul style="list-style-type: none"> <li>All records relating to permitted absence from school</li> </ul>	Retain from date of absence for 2 years	LGA 1436
4.3.3	School register of attendance	<ul style="list-style-type: none"> <li>School registers of attendance</li> </ul>	Retain from date of entry for 3 years	LGA 1767 School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities October 2014

4.3.4	School attendance	<ul style="list-style-type: none"> <li>Case files</li> </ul>	Till child's 21 <sup>st</sup> birthday	HBC
4.3.5	School attendance	<ul style="list-style-type: none"> <li>A-Z</li> </ul>	3 academic years following referral	HBC
4.3.6	Children missing education	<ul style="list-style-type: none"> <li>Missing children A-Z</li> </ul>	3 academic years following referral	HBC
<b>4.4</b>	<b>Inclusion</b>			
4.4.1	Inclusion	<ul style="list-style-type: none"> <li>Inclusions/data</li> <li>Held electronically</li> </ul>	Till child's 25 <sup>th</sup> birthday	HBC
4.4.2	Inclusion – SEND	<ul style="list-style-type: none"> <li>Inclusions/data</li> <li>Held electronically (SEN)</li> </ul>	Till child's 25 <sup>th</sup> birthday	HBC
4.4.3	Inclusion – LAC/Adopted	<ul style="list-style-type: none"> <li>Inclusions/data</li> <li>Held electronically (LAC/Adopted)</li> </ul>	Till child's 100 <sup>th</sup> birthday	HBC
<b>4.5</b>	<b>Child Employment</b>			
4.5.1	Child performance licences	<ul style="list-style-type: none"> <li>All records relating to the allocation of child performance licences</li> </ul>	Retain from dob of child for 25 years	LGA 48 Limitation Act 1980 (Section 2)
4.5.2	Child employment registration	<ul style="list-style-type: none"> <li>Client records relating to the management of employment licences for children – where the licence is not granted</li> </ul>	Retain from date of application until licence refused	LGA 1726
4.5.3	Child employment registration	<ul style="list-style-type: none"> <li>Client records relating to the management of employment licenses for children – where the licence is granted</li> </ul>	Retain from date of birth of child for 25 years	LGA 1726 Limitation Act 1980 (Section 2)
4.5.4	Child employment registration	<ul style="list-style-type: none"> <li>Records relating to the development and administration of processes to allocate employment licences to children</li> </ul>	Retain from year process changes for 6 years	LGA 1726
4.5.5	Employed children	<ul style="list-style-type: none"> <li>List of employed children</li> </ul>	Till child's 18 <sup>th</sup> birthday	HBC
4.5.6	Correspondence	<ul style="list-style-type: none"> <li>Letters to schools</li> </ul>	3 academic years	HBC
<b>4.6</b>	<b>Post 16</b>			
4.6.1	Post 16	<ul style="list-style-type: none"> <li>European Social Fund Bids</li> </ul>	7years	
<b>4.7</b>	<b>Early Years and Childcare</b>			
4.7.1	Childcare sufficiency assessment	<ul style="list-style-type: none"> <li>All records relating to the creation of childcare</li> </ul>	Retain from date childcare sufficiency assessment replaced for 3 years.	LGA 1680



		sufficiency assessments		
4.7.2	Childminders – financial involvement	<ul style="list-style-type: none"> <li>All records relating to information and support for those interested in becoming a registered child minder and those already registered where there is financial involvement</li> </ul>	Retain from year records created for 6 years.	LGA 21  HMRC - Compliance Handbook Manual CH15400
4.7.3	Childminders – no financial involvement	<ul style="list-style-type: none"> <li>All records relating to information and support for those interested in becoming a registered child minder and those already registered where there is no financial involvement</li> </ul>	Retain from year records created for 3 years.	LGA 21
4.7.4	Childminders	<ul style="list-style-type: none"> <li>Personnel records relating to training provided for those interested in becoming a registered childminder and those who are already registered</li> </ul>	Retain from date award expires for 3 years.	LGA 21
4.7.5	Childminding	<ul style="list-style-type: none"> <li>All records relating to the provision of information about registered childminders and daycare facilities in the area for parents and carers of pre-school age children.</li> </ul>	Retain from year records created for 1 year.	LGA 20
4.7.6	Early education for 2 year olds	<ul style="list-style-type: none"> <li>All records relating to applications for and management of early education for 2 year olds</li> </ul>	Retain from creation of records for 6 years.	LGA 1741  HMRC - Compliance Handbook Manual CH15400
4.7.7	Nursery school places	<ul style="list-style-type: none"> <li>All records relating to the allocation of nursery places</li> </ul>	Retain from year records created for 1 year.	LGA 12  School Admissions Code 2012

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4.7.8	School holiday schemes	<ul style="list-style-type: none"> <li>Records relating to children attending school holiday schemes</li> </ul>	Retain from date of the play scheme for 6 years.	LGA 18  Limitation Act 1980 (Section 2)
4.7.9	Early Years	<ul style="list-style-type: none"> <li>Strategy Documents</li> <li>Data</li> </ul>	10 years  10 years	HBC  HBC
<b>4.8</b>	<b>Alternative Provision</b>			
4.8.1	Education in hospital	<ul style="list-style-type: none"> <li>All records relating to the provision of educational support to children who are in hospital</li> </ul>	Retain from dob of the pupil for 25 years	LGA 1090  Limitation Act 1980 (Section 2)
4.8.2	Alternative provision of education – non pupil records	<ul style="list-style-type: none"> <li>All records relating to the alternative provision of education for pupils who can't attend mainstream schools – non pupil records</li> </ul>	Retain from date records created	LGA 1765
4.8.3	Alternative provision of education – pupil records	<ul style="list-style-type: none"> <li>All records relating to the alternative provision of education for pupils who can't attend mainstream schools – pupil records</li> </ul>	Retain from dob of pupil for 25 years	LGA 1765  Limitation Act 1980 (Section 2)
4.8.4	Home schooling	<ul style="list-style-type: none"> <li>All records relating to the management of pupils schooled at home</li> </ul>	Retain from dob of pupil for 25 years	LGA 1  Limitation Act 1980 (Section 2)
<b>4.9</b>	<b>Virtual School</b>			
4.9.1	Language and cultural support in school	<ul style="list-style-type: none"> <li>All records relating to language and cultural support in schools</li> </ul>	Retain from date of birth of the pupil for 25 years.	LGA 6  Limitation Act 1980 (Section 2)
4.9.2	Traveller children support	<ul style="list-style-type: none"> <li>All records relating to the provision of teaching support for traveller children</li> </ul>	Retain from date of birth of the pupil for 25 years.	LGA 737  Limitation Act 1980 (Section 2)
4.9.3	Vulnerable pupils	<ul style="list-style-type: none"> <li>Vulnerable pupil files</li> <li>Vulnerable pupil files (SEN)</li> <li>Vulnerable pupil files (LAC/ Adopted)</li> </ul>	Till child's 25 <sup>th</sup> birthday  Till child's 25 <sup>th</sup> birthday  Till child's 100 <sup>th</sup> birthday	HBC  HBC  HBC
<b>4.10</b>	<b>Exclusion of school pupils</b>			
4.10.1	Fixed exclusions	<ul style="list-style-type: none"> <li>All records relating to the exclusion of</li> </ul>	Retain from dob of pupil for 25 years	LGA 34

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		school pupils (fixed term)		Limitation Act 1980 (Section 2)
4.10.2	Permanent exclusions	<ul style="list-style-type: none"> <li>All records relating to the exclusion of school pupils (permanent)</li> </ul>	Retain from dob of pupil for 25 years	LGA 34  Limitation Act 1980 (Section 2)
4.10.3	Governor welfare meeting notes	<ul style="list-style-type: none"> <li>Governor welfare meeting notes</li> </ul>	All papers & electronic records retained for 6 years	HBC
4.10.4	Independent appeal hearing notes	<ul style="list-style-type: none"> <li>Independent appeal hearing notes</li> </ul>	All papers & electronic records retained for 6 years	HBC
<b>4.11</b>	<b>School Admissions</b>			
4.11.1	Local Schools	<ul style="list-style-type: none"> <li>All records relating to the provision of information and school contact details</li> </ul>	Retain from year records created + 1 year	LGA 17  Limitation Act 1980 (Section 2)
4.11.2	Primary school places	<ul style="list-style-type: none"> <li>All records relating to the allocation of primary school places</li> </ul>	Retain from year records created + 1 year	LGA 13  School Admissions Code 2012
4.11.3	Secondary school places	<ul style="list-style-type: none"> <li>All records relating to the allocation of secondary school places</li> </ul>	Retain from year records created + 1 year	LGA 14  School Admissions Code 2012
4.11.4	School admission appeals	<ul style="list-style-type: none"> <li>All records relating to the administration of school appeals</li> </ul>	End of the appeal process + 2 years	LGA 705  School Admissions Code 2015
4.11.5	School transfer	<ul style="list-style-type: none"> <li>All records relating to in year transfer requests</li> </ul>	Admission + 1 year	HBC
<b>4.12</b>	<b>Governor Support</b>			
4.12.1	School Governors	<ul style="list-style-type: none"> <li>All records relating to the appointment and management of school governors</li> </ul>	Retain from termination of service as a school governor for 6 years	LGA 29  Limitation Act 1980 (Section 2)
4.12.2	Governor meetings	<ul style="list-style-type: none"> <li>Meeting agendas, reports &amp; minutes</li> </ul>	All papers & electronic records retained for 6 years	HBC
4.12.3	Committees	<ul style="list-style-type: none"> <li>Committee structures</li> </ul>	All papers & electronic records retained for 6 years	HBC
4.12.4	Governor administration	<ul style="list-style-type: none"> <li>Attendance sheets and minute books</li> </ul>	All papers & electronic records retained for 6 years	HBC
4.12.5	Standing advisory council on religious education (SACRE)	<ul style="list-style-type: none"> <li>All records relating to the administration of Standing Advisory Councils on Religious Education</li> </ul>	Retain from date of meeting held for 6 years	LGA 1697
<b>4.13</b>	<b>Educational Visits</b>			

4.13.1	School visits	<ul style="list-style-type: none"> <li>All records relating to the administration of outdoor activity centres by local authorities</li> </ul>	Retain from year records created for 6 years	LGA 735 Limitation Act 1980 (Section 2)
4.13.2	School visits	<ul style="list-style-type: none"> <li>All records relating to the administration of school visits, including permission from the local authority, risk assessments itineraries etc</li> </ul>	Retain from date of the trip for 6 years	LGA 735 Limitation Act 1980 (Section 2)
4.13.3	School visits	<ul style="list-style-type: none"> <li>School visits: Parental consent forms where there has been a major incident</li> </ul>	DOB of the pupil involved in the incident + 25 years. The permission slips of all pupils on the trip need to be retained to show that the rules had been followed for all pupils.	HBC
4.13.4	School visits	<ul style="list-style-type: none"> <li>Parental permission slips where there has been no major incident</li> </ul>	Conclusion of the trip	HBC
4.13.5	School visits _ Primary School	<ul style="list-style-type: none"> <li>Records created by the school to obtain approval to run an educational visit outside the classroom – Primary Schools</li> </ul>	Date of visit + 14 years	HBC
4.13.6	School visits _ Secondary School	<ul style="list-style-type: none"> <li>Records created by the school to obtain approval to run an educational visit outside the classroom – Secondary Schools</li> </ul>	Date of visit +10 years	HBC
<b>4.14</b>	<b>Youth Service</b>			
4.14.1	Youth Service	<ul style="list-style-type: none"> <li>Assessment documents</li> <li>Minutes of meetings</li> <li>Case notes</li> <li>Direct work documents</li> <li>EHCP</li> <li>Attendance spread sheet</li> <li>Consent to share document</li> </ul>	YP stored in EYEs. Integrated education and social care system so record will stay open depending on the team involved with the child.	HBC
<b>4.15</b>	<b>School Improvement</b>			

4.15.1	School Improvement	<ul style="list-style-type: none"> <li>School Improvement Partner reports</li> <li>Officer Group minutes</li> <li>School Performance information</li> </ul>	<p>Current year +6 years</p> <p>Current year +6 years</p> <p>May be retained indefinitely</p>	<p>HBC</p> <p>HBC</p> <p>HBC</p>
<b>4.16</b>	<b>Children's Centres</b>			
4.16.1	Children's Centres	<ul style="list-style-type: none"> <li>Registration record of Unborn linked to Pregnant mother- to-be and family</li> <li>Registration record of subsequent live birth linked to mother and family</li> <li>Accessing record of live birth to Children's Centre services</li> </ul>	<p>Until child's 5<sup>th</sup> birthday</p> <p>Until child's 5<sup>th</sup> birthday</p> <p>Until child's 5<sup>th</sup> birthday</p>	<p>HBC</p> <p>HBC</p> <p>HBC</p>
<b>4.17</b>	<b>Youth Offending</b>			
4.17.1	Parenting orders	<ul style="list-style-type: none"> <li>All records relating to the implementation of Parenting Orders</li> </ul>	Retain from date of issue of parenting order until completion of parenting order unless child or young person is still open to YOT in which case can be kept longer on advice of YOT Manager	<p>LGA 175</p> <p>Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]</p>
4.17.2	Referral orders	<ul style="list-style-type: none"> <li>All records relating to the implementation of referral orders</li> </ul>	Retain from date of issue of referral order for 3 years. On completion of the order reduce non-YOT information to the basic information holding and retain YOT specific information for 3 years. Then delete the YOT specific information and retain basic information holding. Then retain basic information holding for 2 years or when the young person reaches 18 whichever is the sooner	<p>LGA 836</p> <p>Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]</p>

4.17.3	Reparation orders	<ul style="list-style-type: none"> <li>All records relating to the administration of Reparation Orders</li> </ul>	Retain from date of issue of reparation order for 3 years. On completion of the order reduce to YOT specific information and retain for 3 years. Then dispose of YOT specific information and retain basic information holding for 2 years or until the young person reaches their 18th birthday whichever is the sooner	LGA 177  Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]
4.17.4	Youth court procedures	<ul style="list-style-type: none"> <li>All records relating to the administration of Youth Court procedures</li> </ul>	Retain from year records created for 6 years	LGA 176
4.17.5	Youth justice – Out of Court Disposals	<ul style="list-style-type: none"> <li>All records relating to Out of Court Disposals issued to young people aged 10 to 17 where their offence is deemed by the police to be appropriate for such action</li> </ul>	Retain from date of issue of final warning for 3 years. Retain YOT specific information for 12 months. At the end of 12 months delete and dispose of YOT specific information and retain basic information holding for 3 years or when the young person reaches 18 years whichever is the sooner	LGA 173
4.17.6	Youth justice – implementation of orders	<ul style="list-style-type: none"> <li>All records relating to the supervision and implementation of orders imposed by the Youth Court on young people who have been convicted of a criminal offence</li> </ul>	Retain from date of order for 3 years. On completion of the order reduce to YOT specific information and retain for 3 years. Then dispose of YOT specific information and retain basic information holding for 2 years or until the young person reaches their 18th birthday whichever is the sooner	LGA 174
4.17.7	Youth justice plan	<ul style="list-style-type: none"> <li>All records relating to the creation and publication of the Youth Justice Plan</li> </ul>	Retain from creation of records for 5 years	LGA 1695

4.17.8	Youth Rehabilitation Order	<ul style="list-style-type: none"> <li>All records relating to the implementation of Youth Rehabilitation Orders</li> </ul>	Retain from date of issue of Rehabilitation Order for 3 years. On completion of the order reduce to YOT specific information and retain for 3 years. Then dispose of YOT specific information and retain basic information holding for 2 years or until the young person reaches their 18th birthday whichever is the sooner	LGA 1598
4.17.9	Youth Offending	<ul style="list-style-type: none"> <li>Young people's files 10-18 years known to Youth Justice Service.</li> <li>Care Director data system electronic case records</li> <li>YJB Assetplus full assessment</li> <li>Youth Justice Board records including remand/custody data</li> <li>G4S breach of electronic curfew</li> <li>YJMIS/data/ YJS Returns</li> <li>Young people's Intervention plans</li> <li>Self assessments YP &amp; Parents</li> <li>Risk assessments</li> <li>VENT YP Flagged on Care Director data for YJB</li> <li>MAPPA records on Care Director data system for YJB</li> <li>CHAMHS records on Care Director data system for YJB</li> <li>Health Assessments on Care Director data system for YJB</li> <li>Risk, Safety &amp; wellbeing records</li> </ul>	Archived on closure. Stored in archive for 10 years or until young person is 21 years old	HBC
4.17.10	Youth Offending	<ul style="list-style-type: none"> <li>Care Director data system has restricted access to Lifer case files, these are securely locked with all other relevant reports/ documentation that are(hard copies)</li> </ul>	Until lifer term ends	HBC
4.17.11	Youth Offending	<ul style="list-style-type: none"> <li>Strategic Plans</li> <li>YJS Board performance reports.</li> </ul>	5 years	HBC

4.17.1 2	Youth Offending	<ul style="list-style-type: none"> <li>• Case files hard copies</li> <li>• All Court/breach Reports</li> <li>• CPS documentation files</li> </ul>	Scanned to young person's file then destroyed. Electronic copies retained as above	HBC
4.17.1 3	Youth Offending	<ul style="list-style-type: none"> <li>• Police daily arrest sheets</li> <li>• Court listings</li> </ul>	Information recorded on young person's record then original document destroyed	HBC
<b>4.18</b>	<b>School Transport</b>			
4.18.1	School transport – additional support	<ul style="list-style-type: none"> <li>• Client records relating to the allocation of financial support with school transport</li> </ul>	Retain from year records created for 6 years	LGA 3  HMRC - Compliance Handbook Manual CH15400
4.18.2	School transport – additional support	<ul style="list-style-type: none"> <li>• Records relating to the management of financial support with school transport schemes</li> </ul>	Retain from financial year records were created for 6 years	LGA 3  HMRC - Compliance Handbook Manual CH15400
4.18.3	School transport	<ul style="list-style-type: none"> <li>• All records relating to the administration of school transport - where transport is not provided</li> </ul>	Retain from date appeal process is completed for 1 year.	LGA 891
4.18.4	School transport	<ul style="list-style-type: none"> <li>• All records relating to the administration of school transport - where transport is provided</li> </ul>	Retain from date transport ceases for 6 years.	LGA 891  Limitation Act 1980 (Section 2)
4.18.5	School transport	<ul style="list-style-type: none"> <li>• Applications for provision of school transport - Primary and Secondary Schools - electronic applications</li> </ul>	Retain from year records created until primary school applications kept until child leaves primary school; secondary school applications kept until child completes year 11 then reviewed depending on whether the child continues in education.	LGA 891
4.18.6	School transport	<ul style="list-style-type: none"> <li>• Home to School Transport Appeals</li> </ul>	Retain from date of birth of child for 25 years.	LGA 891
4.18.7	School transport	<ul style="list-style-type: none"> <li>• Letters refusing applications for Home to School Transport</li> </ul>	Retain from date of birth of child for 18 years.	LGA 891



4.18.8	Special educational needs transport	<ul style="list-style-type: none"> <li>All records relating to the allocation and provision of home to school transport for special needs pupils</li> </ul>	Retain from date transport provision ceases for 6 years.	LGA 40 Limitation Act 1980 (Section 2)
4.18.9	Education transport for 16-19 year olds	<ul style="list-style-type: none"> <li>All records relating to the provision of transport for 16-19 year olds</li> </ul>	Retain from year records created for 6 years.	LGA 1135 HMRC - Compliance Handbook Manual CH15400
4.18.10	Education transport for 16-19 year olds	<ul style="list-style-type: none"> <li>Applications for provision of school transport - Years 12 and 13 - electronic applications</li> </ul>	Retain from year records created for 6 years.	LGA 1135 HMRC - Compliance Handbook Manual CH15400
4.18.11	Education transport for 16-19 year olds	<ul style="list-style-type: none"> <li>Home to College Transport applications - accepted</li> </ul>	Retain from year records created for 6 years.	LGA 1135 HMRC - Compliance Handbook Manual CH15400
4.18.12	Education transport for 16-19 year olds	<ul style="list-style-type: none"> <li>Home to College Transport applications - refusals for students under 16 and over 19</li> </ul>	Retain from year records created for 1 year.	LGA 1135
4.18.13	Education transport for 16-19 year olds	<ul style="list-style-type: none"> <li>Home to College Transport applications - student withdrawals</li> </ul>	Retain from year records created for 6 years.	LGA 1135 HMRC - Compliance Handbook Manual CH15400

### Section 5: Hartlepool and Stockton-on-Tees Children Partnership (HSSCP)

Ref	Area	Examples of records	When destroyed	Source
5.1	Child death reviews	<ul style="list-style-type: none"> <li>All records relating to Child Death Reviews</li> </ul>	Retain from date of report for 15 years	LGA 1760
5.2	Serious case review	<ul style="list-style-type: none"> <li>All records relating to Serious Case Reviews including the final report, chronologies, individual management reviews</li> </ul>	Retain from date of report for 15 years.  Permanent (keep indefinitely; common practice closed for 70 years)	LGA 1760  HBC
5.3	Safeguarding children's board	<ul style="list-style-type: none"> <li>All records relating to the constitution and management of the Local Safeguarding Children's Board</li> </ul>	Retain from year records created for 4 years.	LGA 1760
5.4	Children's Residential home summary management systems	<ul style="list-style-type: none"> <li>Home registers</li> <li>Admissions and discharge registers.</li> </ul>	Permanent (keep indefinitely)	LGA 263

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5.5	Children's Residential homes operation documents	<ul style="list-style-type: none"> <li>• Diaries</li> <li>• Rota's</li> <li>• Daily Logs</li> <li>• Secure unit records</li> </ul>	25 years from closure of file	LGA 263
5.6	Training – routine processes	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> </ul>	Retain from year records created for 3 years	LGA 1650
5.7	Training concerning children	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> <li>• Training register</li> </ul>	Retain from date of training completed for 40 years	LGA 1650
5.8	Training materials	<ul style="list-style-type: none"> <li>• Handouts</li> <li>• Course books</li> <li>• Advertisements</li> </ul>	Retain from date material created until training course is out of date	LGA 1650
5.9	Training – proof of completion	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Awards</li> <li>• Exam results</li> </ul>	Retain from year record created for 3 years	LGA 725
5.10	Statutory return source information	<ul style="list-style-type: none"> <li>• Supporting information</li> <li>• Background documents</li> <li>• Working files</li> <li>• Process for recording method of producing returns</li> </ul>	7 years after the year which the return refers to	LGA 725
5.11	Statutory returns	<ul style="list-style-type: none"> <li>• Statutory returns that contain aggregated information</li> </ul>	Permanent (keep indefinitely)	LGA 725
5.12	Information Management & PI's source information	<ul style="list-style-type: none"> <li>• Supporting information</li> <li>• Background documents</li> <li>• Working files</li> <li>• Process for recording method of producing information reports</li> </ul>	5 years after the year/period the report refers to	LGA 725
5.13	Information Management & PI's reports	<ul style="list-style-type: none"> <li>• Information reports that contain aggregated information</li> <li>• PI Calculations</li> </ul>	Permanent (keep indefinitely)	LGA 725
5.14	Disposal of records process.	<ul style="list-style-type: none"> <li>• Disposal logs</li> <li>• Disposal procedures</li> </ul>	12 years after last action	HBC
5.15	Public Information/ Marketing campaigns and events.	<ul style="list-style-type: none"> <li>• Publications</li> <li>• Leaflets</li> <li>• Internet based information</li> <li>• Advertisements</li> <li>• Audio information</li> <li>• Photographs</li> </ul> <p>Note: Remove publications from public use once out of date.</p>	Retain from date of first publication until when publication goes out of print/is no longer relevant.	LGA 659
5.16	Minutes and supporting documents for partnership	<ul style="list-style-type: none"> <li>• Documents establishing the committee/group.</li> <li>• Minutes &amp; agendas.</li> <li>• Council reports.</li> </ul>	Permanent (Keep indefinitely)	LGA 1030

	meetings (council owned).	<ul style="list-style-type: none"> <li>Supporting documents.</li> </ul>		
5.17	Admin records	<ul style="list-style-type: none"> <li>Diaries</li> <li>Message books</li> <li>Working copies</li> <li>Address books</li> <li>Manuals</li> </ul>	Does not need to be kept beyond their use.	HBC
5.18	Development information	<ul style="list-style-type: none"> <li>Surveys to customers</li> <li>Sampling</li> <li>Focus group notes</li> <li>Completed questionnaires</li> <li>Qualitative interview notes</li> </ul>	3 years after receipt of information (permanent for aggregated information)	LGA 653
5.19	Process to assess the level of risk	<ul style="list-style-type: none"> <li>Risk Assessment</li> </ul>	Destroy 3 years from last assessment	LGA 1648
5.20	Meetings	<ul style="list-style-type: none"> <li>Team meeting minutes</li> <li>Operational management meeting minutes</li> <li>Multi-organisational meeting minutes</li> <li>Departmental meeting minutes</li> </ul>	3 years after meeting date	LGA 1784
5.21	Worker supervision	<ul style="list-style-type: none"> <li>Supervision/progress notes</li> <li>Staff Timesheets</li> </ul>	3 years	LGA 1304
5.22	Child Safeguarding Practice Reviews	<ul style="list-style-type: none"> <li>All records relating to Child Safeguarding Practice Reviews including the final report, chronologies, individual management reviews</li> </ul>	Retain from date of report for 15 years.	LGA 1760
5.23	Other Reviews	<ul style="list-style-type: none"> <li>Learning Lessons Reviews</li> <li>Rapid Reviews</li> <li>Key Lines of Enquiry (KLOE)</li> </ul>	Retain from date of report for 15 years.	HBC

## Section 6: Public Health

Ref	Area	Examples of records	When destroyed	Source
<b>6.1</b>	<b>Support Services</b>			
6.1.1	Commissioning and Purchasing for Public Care	<ul style="list-style-type: none"> <li>Formal Contracts,</li> <li>Forms of Variation</li> <li>Extension of Contracts</li> <li>Service Level Agreements</li> <li>MoUs</li> </ul>	6 years after expiry of Term (12 years after expiry for those executed as a Deed)	LGA 829
6.1.2	Statutory return source information	<ul style="list-style-type: none"> <li>Supporting information</li> <li>Background documents</li> <li>Working files</li> <li>Process for recording method of producing returns</li> </ul>	7 years after the year which the return refers to	LGA 725

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6.1.3	Statutory returns	<ul style="list-style-type: none"> <li>Statutory returns that contain aggregated information</li> </ul>	Permanent (keep indefinitely)	LGA 725
6.1.4	Information Management & Performance Information source information	<ul style="list-style-type: none"> <li>Supporting information</li> <li>Background documents</li> <li>Working files</li> <li>Process for recording method of producing information reports</li> </ul>	5 years after the year/period the report refers to	LGA 725
6.1.5	Information Management & Performance Information Reports	<ul style="list-style-type: none"> <li>Information reports that contain aggregated information</li> <li>PI Calculations</li> </ul>	Permanent (keep indefinitely)	LGA 725
6.1.6	Disposal of records process.	<ul style="list-style-type: none"> <li>Disposal logs</li> <li>Disposal procedures</li> </ul>	12 years after last action	HBC
6.1.7	Public Health Information	<ul style="list-style-type: none"> <li>Publications</li> <li>Leaflets</li> <li>Internet based information</li> </ul> <p><i>Note: Remove publications from public use once out of date.</i></p>	3 years after event/last issue (with master copy held).	HBC
6.1.8	Marketing campaigns and events.	<ul style="list-style-type: none"> <li>Advertisements</li> <li>Internet based publications</li> <li>Audio information</li> <li>Leaflets</li> <li>Photographs</li> </ul> <p><i>Note: Remove leaflets from public use once event has occurred/out of date.</i></p>	Permanent (Keep indefinitely)	LGA 659
6.1.9	Minutes and supporting documents for partnership meetings (council owned).	<ul style="list-style-type: none"> <li>Documents establishing the committee/group.</li> <li>Minutes &amp; agendas.</li> <li>Council reports.</li> <li>Supporting documents.</li> </ul>	Permanent (Keep indefinitely)	LGA 1030
6.1.10	Minutes and supporting documents for external meetings (non-council owned).	<ul style="list-style-type: none"> <li>Documents establishing the committee/group.</li> <li>Reports</li> <li>Supporting documents.</li> </ul>	3 years after last action	LGA 354
6.1.11	Admin – timekeeping records	<ul style="list-style-type: none"> <li>Flexi time sheets</li> <li>Annual leave</li> <li>Sick leave</li> <li>Attendance records/books</li> <li>Leave applications</li> <li>Eye &amp; Eye sight tests</li> </ul>	Retain from creation of records for 3 years	LGA 1302
6.1.12	Admin records	<ul style="list-style-type: none"> <li>Diaries</li> <li>Message books</li> <li>Working copies</li> <li>Address books</li> </ul>	Do not need to be kept beyond their operational use.	HBC

		<ul style="list-style-type: none"> <li>• Manuals</li> </ul>		
6.1.13	Development information	<ul style="list-style-type: none"> <li>• Surveys to customers</li> <li>• Sampling</li> <li>• Focus group notes</li> <li>• Completed questionnaires</li> <li>• Qualitative interview notes</li> </ul>	3 years after receipt of information (permanent for aggregated information)	LGA 653
6.1.14	Process to assess the level of risk	<ul style="list-style-type: none"> <li>• Risk Assessment</li> </ul>	Destroy 3 years from last assessment	LGA 1648
6.1.15	Meetings	<ul style="list-style-type: none"> <li>• Team meeting minutes</li> <li>• Operational management meeting minutes</li> <li>• Multi-organisational meeting minutes</li> <li>• Departmental meeting minutes</li> </ul>	Retain from date of meeting for 4 years	LGA 1784
6.1.16	Worker supervision	<ul style="list-style-type: none"> <li>• Supervision/progress notes</li> <li>• Staff Timesheets</li> </ul>	3 years	LGA 1304
6.1.17	Serious Incidents	<ul style="list-style-type: none"> <li>• Reports,</li> <li>• Correspondence</li> <li>• Budgets</li> </ul>	Permanent (keep indefinitely)	HBC
6.1.18	Confidential Inquiries	<ul style="list-style-type: none"> <li>• Questionnaires</li> <li>• Substance Misuse Related Death Reports</li> </ul>	Destroy all questionnaires immediately after review report is written do not keep details on electronic systems.	HBC
6.1.19	Patient Group Directives	Copies of PGD's Caroline Lowden	8 Years after documents have expired	HBC
6.1.20	Application forms	<ul style="list-style-type: none"> <li>• Application forms for sports events, programmes</li> <li>• Referral forms from GP's</li> <li>• Room hire application form, e.g. community buildings</li> </ul>	2 years after the event date or determination of the application	HBC
6.1.21	Attendance records	<ul style="list-style-type: none"> <li>• Signing in sheets</li> <li>• Attendance registers</li> <li>• Entry forms to events, activities</li> </ul>	2 years after end date	HBC
6.1.22	Course information	<ul style="list-style-type: none"> <li>• Lesson plans</li> <li>• Evaluation forms</li> <li>• Weekly programme evaluation forms</li> <li>• Looking back at your exercise programme form</li> <li>• Equal opportunities monitoring form</li> </ul>	2 years after end date	HBC

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6.1.23	Consent forms	<ul style="list-style-type: none"> <li>Medical consent form</li> </ul>	2 years after end date	HBC
6.1.24	Customer Correspondence	<ul style="list-style-type: none"> <li>Letters, email, fax etc.</li> </ul>	2 years after date	HBC
6.1.25	CCTV	<ul style="list-style-type: none"> <li>CCTV Images</li> </ul>	Erase after 31 days	LGA 498  CCTV Code of Practice (Revised Edition 2008) section 8.3
6.1.26	Health and Safety	<ul style="list-style-type: none"> <li>DSE Checklist</li> </ul>	6 years after the assessment date	LGA 752  Limitation Act 1980 (Section 2)
<b>6.2</b>	<b>Complaints</b>			
6.2.1	Public Health Complaints, Compliments and Comments Management Process	<ul style="list-style-type: none"> <li>Complaints process documents</li> <li>Register of complaints (anonymised)</li> </ul>	Permanent (keep indefinitely)	LGA 353
6.2.2	Public Health Complaints, Compliments and Comments – routine responses	<ul style="list-style-type: none"> <li>Reports</li> <li>Correspondence, including acknowledgements, response to complaint</li> <li>Ombudsman communications</li> <li>Detailed records</li> <li>Compliments – letters, thank you cards etc</li> </ul>	Stage 1 & 2 complaint file 6 years after completion	LGA 353
6.2.3	Public Health Complaints – detailed case information.	<ul style="list-style-type: none"> <li>Printed material</li> <li>Standard letters</li> <li>Serious case review action plans</li> <li>Concerns/queries about the service</li> <li>Consent forms</li> <li>Signed statements from staff</li> <li>Photographs</li> <li>Investigative notes</li> <li>DVDs</li> <li>Copies of car mileage forms</li> <li>Copy of attendance sheets</li> <li>Copy of contracts</li> <li>Printed material from internet searches</li> <li>Copies of contact sheet notes, assessments, support plans etc</li> <li>The complaint (and Complaint Plan/Screening Tool if relevant)</li> </ul>	6 years after closure	LGA 353
<b>6.3</b>	<b>Substance Misuse</b>			

6.3.1	Substance misuse treatment – Adult	<ul style="list-style-type: none"> <li>Adult case files</li> </ul>	6 years after date of last entry or 3 years after death if earlier	LGA 730
6.3.2	Substance misuse treatment – young people	<ul style="list-style-type: none"> <li>Young people case files</li> </ul>	Retain until the patients 25 <sup>th</sup> birthday or 26 <sup>th</sup> if young person was 17 at conclusion of treatment or 3 years after death if earlier	
<b>6.4</b>	<b>Health Improvement</b>			
6.4.1	School health promotion	<ul style="list-style-type: none"> <li>All records relating to school health promotion</li> </ul>	Retain from date campaign ends for 3 years	LGA 889
6.4.2	Health advice	<ul style="list-style-type: none"> <li>Client records relating to the provision of advice and information on health issues of concern to individuals and the community.</li> </ul>	Retain from year records created for 6 years.	LGA 199 Limitation Act 1980 (Section 2)
6.4.3	Health advice	<ul style="list-style-type: none"> <li>Records relating to the processes supporting the provision of advice and information on health issues of concern to individuals and the community.</li> </ul>	Retain from year processes change for 6 years.	LGA 199
6.4.4	Health and wellbeing strategy	<ul style="list-style-type: none"> <li>All records relating to the creation, implementation and management of health and wellbeing strategies</li> </ul>	Retain from year strategy superseded for 5 years.	LGA 1688
6.4.5	Health checks	<ul style="list-style-type: none"> <li>Client records relating to the provision of free health checks</li> </ul>	Retain from the health check is given to the individual and recorded on their standard medical record.	LGA 1747
6.4.6	Public Health strategic needs assessment	<ul style="list-style-type: none"> <li>All records relating to public health strategic needs assessments</li> </ul>	Retain from date assessment superseded for 6 years.	LGA 1745
6.4.7	Teenage pregnancy	<ul style="list-style-type: none"> <li>All records relating to the provision of information and advice provided to support teenage parents</li> </ul>	Retain from year records created for 6 years	LGA 736 Limitation Act 1980 (Section 2)
6.4.8	Child measurement	<ul style="list-style-type: none"> <li>All records relating to data provided by the National Child Measurement Programme (NCMP)</li> </ul>	Retain from creation of records for 10 years	LGA 1748
<b>6.5</b>	<b>School Nursing</b>			

6.5.1	School nursing	<ul style="list-style-type: none"> <li>Client records created by the school nursing service</li> </ul>	Retain from year records created for 6 years	LGA 890 Limitation Act 1980 (Section 2)
6.5.2	School nursing	<ul style="list-style-type: none"> <li>Records relating to the processes to ensure the provision of the school nursing service</li> </ul>	Retain from date processes change for 6 years	LGA 890
<b>6.6</b>	<b>Immunisations</b>			
6.6.1	Immunisations	<ul style="list-style-type: none"> <li>Records relating to the processes to support the vaccination and immunisation of children and young people</li> </ul>	Retain from year processes change for 6 years	LGA 924
6.6.2	Immunisations	<ul style="list-style-type: none"> <li>Vaccination and immunisation records relating to children and young people</li> </ul>	Retain from date of vaccination or immunisation until the patient's 25 <sup>th</sup> birthday or 26 <sup>th</sup> if the young person was 17 at conclusion of treatment.	LGA 924 Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016
<b>6.7</b>	<b>Midwifery Services</b>			
6.7.1	Midwifery services	<ul style="list-style-type: none"> <li>Maternity (all obstetric and midwifery records, including those of episodes of maternity care that end in stillbirth or where the child later dies) relating to individual patients</li> </ul>	Retain from birth of last child for 25 years.	LGA 927 Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016
6.7.2	Midwifery services	<ul style="list-style-type: none"> <li>Records relating to the processes to support the provision of maternity services</li> </ul>	Retain from year processes change for 6 years.	LGA 927

## Appendix B: ADULT & COMMUNITY BASED SERVICES - Retention and Destruction Schedules

### Section 1: Adult Social Care

Ref	Area	Examples of records	When destroyed	Source
1.1	Process of summary case management of services and support to adults	<ul style="list-style-type: none"> <li>Resource management</li> <li>Non personally identifiable documents outlining case management issues</li> <li>Performance reporting &amp; analysis of resources</li> </ul>	Permanent (keep indefinitely)  Now 6 years from year of creation	LGA209



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1.2	Individual case management and support for adults with mental illness	<ul style="list-style-type: none"> <li>• Mental Health case files</li> <li>• Assessment &amp; Review documents</li> <li>• Correspondence</li> <li>• Panel meetings</li> <li>• Contact sheets</li> <li>• IMCA related documents</li> <li>• DOLS related documents</li> <li>• Resource allocation meetings</li> </ul> <p><i>Note: This policy only relates to social care related documents and not those from the health service.</i></p>	Retain from date of last contact for 20 years	LGA1284
1.3	Individual case management and support for adults, e.g. Physical disability, Learning disability, Sensory disability, Drug & Alcohol misuse	<ul style="list-style-type: none"> <li>• Adult case files</li> <li>• Assessment &amp; Review documents</li> <li>• Correspondence</li> <li>• Panel meetings</li> <li>• Contact sheets</li> <li>• Resource allocation meetings</li> </ul>	6 years after last contact	LGA204, LGA730
1.4	Individual support and services for carers	<ul style="list-style-type: none"> <li>• Carers Assessments and reviews</li> <li>• Carers services</li> <li>• Correspondence</li> </ul>	Retain from date of assessment for 6 years	LGA1755
1.5	Referral and contact information on Non-further action cases	<ul style="list-style-type: none"> <li>• Referral information</li> <li>• Correspondence</li> </ul>	6 years after contact date	LGA209
1.6	Admissions files to residential / nursing placements	<ul style="list-style-type: none"> <li>• Service specifications</li> <li>• Care plans</li> <li>• Admission documents</li> </ul>	Retain from year records created for 6 years	LGA227
1.7	Adults Residential home summary management systems	<ul style="list-style-type: none"> <li>• Home registers</li> <li>• Admissions and discharge registers.</li> </ul>	Retain from last date on register for 6 years	LGA292
1.8	Adults Residential homes operation documents	<ul style="list-style-type: none"> <li>• Diaries</li> <li>• Rota's</li> <li>• Daily Logs</li> <li>• Secure unit records</li> </ul>	Retain from year records created for 6 years	LGA292
1.9	Mental Health legal documents	<ul style="list-style-type: none"> <li>• Documents relating to mental health sections</li> <li>• Admission &amp; discharge records</li> </ul>	Retain from last contact with client for 20 years	LGA1284
1.10	Service information for adults and older people, and clients with mental illness	<ul style="list-style-type: none"> <li>• Documents detailing admission to services</li> <li>• Documents detailing termination of services</li> <li>• Home care timesheets</li> <li>• Day care attendance sheets</li> </ul>	6 years after closure  (20 years after closure for mental health cases)	LGA287, LGA209, LGA1284

		<ul style="list-style-type: none"> <li>• Employment link documents</li> <li>• Documents detailing start/end date of services</li> <li>• Waiting list information</li> <li>• Appliances and Adaptation requisitions</li> <li>• Correspondence with providers</li> <li>• Continuing Health Care documents</li> <li>• Direct Payments agreements</li> <li>• Service termination documents</li> <li>• Supporting People service documents</li> <li>• Delivery notes, e.g. equipment</li> </ul>		
1.11	Vulnerable Adults	<ul style="list-style-type: none"> <li>• Strategy meetings</li> <li>• Assessment documents</li> <li>• Correspondence</li> <li>• Evidence &amp; supporting documents from other sources</li> <li>• MAPPA related documents</li> </ul>	Retain from year records created for 6 years	LGA731
1.12	Client financial assessment information	<ul style="list-style-type: none"> <li>• Bank statements</li> <li>• Invoices</li> <li>• Client Utility bills</li> <li>• Direct Payment agreements</li> <li>• Appointee documents</li> <li>• Court of Protection documents</li> <li>• Personal allowance agreements</li> <li>• Document evidence supporting financial assessments</li> </ul>	Retain from date of last payment for 6 years	LGA1756
1.13	Complaints	<ul style="list-style-type: none"> <li>• Complaint letters</li> <li>• Meeting minutes (see 'Support Services' section)</li> </ul>	Retain from year records created for 6 years	LGA353
1.14	Meetings	<ul style="list-style-type: none"> <li>• Multi-agency meeting minutes</li> <li>• Team meeting minutes</li> <li>• Departmental meeting minutes</li> </ul>	Retain from date of meeting for 4 years	LGA1784

## Section 2: Support Services

Ref	Area	Examples of records	When destroyed	Source
2.1	Training – routine processes	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> </ul>	Retain from year records created for 3 years	LGA1650
2.2	Training concerning children	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> </ul>	Retain from date training completed for 40 years	LGA1650

		<ul style="list-style-type: none"> <li>• Training register</li> </ul>		
2.3	Training – occupational H&S training	<ul style="list-style-type: none"> <li>• Training register</li> </ul> <p><i>Note: Individual course assessment records can be destroyed once the training has been renewed every 3 years</i></p>	Retain from date qualification expires for 6 years	LGA422
2.4	Training materials	<ul style="list-style-type: none"> <li>• Handouts</li> <li>• Course books</li> <li>• Advertisements</li> </ul>	Retain from date material created until date training course is out of date	LGA1650
2.5	Training – proof of completion	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Awards</li> <li>• Exam results</li> </ul>	Retain from year records created for 3 years	LGA1650
2.6	Statutory return source information	<ul style="list-style-type: none"> <li>• Supporting information</li> <li>• Background documents</li> <li>• Working files</li> <li>• Process for recording method of producing returns</li> </ul>	7 years after the year which the return refers to	LGA725
2.7	Statutory returns	<ul style="list-style-type: none"> <li>• Statutory returns that contain aggregated information</li> </ul>	Permanent (keep indefinitely)	LGA725
2.8	Information Management & PI's source information	<ul style="list-style-type: none"> <li>• Supporting information</li> <li>• Background documents</li> <li>• Working files</li> <li>• Process for recording method of producing information reports</li> </ul>	Retain from year records created for a minimum of 5 years	LGA725
2.9	Information Management & PI's reports	<ul style="list-style-type: none"> <li>• Information reports that contain aggregated information</li> <li>• PI Calculations</li> </ul>	Retain from year records created for a minimum of 5 years	LGA725
2.10	Disposal of records process.	<ul style="list-style-type: none"> <li>• Disposal logs</li> <li>• Disposal procedures</li> </ul>	A copy should be retained to show what retention periods were at any given time	LGA996
2.11	Complaints management process	<ul style="list-style-type: none"> <li>• Complaints process documents</li> <li>• Register of complaints (anonymised)</li> </ul>	Permanent (keep indefinitely)	LGA353
2.12	Complaints – routine responses	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Correspondence, including acknowledgements, response to complaint</li> <li>• Ombudsman communications</li> <li>• Detailed records</li> <li>• Compliments – letters, thank you cards etc</li> </ul>	Stage 1 & 2 complaint file – 6 years after conclusion	LGA353

2.13	Complaints – detailed case information.	<ul style="list-style-type: none"> <li>• Printed material</li> <li>• Standard letters</li> <li>• Serious case review action plans</li> <li>• Concerns/queries about the service</li> <li>• Consent forms</li> <li>• Signed statements from staff</li> <li>• Photographs</li> <li>• Investigative notes</li> <li>• DVDs</li> <li>• Copies of car mileage forms</li> <li>• Copy of attendance sheets</li> <li>• Copy of contracts</li> <li>• Printed material from internet searches</li> <li>• Copies of contact sheet notes, assessments, support plans etc</li> <li>• The complaint (and Complaint Plan/Screening Tool if relevant)</li> </ul>	6 years after conclusion	LGA353
2.14	Reviews – process of monitoring & reviewing a council service	<ul style="list-style-type: none"> <li>• Best Value Review</li> <li>• Summary documents of review</li> </ul>	Retain from year records created for 6 years	LGA1288
2.15	Reviews - process of assessing a council service.	<ul style="list-style-type: none"> <li>• Assessment forms</li> <li>• Correspondence</li> </ul>	Retain from year records created for 6 years	LGA1288
2.16	Public Information	<ul style="list-style-type: none"> <li>• Publications</li> <li>• Leaflets</li> <li>• Internet based information</li> </ul> <p><i>Note: Remove publications from public use once out of date.</i></p>	Retain from date of first publication until when publication goes out of print	LGA659
2.17	Marketing campaigns and events.	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Internet based publications</li> <li>• Audio information</li> <li>• Leaflets</li> <li>• Photographs</li> </ul> <p><i>Note: Remove leaflets from public use once event has occurred/out of date.</i></p>	Permanent (Keep indefinitely)	LGA659
2.18	Minutes and supporting documents for partnership	<ul style="list-style-type: none"> <li>• Documents establishing the committee/group.</li> <li>• Minutes &amp; agendas.</li> <li>• Council reports.</li> </ul>	Permanent (Keep indefinitely)	LGA1030

	meetings (council owned).	<ul style="list-style-type: none"> <li>Supporting documents.</li> </ul>		
2.19	Minutes and supporting documents for external meetings (non-council owned).	<ul style="list-style-type: none"> <li>Documents establishing the committee/group.</li> <li>Reports</li> <li>Supporting documents.</li> </ul>	3 years after last action	LGA354
2.20	Admin – timekeeping records	<ul style="list-style-type: none"> <li>Flexi time sheets</li> <li>Annual leave</li> <li>Sick leave</li> <li>Attendance records/books</li> <li>Leave applications</li> <li>Eye &amp; Eye sight tests</li> </ul>	Retain from creation of records for 3 years	LGA1302
2.21	Admin records	<ul style="list-style-type: none"> <li>Diaries</li> <li>Message books</li> <li>Working copies</li> <li>Address books</li> <li>Manuals</li> </ul>	Does not need to be kept beyond their use.	HBC
2.22	Recruitment	<ul style="list-style-type: none"> <li>Advertisements</li> <li>Applications</li> <li>Referee reports</li> <li>Interview reports</li> <li>Unsuccessful applications</li> </ul>	1 year after recruitment finalised	LGA1645
2.23	Personnel information	<ul style="list-style-type: none"> <li>Temporary Staff Registers</li> </ul> <p><i>Note: This section only relates to information that may be held by the dept</i></p>	Retain from date of termination for 6 years	LGA1646
2.24	Systems Management - development	<ul style="list-style-type: none"> <li>Meeting minutes and papers in support of identification of required developments</li> <li>Formal documents detailing development</li> </ul>	Lifespan of system	LGA990
2.25	Systems Management - Implementation	<ul style="list-style-type: none"> <li>Implementation Plan</li> <li>Project team minutes/agendas</li> </ul>	Lifespan of system	LGA990
2.26	Systems Management – Support & Administration	<ul style="list-style-type: none"> <li>Administration procedures</li> <li>System update requests</li> <li>System upgrade details</li> </ul>	Lifespan of system	LGA990
2.27	Development information	<ul style="list-style-type: none"> <li>Surveys to customers</li> <li>Sampling</li> <li>Focus group notes</li> <li>Completed questionnaires</li> <li>Qualitative interview notes</li> </ul>	3 years after receipt of information (permanent for aggregated information)	LGA653
2.28	Process to assess the level of risk	<ul style="list-style-type: none"> <li>Risk Assessment</li> </ul>	Destroy 3 years from last assessment	LGA1648

2.29	Processes that record injuries to adults	<ul style="list-style-type: none"> <li>Accident books</li> </ul>	Destroy 3 years from closure	LGA429
2.30	Meetings	<ul style="list-style-type: none"> <li>Team meeting minutes</li> <li>Operational management meeting minutes</li> <li>Multi-organisational meeting minutes</li> <li>Departmental meeting minutes</li> </ul>	Retain from date of meeting for 4 years	LGA1784
2.31	Worker supervision	<ul style="list-style-type: none"> <li>Supervision/progress notes</li> <li>Staff Timesheets</li> </ul>	3 years	LGA1304

### Section 3: Commissioned Services

Ref	Area	Examples of records	When destroyed	Source
3.1	Agreements (process of agreeing terms between organisations)	<ul style="list-style-type: none"> <li>Concordat (agreement)</li> <li>Agreement documents between organisations</li> <li>Service provision agreement, e.g. for day services</li> <li>Service provision agreement – with and without support programme</li> <li>Formal correspondence</li> </ul> <p><i>Note: This does not include contractual agreements.</i></p>	Retain from date service agreement expires for 6 years	LGA829
3.2	Contract expressions of interest	<ul style="list-style-type: none"> <li>Expressions of interests</li> <li>Response documents</li> <li>Other correspondence</li> </ul>	2 years after contract or non-proceedings	LGA829
3.3	Development & specification of contracts [S]	<ul style="list-style-type: none"> <li>Tender specification</li> </ul>	6 years after expiration (ordinary contracts) or 12 years contracts under seal)	LGA829
3.4	Tender process	<ul style="list-style-type: none"> <li>Issue and return details</li> <li>Opening notice</li> <li>Tender Envelope</li> </ul>	Retain from year records created for 1 year	LGA829
3.5	Evaluation of Tender [S]	<ul style="list-style-type: none"> <li>Evaluation Criteria</li> <li>Scoring of tender against criteria</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA829
3.6	Successful tender document [S]	<ul style="list-style-type: none"> <li>Quotations</li> <li>Tender documents</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA829
3.7	Unsuccessful tender documents	<ul style="list-style-type: none"> <li>Quotations</li> <li>Tender documents</li> </ul>	Retain from date contract awarded for 6 months	LGA829

3.8	Post Tender negotiation (negotiation after preferred tender is selected)	<ul style="list-style-type: none"> <li>• Clarification of contract</li> <li>• Post tender negotiation minutes</li> <li>• Formal correspondence</li> </ul>	Retain from date contract awarded for 6 months	LGA829
3.9	Awarding of contract [S]	<ul style="list-style-type: none"> <li>• Signed contracts</li> <li>• Individual placement contracts</li> <li>• Out of borough placement request</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA829
3.10	Contract Operation	<ul style="list-style-type: none"> <li>• Service Level Agreements</li> <li>• Compliance Reports</li> <li>• Performance Reports</li> <li>• Correspondence</li> </ul>	Retain from date service agreement expires for 6 years	LGA829
3.11	Management & amendment of contract [S]	<ul style="list-style-type: none"> <li>• Agenda, Minutes and papers of meetings</li> <li>• Changes to requirements</li> <li>• Variation forms</li> <li>• Extension of contract</li> <li>• Complaints</li> <li>• Disputes on payment</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA829
3.12	Tenancy agreements [S]	<ul style="list-style-type: none"> <li>• Signed tenancy agreements</li> <li>• Sealed tenancy agreements</li> </ul>	6 years after expiration (ordinary contract) or 12 years (contracts under seal)	LGA829
3.13	Monitoring information	<ul style="list-style-type: none"> <li>• Day Centre monitoring forms (service data)</li> <li>• Independent sector care homes occupancy and complaints survey</li> <li>• Block contract monitoring information</li> </ul>	2 years after terms of contract have expired	LGA732

#### Section 4: Sports & Recreation

Ref	Area	Examples of records	When destroyed	Source
4.1	Application forms	<ul style="list-style-type: none"> <li>• Application forms for sports events, programmes</li> <li>• Referral forms from GP's</li> <li>• Room hire application form, e.g. community buildings</li> </ul>	Retain from year records created for 2 years	LGA451
4.2	Attendance records	<ul style="list-style-type: none"> <li>• Signing in sheets</li> <li>• Attendance registers</li> <li>• Entry forms to events, activities</li> </ul>	Retain from year records created for 2 years	LGA451
4.3	Course information	<ul style="list-style-type: none"> <li>• Lesson plans</li> <li>• Evaluation forms</li> <li>• Weekly programme evaluation forms</li> <li>• Looking back at your exercise programme form</li> </ul>	Retain from year records created for 2 years	LGA451

		<ul style="list-style-type: none"> <li>Equal opportunities monitoring form</li> </ul>		
4.4	Consent forms	<ul style="list-style-type: none"> <li>Medical consent form</li> </ul>	Retain from year records created for 2 years	LGA451
4.5	Voluntary organisations funding applications	<ul style="list-style-type: none"> <li>Applications forms, e.g. to the community pool (includes supporting documents, e.g. annual accounts (signed agreement accepting terms &amp; conditions of grant))</li> <li>Supporting documents/evidence</li> <li>Group annual accounts</li> <li>Agreements</li> </ul>	6 years after expiry (ordinary)	LGA639
4.6	Activity forms	<ul style="list-style-type: none"> <li>Confirmation of booking</li> <li>Quotes</li> <li>Activity plans/schedules</li> </ul>	Retain from year records created for 2 years	LGA451
4.7	Planning documents	<ul style="list-style-type: none"> <li>Development &amp; business plans, e.g. Country parks plans</li> <li>Grant submissions</li> <li>Correspondence</li> <li>Tree preservation orders</li> </ul>	Retain from year records created for 6 years (except policies & plans – keep permanently)	LGA1081
4.8	Customer correspondence	<ul style="list-style-type: none"> <li>Letters, email, fax etc.</li> </ul>	Retain from year records created for 2 years	LGA451
4.9	Health Trainers	<ul style="list-style-type: none"> <li>Adult Case Files</li> <li>YP Case Files</li> </ul>	Retain from date of birth for 85 years	LGA977

## Section 5: Libraries

Ref	Area	Examples of records	When destroyed	Source
5.1	Application forms	<ul style="list-style-type: none"> <li>Library card application</li> <li>British Library forms (interlibrary loans)</li> <li>Internet forms (parental permission for children to use the internet)</li> </ul>	Retain from date of membership until date membership expires	LGA438
5.2	Visitor information	<ul style="list-style-type: none"> <li>Library visitor statistics</li> </ul>	Permanent	HBC
5.3	Customer correspondence	<ul style="list-style-type: none"> <li>Letters, email, fax etc.</li> <li>Tell us what you think forms</li> </ul>	Retain from year records created for 1 year	LGA445
5.4	Stock	<ul style="list-style-type: none"> <li>Audit of stock</li> <li>General order books</li> <li>Order reports</li> <li>Libraries cash handover sheet</li> </ul>	Retain from year records created for 6 years	LGA437
5.5	Electoral information	<ul style="list-style-type: none"> <li>Electoral registers</li> <li>Council Minutes</li> </ul>	Permanent	LGA364



		<ul style="list-style-type: none"> <li>Town surveys. Maps, photos</li> </ul>		
5.6	Reference Library	<ul style="list-style-type: none"> <li>Copyright disclaimers</li> <li>Copyright declaration (retained by the British Library customer)</li> </ul>	Retain from date acquired until materials remain in the ownership of the Library Authority	LGA1062
5.7	Application forms	<ul style="list-style-type: none"> <li>Room hire application form, e.g. community room, exhibition space</li> </ul>	2 years after the event date	LGA951
5.8	Book records	<ul style="list-style-type: none"> <li>Book withdrawals</li> <li>Book Additions</li> </ul>	Retain from date loan commences until date loan expires	LGA440

## Section 6: Heritage & Countryside

Ref	Area	Examples of records	When destroyed	Source
6.1	Allotments			
6.1.1	Allotments	Waiting list	When superseded	
6.1.2	Allotments	Tenant information and tenancy Agreements	Retain from date the rental of the allotment expires for 6 years.	LGA510
6.1.3	Allotments	Partner information	Retain from date the rental of the allotment expires for 6 years.	LGA510
6.1.4	Allotments	Forms – Animal, Hazards and Structures	Retain from date the rental of the allotment expires for 6 years.	LGA510
6.1.5	Allotments	Records relating to the allocation of allotments to individual allotment holders and the management of the tenancy	Retain from date the rental of the allotment expires for 6 years.	LGA510 Limitation Act 1980 (Section 2)
6.2	Built Historic Environment and Archaeology			
6.2.1	Conservation advice	All records relating to the provision of advice and consultation to local residents who are considering carrying out any works on property within a conservation area	Permanent	LGA512
6.2.2	Historic Buildings	<ul style="list-style-type: none"> <li>Contact details for owners of historic buildings</li> <li>Contact details for owners of buildings at risk.</li> </ul>	Retain from year records created for 6 years after notified no longer the owner.	LGA511 Limitation Act 1980 (section 2)
6.2.3	Historic Buildings	<ul style="list-style-type: none"> <li>Contact details for businesses who carry out work on historic buildings</li> </ul>	Retain from year records created until notified company no longer in business.	

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6.2.4	Historic Buildings	<ul style="list-style-type: none"> <li>Membership details of Conservation Area Advisory Committee</li> </ul>	Retain until the representative leaves the Committee	
6.2.5	Historic Buildings	<ul style="list-style-type: none"> <li>Responses to consultation</li> <li>Letters to owners of Listed Buildings and buildings in Conservation Areas</li> </ul>	Permanent. Offer to Archivist	LGA841
6.2.6	Church Street Townscape Heritage Scheme	<ul style="list-style-type: none"> <li>Information on building owners in Church Street Conservation Area.</li> <li>Grant Applications for buildings.</li> </ul>	Retain for 10 years after the completion of the scheme.	
6.2.7	Tees Archaeology Volunteers	<ul style="list-style-type: none"> <li>Name</li> <li>Contact address</li> <li>Contact telephone number</li> </ul>	6 years after end of volunteering	LGA750
6.2.8	Tees Archaeology Historic Environment record	<ul style="list-style-type: none"> <li>Names of landowners</li> <li>Finders of objects</li> <li>Investigators of sites</li> </ul>	Permanent	LGA619
6.2.9	Tees Archaeology Planning case files	Names and contact details of landowners, agents and contractors	Permanent	LGA619
6.2.10	Archaeology - consultancy	All records relating to the provision of archaeological services and consultancy to both commercial and public sector clients in the local area.	Retain from year records created for 6 years.	LGA618
6.2.11	Archaeology - excavations and surveys	All records relating to the protection and conservation of historic sites which includes advising on planning proposals for new developments where the development may impact on archaeological sites and monuments	Permanent	LGA619
6.2.12	Historic sites maintenance	All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority area	Retain permanently.	LGA841
<b>6.3</b>	<b>Beach Safety and First Aid</b>			
6.3.1	Beach	Accident/Incident reports	Over 18 - Retain from date of accident for 3 years and 4 months. Under 18 - Retain from date of birth of minor for 21 years and 4 months.	Limitation Act 1980 (section 11) LGA429
6.3.2	First Aid	Employee/public training records	Last action + 7 years destroy	Kent CC HR4.2.3
6.3.3	Beach patrols	All records relating to the management of beach patrols	Retain from year records created for 6 years.	LGA756 Limitation Act 1980 (Section 2)
<b>6.4</b>	<b>Natural Environment</b>			

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6.4.1	Local Wildlife Sites	<ul style="list-style-type: none"> <li>• Contact details for owners of sites</li> <li>• Copies of letters sent to owners of wildlife sites</li> <li>• Internal &amp; external contacts</li> </ul>	Retain from year records created for 6 years.	LGA1109 Limitation Act 1980 (section 2)
6.4.2	Countryside conservation	All records relating to the provision of advice on the protection and enhancement both the local rural environment and wildlife.	Retain from year records created for 3 years.	LGA745
6.4.3	Countryside conservation	All records relating to the provision of grants for developing areas of the countryside for public use and education	Retain from date of last payment on grant for 6 years.	LGA745
6.4.4	Ecology and geology	All records relating to the support of ecology and geology of the local area	Permanent	LGA596
6.4.5	Countryside management	All records relating to the management of the countryside including nature conservation, access and informal recreation issues	Retain from last action on individual projects for 6 years.	LGA702 Limitation Act 1980 (Section 2)
6.4.6	Countryside surveys	All records relating to countryside surveys	Permanent	LGA470
6.4.7	Countryside volunteers	Records relating to the management of countryside volunteers where the records contain personal information	Retain from termination of volunteering for 6 years.	LGA750 Limitation Act 1980 (Section 2)
6.4.8	Countryside volunteers	Records relating to the processes supporting the management of countryside volunteers	Retain from date process changes for 6 years.	LGA750
6.4.9	Forest and woodland management	All records relating to the management of woodland/forest on council owned land	Retain from year records created for 6 years.	LGA748 Limitation Act 1980 (Section 2)
6.4.10	Grazing land	Records relating to the processes supporting the administration of grazing land including permits to graze	Retain from date process changes for 6 years.	LGA464
6.4.11	Nature reserves	All information about the management of local nature reserves by the council	Retain from year records created for 6 years.	LGA1540 Limitation Act 1980 (Section 2)
6.4.12	Open access land	All records relating to the management of open access land	Permanent	LGA1118
<b>6.5</b>	<b>Cemeteries and Crematoria</b>			
6.5.1	Cemeteries and crematoria	All records relating to the maintenance of burial grounds including faculties giving permission for work to be carried out.	Registers and plans must be kept in perpetuity	Local Authorities' Cemeteries Order 1977
6.5.2	Cemeteries and crematoria	All records relating to the management of and regulations relating to crematoria	Retain from year records created for 6 years.	LGA1538 Limitation Act 1980 Section 2
6.5.3	Cemeteries and crematoria	Applications for cremation and any certificates or other documents relating to a cremation	Paper records can be scanned and destroyed (HBC after two years) but electronic copies	Cremation Regulations 2008 as amended

			must be kept for a minimum of 15 years from the date of cremation	
6.5.4	Cemeteries and crematoria	Registers, indexes, plans relating to cemeteries and crematoria	Registers and plans must be kept in perpetuity	Local Authorities' Cemeteries Order 1977 as amended
6.5.5	Civil funerals	Records relating to all arrangements made for funerals including booking, orders of service and music	Retain from year records created for 6 years.	LGA875 Limitation Act 1980 (Section 2)
6.5.6	Exhumations	All records relating to the management of exhumations including faculty, home office licence and the authority to re-open a grave	Register of interments to be kept indefinitely	Local Authorities' Cemeteries Order 1977 as amended
6.5.7	Grave purchasing	All records relating to the purchase of grave plots including registers, deeds, statutory declarations and transfer of grants	Registers and plans must be kept in perpetuity	Local Authorities' Cemeteries Order 1977
6.6	<b>Parks and Open Spaces</b>			
6.6.1	Outdoor play facilities	All records relating to the provision and maintenance of outdoor play facilities	Retain from date play facility closes for 7 years	LGA670 Limitation Act 1980 (Section 2)
6.6.2	Parks and open space landscaping	All records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces	Retain from year records created for 6 years.	LGA669 Limitation Act 1980 (Section 2)
6.6.3	Parks and open space maintenance	All records relating to the maintenance of parks and open spaces	Retain from year records created for 6 years.	LGA709 Limitation Act 1980 (Section 2)
6.6.4	Parks and open spaces	All records relating to information about parks in the local area including location, facilities, opening times, events etc.	Retain from year records created for 1 year.	LGA461

## Section 7: Learning & Skills

Ref	Area	Examples of records	When destroyed	Source
7.1	<b>Learning and Skills</b>			
7.1.1	Learner Files	Learner Files will include paperwork such as enrolment forms, Registration Forms, Individual Learning Plans, etc	Retain from date funding agreed until the retention date the funding body have set. If not stated, 6 years from year record created.	LGA343 LGA27 Requirements of the Skills Funding Agency
7.1.2	Adult education courses	Adult Education Courses: All records held about learners who enrolled on courses	Retain from date funding agreed until the retention date the funding body have set. If not stated, 6 years	LGA343 LGA27 Requirements of the Skills Funding Agency

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			from year record created.	
7.1.3	Adult education courses	Adult Education Courses: All records relating to the accreditation of courses	Retain from date funding agreed until the retention date the funding body have set. If not stated, 6 years from year record created.	LGA343 LGA27 Requirements of the Skills Funding Agency
7.1.4	Adult education courses	Adult Education Courses: All records relating to the observation of teaching and learning in adult education courses	Retain from date funding agreed until the retention date the funding body have set. If not stated, 6 years from year record created.	LGA343 LGA27 Requirements of the Skills Funding Agency
7.1.5	Adult education courses	Adult Education Courses: All records relating to the payment for courses and the payment to providers	Retain from date funding agreed until the retention date the funding body have set. If not stated, 6 years from year record created.	LGA343 LGA27 Requirements of the Skills Funding Agency HMRC - Compliance Handbook Manual CH15400
7.1.6	Adult education courses	Adult Education Courses: All records relating to the provision of a brochure	Retain from year records created for 1 year.	LGA453
7.2	Careers and Employment			
7.2.1	Careers advice	Client records relating to careers advice given to school pupils	Keep according to funding requirements	HBC
7.2.2	Careers advice	Records relating to the management of processes required to provide careers advice to school pupils	Keep according to funding body requirements	HBC
7.2.3	Externally funded vacancies	All records relating to the publication of current vacancies within the authority	Keep according to funding body requirements	HBC
7.2.4	Employment Link - employment advice	Client records relating to the provision of advice and support for those with special needs who may wish to seek full or part time employment/self-employment	Retain from last contact with client or employer for 6 years.	LGA299 Limitation Act 1980 (Section 2)
7.2.5	Employment Link - employment advice	Records relating to the management of processes required to provide advice and support for those with special needs who may wish to seek full or part time employment/self-employment	Retain from date process changed for 3 years.	LGA299
7.2.6	Employment Link - Employment and training initiatives	All records relating to the provision of programmes to promote the development of learning and employment/self employment	Retain from year records created for 6 years.	LGA343 Limitation Act 1980 (Section 2)
7.2.7	European and other funding	Funding bids	Successful - Retain for the stated period set by funding body.	

			Unsuccessful destroy.	
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## Section 8: Economic Growth & Regeneration Division Culture & Information

Ref	Area	Examples of records	When destroyed	Source
8.1	Museums and Gallery			
8.1.1	Art & Exhibition collections	Artists name, addresses and biographies	Retain from end of ownership of the work of art for 6 years.	LGA1372
8.1.2	Art & Exhibition collections	Exhibition labels and panels (Contemporary and Art)	Retain from year records created for 1 year. Retain from end of ownership of the work of art for 6 years.	LGA1020 LGA1372
8.1.3	Art & Exhibition collections	Donation Forms	Permanent	LGA621
8.1.4	Art & Exhibition collections	Loan Forms	Permanent	LGA621
8.1.5	Art & Exhibition collections	Object History and Research Files	Permanent	LGA621
8.1.6	Art & Exhibition collections	MODES Records	Permanent	LGA621
8.1.7	Museums service	Volunteer records	6 years from termination of volunteering	LGA750
8.1.8	Museums service	Enquires	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	LGA1020/1018
8.1.9	Museum and gallery shops	All records relating to the sale of goods in museum and gallery shops	Retain from year records created for 6 years.	LGA839 HMRC - Compliance Handbook Manual CH15400
8.1.10	Museum collections	All records relating to information about collections on display in museum collections	Retain from year records created for 1 year.	LGA1018
8.1.11	Museum events and exhibitions	All records relating to information about any events or exhibitions organised at museums with the local authority area.	Retain from year records created for 1 year.	LGA1020
8.1.12	Museums and galleries - loans donations and bequests	All records relating to loans, donations and bequests made to Museums and Galleries	Permanent	LGA621
8.1.13	Museums and galleries	All records relating to the management and maintenance of museums and galleries	Retain from year records created for 6 years.	LGA620 Limitation Act 1980 (Section 2)
8.1.14	Museums and galleries	All records relating to the provision of information and advice on museums and galleries in the local area	Retain from year records created for 1 year.	LGA620

8.2	Archive			
8.2.1	Museum records - archive loans, donations, bequests and sales	Files relating to the deposit, donation or purchase of records held in the archives service	Permanent	LGA604
8.2.2	Archive withdrawals	All records relating to withdrawal of records from the Archives Service	Permanent	LGA605
8.3	Tourist Information and Events			
8.3.1	Tourist information	All records relating to advice and information for visitors on attractions in the local area. This will include descriptions, opening hours, admission prices and how to get there	Retain from year records created for 1 year.	LGA733
8.3.2	Tourist information	All records relating to the management of tourist information centres	Retain from year records created for 6 years.	LGA623 Limitation Act 1980 (Section 2)
8.3.3	Tourist accommodation	All records relating to information on holiday/business accommodation available in the local area	Retain from year records created for 1 year.	LGA734
8.3.4	Event bookings and enquiries	Customer Data (box office)	Until subject asks to be removed /unsubscribed	KentCC LC3.2.16
8.3.5	Event bookings and enquiries	Mailing list- Horticultural show	Until subject asks to be removed /unsubscribed	KentCC LC3.2.16
8.3.6	Booking of venues (Town Hall theatre and Borough Hall)	Hirer booking forms/ invoices	Retain from year records created for 2 years.	LGA451
8.3.7	Art gallery	Activity Signing In sheet	Current year + 3 years	KentCC HR4.5.10
8.3.8	Art gallery	Mailing lists	Until subject asks to be removed /unsubscribed	KentCC LC3.2.16
8.3.9	Coastal events – Waterfront Festival	All records relating to the provision of information and advice on events which may be ongoing or planned on waterways, in port/harbour areas or in coastal locations within the authority area.	Retain from year records created for 3 years.	LGA760
8.3.10	Festivals	Photograph Consent forms	Life of the photographic/video images to which they refer	KentCC LC3.2.11

## Appendix C: FINANCE, IT AND DIGITAL SERVICES DEPARTMENT AND LEGAL, GOVERNANCE AND HR DEPARTMENT - Retention and Destruction Schedules

### Section 1: Registration, Members Services and Elected Members

Ref	Area	Examples of records	When destroyed	Source
1.1	Councillor casual vacancies	All records relating to Councillor casual vacancies	Retain from creation of records for 6 months.	LGA1703
1.2	Councillors register of interest	All records relating to Councillors' declaration of interest	Retain from date member leaves office for 18 months.	LGA355
1.3	Councillors directory	All records relating to the compiling and publication of a councillors' directory	Retain from creation of directory for 1 year.	LGA358
1.4	Councillors surgeries	All records relating to councillor advice surgeries	Retain from date records created until as long as the individual councillors require these records.	LGA357
1.5	Mayoral elections	All records relating to mayoral elections	Retain from date of election for 1 year.	HBC
1.6	Mayoral elections	All records relating to the creation of a mayoralty for a local authority area	Permanent	LGA1701
1.7	Mayoral invitations	All records relating to mayoral invitations	Retain from year records created for 3 years.	LGA360
1.8	Members of parliament - MPs and MEPs	Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives.	Retain from year records created for 1 year.	LGA687
1.9	Parish/town council and councillors	All records relating to liaison with parish/town council and councillors	Retain from year records created for 6 years.	LGA723
1.10	Election results	All records to the creation and publication of election results	Retain from date of the election for 6 months.	LGA721
1.11	Electoral nominations	All records relating to the process of administering nominations for elections	Retain from date of the election for 1 year.	HBC



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1.12	Electoral register	All records relating to the creation and publication of the electoral register	Permanent	LGA364
1.13	Absent voting	All records relating to the administration of absent voting schemes	As long as the Elector requires absent voting.	HBC
1.14	Proxy voting	All records relating to the administration of proxy voting schemes	Retain from year records created for 1 year.	LGA361
1.15	Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out.	Retain from year records created for 1 year.	LGA724
1.16	Members - elections - results	All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results.	Retain from date of election for 6 years.	LGA1000
1.17	Members - electoral cycle	All records relating to the management of the members electoral cycle	Retain from date cycle ends for 4 years.	LGA1675
1.18	Members - elections - polling stations	All records relating to the provision, manning and publicity for polling stations, including the payment of staff	Retain from date of election for 6 years.	LGA999
1.19	Members - honours and awards	All records relating to the nominations for honours and awards from the council for staff, members and the community	Retain from creation of records for 3 years.	LGA1025
1.20	Civic events	All records relating to the management of civic events	Retain from year records created for 6 years.	LGA 1555
1.21	Civic events	All records relating to the process of organising a ceremonial event or civic occasions	Permanent	LGA1555
1.22	Civic events	All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly engagement list	Permanent	LGA1555

1.23	Councillors allowances and expenses	All records relating to expenses and allowances paid to councillors including the publication of this information	Retain from year records created for 6 years.	LGA1574
1.24	Town twinning	All records relating to twinning agreements with towns in one or more different countries in order to promote cultural understanding between the communities	Retain from date twinning arrangement commences until the date twinning arrangement ends.	LGA662
1.25	Members - induction and training	All records relating to the provision of induction and training for new members and ongoing development support to existing members	Retain from creation of records for 3 years.	LGA1029
1.26	Members - communications	All records relating to the development of a policy on communication with members	Retain from creation of records for 3 years.	LGA1026
1.27	Members - secretariat	All records relating to meeting planning, meeting administration & decision recording, & provision of support	Retain from creation of records for 4 years.	LGA1027

**Section 2: Democratic Services**

Ref	Area	Examples of records	When destroyed	Source
2.1	Minutes, agendas and reports	Background papers to reports - Principal Set	Retain from date of meeting for 4 years.	LGA354
2.2	Minutes	Minutes	Permanent	LGA354
2.3	Agendas and reports	Principal copy agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	Permanent and those with personal data – 6 years	HBC
2.4	Meeting governance	All records relating to the organisation of meetings	Retain from date of meeting for 4 years.	LGA1784
2.5	Constitution	All records relating to the creation of management of the authority's constitution	Permanent	LGA1291
2.6	Members and officers code of conduct	All records relating to the creation and management of Members Code of Conduct	Retain from creation of code of conduct until code of conduct is replaced.	LGA1702
2.7	Members - committee membership	All records relating to the administration of appointments &	Retain from date records superseded for 4 years.	LGA997

		membership of committees & working groups		
2.8	Members - democratic services - advice	All records relating to professional advice to members and the public on democratic services and functions, including advice on the design of committee structures	Retain from date of advice for 4 years.	LGA998
2.9	Members - forward plan	All records relating to the provision of a forward plan of key decisions	Retain from creation of records for 4 years.	LGA1024
2.10	Members - overview and scrutiny	All records relating to meeting planning, Scrutiny and Overview committees, working group meetings administration, decision recording, and provision of support	Permanent and those with personal data – 6 years	HBC
2.11	Members - overview and scrutiny	All records relating to research into matters to be considered by Scrutiny	Permanent and those with personal data – 6 years	HBC
2.12	Members - overview and scrutiny	All records relating to the management of consultation on any proposal being Scrutinised - Monitoring of implementation of Scrutiny & overview committee decisions	Permanent and those with personal data – 6 years	HBC
2.13	Members - overview and scrutiny	All records relating to the monitoring of implementation of Council decisions	Permanent and those with personal data – 6 years	HBC

### Section 3: Insurance

Ref	Area	Examples of records	When destroyed	Source
3.1	Civic liability	All records relating to civic liability where property or other facilities which are owned and maintained by them cause damage or injury to people or property.	Retain from year records created for 6 years.	LGA1137
3.2	Corporate - insurance	All records relating to Contractors' insurances	Retain from date policy expires for 6 years.	LGA1657
3.3	Corporate - insurance	All records relating to insurance claims made against the Council by officers/third parties	Retain from date claim settled for 6 years.	LGA1657
3.4	Corporate - insurance	All records relating to insurance claims made by the Council against third parties	Retain from date claim settled for 6 years.	LGA1657
3.5	Corporate - insurance	All records relating to the payment of insurance premiums	Retain from year records created for 6 years.	LGA1657
3.6	Corporate - insurance	All records relating to the registration of insurance claims	Retain from year records created for 6 years.	LGA1657

3.7	Corporate - insurance	All records relating to valuations for insurance claims	Retain from date insurance claim resolved for 6 years.	LGA1657
3.8	Corporate - insurance	Corporate Risk Register	Retain from last entry in register for 6 years.	LGA1657
3.9	Corporate - insurance	Employer's Liability Insurance Policy	Retain from date policy expires for 40 years.	LGA1657
3.10	Corporate - insurance	Insurance Policies taken out by the Council	Retain from date policy expires for 6 years.	LGA1657

### Section 4: Finance

Ref	Area	Examples of records	When destroyed	Source
4.1	Accounts - accounting	All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies	Retain from end of the financial year to which the records relate for 6 years.	LGA967
4.2	Accounts - financial management	All records relating to the banking of monies paid to the council	Retain from end of the financial year to which the records relate for 6 years.	LGA968
4.3	Accounts - financial management	All records relating to the receipt of payments made to the council	Retain from year records created for 6 years.	LGA968
4.4	Accounts - financial management	Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale	Retain from date asset destroyed for 6 years.	LGA968
4.5	Accounts - financial planning	All records relating to the creation and implementation of the annual budget for the council	Retain from year records created for 6 years.	LGA969
4.6	Accounts - financial planning	All records relating to the creation and implementation of departmental budgets	Retain from year records created for 6 years.	LGA969
4.7	Accounts - financial planning	All records relating to the creation and implementation of partnership budgets	Retain from year records created for 6 years.	LGA969
4.8	Accounts - financial planning	All records relating to the monitoring and reporting on the annual and departmental budgets	Retain from year records created for 6 years.	LGA969
4.9	Accounts - fund management	All records relating the management of local authority financial assets	Retain from date asset destroyed for 6 years.	LGA970
4.10	Accounts - fund management	All records relating to the investment of local authority funds	Retain from end of investment for 6 years.	LGA970
4.11	Accounts - inter-organisational charging	All records relating to charging of staff time and/or use of equipment	Retain from creation of records for 1 year.	LGA1620

		between departments within the organisation		
4.12	Accounts - management and control	All records relating to the adoption and development of policies and procedures for accounting practice	Retain from date the policy superseded for 3 years.	LGA971
4.13	Accounts - revenue and customs	All records relating to the calculation of income tax, national insurance, VAT and stamp duties	Retain from yr records created for 6 yrs	HBC
4.14	Benefit fraud	All records relating to the detection and prosecution of benefit fraud	Retain from date case resolved for 6 years.	LGA726
4.15	Finance - indemnification for members and officers	All records relating to the management of indemnification for members and officers	Retain from creation of records for 6 years.	LGA1700
4.16	Council expenditure	All records relating to expenditure made by the council including invoices, purchase orders etc	Retain from year records created for 6 years.	LGA1465
4.17	Council expenditure	All records relating to the publication of details of council expenditure which can be viewed by local residents	Retain from year records created for 1 year.	LGA1465
4.18	Transparency of accounts	All records relating to the publication of council accounts	Retain from year records created for 6 years.	LGA1584
4.19	Transparency of senior salaries	All records relating to the transparency of senior salaries	Retain from year records created for 1 year.	LGA1573
4.20	Value for money	All records relating to value for money activities	Retain from year records created for 6 years.	LGA1288
4.21	Members - allowances	All records relating to the administration of Independent Remuneration Panel	Retain from creation of records for 6 years.	LGA1028

### Section 5: Statistics & Census Information

Ref	Area	Examples of records	When destroyed	Source
5.1	Census information	All records relating to the publication of information from a national census or other surveys relating to the local area.	Retain from date first published until end of operational use.	LGA367
5.2	Economic information and analysis	All records relating to the collation and analysis of economic information	Retain from year records created for 6 years.	LGA916

### Section 6: Communication & Publicity

Ref	Area	Examples of records	When destroyed	Source
6.1	Accessibility of Web sites	All records relating to the accessibility of web sites	Retain from year records created for 3 years.	LGA853

6.2	Community noticeboards	All records relating to the provision of community noticeboard	Retain from year records created for 6 years.	LGA1412
6.3	Media and publicity protocols	All records relating to the creation and management of media and publicity protocols	Retain from date policy/protocol expires for 3 years.	LGA822
6.4	News and information releases	All records relating to the publication of the latest news and public information relevant to the local area.	Retain from year records created for 3 years.	LGA359
6.5	Publications	All records relating to the creation and publication of official publications about the council and the surrounding area.	Retain from date of first publication until when publication goes out of print.	LGA659
6.6	Staff - communications	All records relating to responses made by councils to external consultations	Retain from year records created for 3 years.	LGA1640
6.7	Staff - communications	Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made	Retain from date of meeting for 1 year.	LGA1640
6.8	Meeting Governance	Recordings of meetings	Retain from date of meeting for 4 years.	LGA1784

**Section 7: Human Resources / Payroll**

Ref	Area	Examples of records	When destroyed	Source
7.1	HR – Appraisal	Staff appraisal and supervision documentation	Retain from end of employment for 6 years	HBC
7.2	HR – Apprenticeships	Records relating to the management of individual staff apprentices including but not limited to apprenticeship agreements and review documentation	Retain from end of employment for 6 years	HBC
7.3	HR - Code of Conduct	Staff Code of Conduct declarations	Retain from end of employment for 6 years	HBC
7.4	HR - Continuing Professional Development	All records relating to workforce development	Retain from end of employment for 6 years	HBC
7.5	HR - Disciplinary Procedures	Supporting documentation including but not limited to witness statements, reports, evidence gathered	Retain from close of case for 6 years	HBC
7.6	HR - Disciplinary Procedures	Outcome letters, Appeal Letters, Suspension Letters	Retain from end of employment for 6 years	HBC

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7.7	HR - Disclosure of Interests	All records relating to the disclosure of financial and non financial officer interests that would conflict with the Council's interest	Retain from end of employment for 6 years	HBC
7.8	HR - Driver Documents	All records relating to officers driving their own vehicles on council business	Retain from end of employment for 6 years	HBC
7.9	HR - Employment Tribunals	All records relating to employment tribunal	Retain from year record created for 6 years	HBC
7.10	HR - Equal Pay	All records relating to the implementation and management of Equal Pay	Retain from creation of records for 6 year	HBC
7.11	HR – Grievance	Supporting documentation including but not limited to witness statements, reports, evidence gathered	Retain from close of case for 6 years	HBC
7.12	HR – Grievance	Grievance Letter, outcome letters and appeal letters	Retain from end of employment for 6 years	HBC
7.13	HR - Job Evaluation	All records relating to the development and implementation of job descriptions and person specifications	Retain from date jd/person specification superseded for 6 years	HBC
7.14	HR - Job Evaluation	All records relating to the evaluation of jobs	Permanent	HBC
7.15	HR – Leave	Requests for holidays and other types of leave, authorisations/rejections including flexi records	Retain from end of employment for 6 years	HBC
7.16	HR - Occupational Health	Health referral files/reports	Retain from date of birth for 85 years	HBC
7.17	HR - Occupational Health	Health surveillance forms e.g. HAVS	Retain from date of questionnaire for 40 years	HBC
7.18	HR – Performance	Records relating to management of staff performance including but not limited to action plans and outcomer letters	Retain from end of employment for 6 years	HBC
7.19	HR - Policies and Procedures	All HR Policies and Procedures	Retain from date Policy and/or Procedure is updated for 6 years	HBC
7.20	HR - Recruitment Process	All records relating to an individuals employment history - paid employment and voluntary service	Retain from end of employment for 6 years	HBC

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7.21	HR - Recruitment Process	All records relating to the appointment of Statutory Officers	Retain from end of employment for 6 years	HBC
7.22	HR - Recruitment Process	DBS - record that a check was undertaken and if there was any trace	Retain from end of employment for 6 years	HBC
7.23	HR - Recruitment Process	Unsuccessful Applications and associated information	Retain from date recruitment finalised for 6 months	HBC
7.24	HR - Recruitment Process	Successful applications and associated information	Retain from end of employment for 6 years	HBC
7.25	HR – Redundancy	All records relating to individuals who are made redundant including but not limited to outplacement support, redundancy calculation, letters to individuals	Retain from end of employment for 6 years	HBC
7.26	HR – References	All records relating to the management of the provision of staff references	Retain from date of reference for 6 years	HBC
7.27	HR - re-organisation/re-structure	General communications and consultation documents	Retain from date restructure completed for 6 years	HBC
7.28	HR - re-organisation/re-structure	Letters to individuals	Retain from end of employment for 6 years	HBC
7.29	HR - Risk Management	Personal risk assessment records for staff working with children or vulnerable adults	Retain from termination of employment for 20 years	HBC
7.30	HR - Sickness Absence	All records relating to the monitoring of employee absence	Retain from end of employment for 6 years	HBC
7.31	HR - Staff Consultation	General communications and consultation documents	Retain from date consultation completed for 6 years	HBC
7.32	HR - Staff Consultation	Letters to individuals regarding consultation and outcomes	Retain from end of employment for 6 years	HBC
7.33	HR - Staff Recognition	All records relating to schemes which recognise staff	Retain from year records created for 6 years	HBC
7.34	HR – TUPE	All records relating to staff transferred to other organisations (TUPE)	Retain from date of transfer for 6 years	HBC
7.35	HR - Vetting of contract staff and supplier staff	All records relating to the checking/vetting of contract and supplier staff	Retain from date check carried out for 6 years	HBC



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7.36	HR- Risk Management	Personal risk assessments relating to individuals returning to work	Retain from end of employment for 6 years	HBC
7.37	OD – Training	All notes and materials created for training courses	Retain from date material created until date training course ends	HBC
7.38	OD – Training	All records relating to the development and implementation of training programmes	Retain from year records created for 3 years	HBC
7.39	OD – Training	All records relating to the development, implementation and monitoring of the corporate training plan	Retain from date training plan expires for 3 years	HBC
7.40	OD- Training	All records relating to training not concerning children	Retain from end of employment for 6 years	HBC
7.41	OD- Training	All records relating to training concerning children	Retain from date training completed for 40 years	HBC
7.42	Payroll	All records relating to Inland Revenue approval	Permanent	HBC
7.43	Payroll - Car Loan	All records relating to car loan agreements	Retain from financial year in which loan was taken out for 6 years	HBC
7.44	Payroll – expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for the organisation	Retain from creation of records for 6 year	HBC
7.45	Payroll – Expenses	All records relating to relocation claims	Retain from end of financial year to which records relate for 3 years	HBC
7.46	Payroll - Lease Cars	All records relating to leased vehicle allowances	Retain from year records created for 6 years	HBC
7.47	Payroll – Maternity	All records relating to the administration of Statutory Maternity Pay	Retain from tax year in which the maternity period ends for 3 years	HBC
7.48	Payroll – Overtime	All records relating to the management of staff overtime payments	Retain from creation of records for 6 year	HBC
7.49	Payroll - Pension Scheme	All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers)Benefits Regulations 1995	Retain from date event takes place for 6 years	HBC

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7.50	Payroll - Pension Scheme	All records relating to the monitoring of pension fund contributions (employer and employee)	Retain from year records created for 6 years	HBC
7.51	Payroll - Pension Scheme	Bank details, pay details of the individual pensioners	Retain from date of last payment for 6 years	HBC
7.52	Payroll - Pension Scheme	Bulk transfer files	Retain from date of the last contact with the scheme of the last pensioner/dependent for 100 years	HBC
7.53	Payroll - Pension Scheme	Files relating to individual members of the pension scheme ( including dependents)	Retain from date of last contact with the scheme until date of last contact applies to all dependents etc for 100 years	HBC
7.54	Payroll - Pension Scheme	Finance and procurement:Financial Services: Treasury and investments: Information relating to the administration of the pension fund on behalf of admitted bodies	Permanent	HBC
7.55	Payroll - Pension Scheme	Monitoring of investments on behalf of the pension fund - monthly accounts	Retain from year records created for 6 years	HBC
7.56	Payroll - Pension Scheme	Pension fund contribution income - annual year spreadsheets	Retain from year records relate to for 1 year	HBC
7.57	Payroll - Pension Scheme	Pension fund oracle reports	Retain from year records created for 6 years	HBC
7.58	Payroll - Pension Scheme	Records of former employers and Associations	Retain from date of the last contact with the scheme of the last pensioner/dependent for 100 years	HBC
7.59	Payroll - Pension Scheme	Returns relating to members of staff transferring into the pension fund	Retain from year records created for 6 years	HBC
7.60	Payroll - Policies and Procedures	All records relating to management of staff procedures	Retain from date procedure superseded for 6 years	HBC
7.61	Payroll – SSP	All records relating to the administration of Statutory Sick Pay	Retain from tax year to which sick pay relates for 3 years	HBC

7.62	Payroll - Tax and NI	All records relating to Income Tax and National Health Insurance returns	Retain from end of the financial year to which records relate for 3 years	HBC
7.63	Payroll - Telephone Charges	All records relating to the management of a recharged telephone service to staff	Retain from creation of records for 6 years	HBC

**Section 8: Information Communication Technology**

Ref	Area	Examples of records	When destroyed	Source
8.1	ICT - business continuity	Business Continuity Plans including all records relating to the development of business continuity plans	Retain from creation of plans until it is expected that these will be dynamic documents which are constantly updating.	LGA985
8.2	ICT - data management	All records relating to the creation and implementation of security measures for information systems	Retain from date system commissioned until date system decommissioned.	LGA986
8.3	ICT - hardware	All records relating to the maintenance of systems hardware	Retain from current system for 6 years.	LGA987
8.4	ICT - help desk	All records relating to system fault reporting	Retain from year records created for 1 year.	LGA988
8.5	ICT - help desk	All records relating to the management of systems help desk support	Retain from year records created for 1 year.	LGA988
8.6	ICT - maintenance	All records relating to the maintenance and monitoring of ICT networks	Retain from year records created for 1 year.	LGA1634
8.7	ICT - manuals	All systems manuals relating to current information systems	Retain from date system commissioned until date system decommissioned.	LGA1660
8.8	ICT - networks	All records relating to the implementation and management of computer networks used by council officers.	Retain from date the system is superseded for 6 years.	LGA991
8.9	ICT - peripherals	All records relating to the purchase and installation of peripheral ICT equipment	Retain from financial year records were created for 6 years.	LGA989
8.10	ICT - resource management	All records relating to ICT resource management	Retain from creation of records for 3 years.	LGA1635
8.11	ICT - security	All information relating to user profiles for information systems	Retain from year records created for 6 years.	LGA1659

8.12	ICT - security	All records relating to the creation and implementation of policy and procedures relating to information security	Retain from year records created for 3 years.	LGA1659
8.13	ICT - software	All records relating to software licenses for information systems	Retain from date system decommissioned for 6 years.	LGA992
8.14	ICT - Web site	All records relating to the creation and maintenance of the council website	Retain from creation of records for 3 years.	LGA993
8.15	Information management	All records relating to changes made to information systems	Retain from date system decommissioned for 6 years.	LGA990
8.16	Information management	All records relating to the configuration of information systems	Retain from date system commissioned until date system decommissioned.	LGA990
8.17	Information management	All records relating to the creation and implementation of system tracking requirements	Retain from date system commissioned until date system decommissioned.	LGA990
8.18	Information management	All records relating to the creation of system process maps	Retain from date system commissioned until date system decommissioned.	LGA990
8.19	Information management	All records relating to the design and construction of information systems	Retain from date system commissioned until date system decommissioned.	LGA990
8.20	Information management	All records relating to the development of systems	Retain from date system commissioned until date system decommissioned.	LGA990
8.21	Information management	All records relating to the implementation of ICT systems	Retain from date system commissioned until date system decommissioned.	LGA990

### Section 9: Complaints & Compliments

Ref	Area	Examples of records	When destroyed	Source
9.1	Change of circumstances	All records collected by an organisation to enable local residents to notify the council about a change in circumstances which may affect their entitlement to other council services	Retain from date systems updated for 1 year.	LGA370
9.2	Change of circumstances	Copy documents relating to the 'Tell us Once' system	Retain from year records created for 1 year.	LGA370

9.3	Complaints advocacy	All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	Retain from complaint conclusion for 6 years.	LGA645
9.4	Complaints procedure	All records relating to complaints about services dealt with as pre formal	Retain from date of closure for 3 years.	LGA353
9.5	Complaints procedure	All records relating to complaints referred to the Local Government Ombudsman	Retain from date complaint resolved for 10 years.	LGA353
9.6	Complaints procedure	All records relating to formal complaints	Retain from year concluded for 6 years	LGA353
9.7	Complaints procedure	All records relating to statutory complaints relating to Children's Social Services	Retain from date of birth of child for 75 years.	LGA353
9.8	Complaints procedure	Records relating to the processes to support the provision of a complaints process – i.e keeping copies of policies	Retain from date processes change for 6 years.	LGA353
9.9	Customer satisfaction surveys	All records relating to the creation and analysis of customer satisfaction surveys	Retain from year records created for 3 years.	LGA653
9.10	Feedback and suggestions	All records relating to feedback and suggestions made by local residents	Retain from year records created for 3 years.	LGA1536
9.11	Feedback and suggestions	Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	Retain from year comment received for 1 year.	LGA1536

### Section 10: Policy & Performance / Consultations

Ref	Area	Examples of records	When destroyed	Source
10.1	Equality and diversity	All records relating to the development, implementation and monitoring of equality and diversity policies	Retain from date policy expires for 3 years.	LGA861
10.2	Petitions	All records relating to the management of petitions	Retain from year records created for 6 years.	LGA1306
10.3	Petitions	All records relating to the processing of petitions received by the Authority	Retain from date petition received for 6 years.	LGA1306
10.4	Petitions	Records relating to the management of personal data held in petitions which have been presented to the Council	Retain from date of petition until the legal/administrative purpose for it's use has been fulfilled.	LGA1306
10.5	Service delivery consultation	Records relating to processes to support consultations concerning service delivery, including at public meetings held	Retain from year records created for 6 years.	LGA867
10.6	Service delivery consultation	Records relating to the consultation documents	Retain from completion of	LGA867

		completed by service users concerning service delivery, including at public meetings held	survey until the legal/administrative purpose for it's use has been fulfilled.	
10.7	Spending plans consultation	All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year	Retain from year records created for 3 years.	LGA658
10.8	Spending plans consultation	All records relating to the publication of spending plans	Retain from year records created for 3 years.	LGA658
10.9	Business Process Improvement	All records relating to the use of business process improvement to improve council services	Retain from date of final report or implementation of improvements for 6 years.	LGA1151
10.10	Corporate - development strategy	All records relating to creation, implementation and monitoring of a strategic plan for the council	Retain from date plan expires for 6 years.	LGA1622
10.11	Corporate - development strategy	All records relating to the development and monitoring of annual business plans	Retain from year records created until superseded.	LGA1622
10.12	Corporate - development strategy	All records relating to the development of tourism opportunities	Retain from year records created for 10 years.	LGA1622
10.13	Corporate - project management	All records relating to the management of projects where there is a small (or no) budget involved	Retain from last action on project for 6 years.	LGA1628
10.14	Corporate - partnership working	All records relating to significant partnership working reviewed by CMT and Internal Audit	Retain from end of partnership for 6 years.	LGA1627
10.15	Corporate - project management	All records relating to the management of projects which end with a contract under seal	Retain from last action on project for 12 years.	LGA1628
10.16	Corporate - project management	All records relating to the management of projects which end with a contract under signature	Retain from last action on project for 6 years.	LGA1628

### Section 11: Health & Safety

Ref	Area	Examples of records	When destroyed	Source
11.1	Corporate - health and safety	All records relating to accident reporting where the person is aged over 18 at the time of the accident	Retain from date of accident for 4 years.	LGA1624
11.2	Corporate - health and safety	All records relating to accident reporting where the person is aged under 18 at the time of the accident	Retain from date of birth of individual for 22 years.	LGA1624
11.3	Corporate - health and safety	All records relating to health and safety campaigns carried out by local authorities	Retain from date of end of campaign for 3 years.	LGA1624
11.4	Corporate - health and safety	All records relating to Health and Safety strategy including policy documents	Retain from date policy superseded for 6 years.	LGA1624

11.5	Corporate - health and safety	All records relating to the development and implementation of health and safety policies	Retain from date policy superseded for 6 years.	LGA1624
11.6	Corporate - health and safety	Process of inspecting equipment	Retain from date of inspection for 6 years.	LGA1624
11.7	Corporate - health and safety	Risk Assessments relating to land and property in public ownership	Retain from date risk assessment superseded for 6 years.	LGA1624
11.8	Corporate - industrial relations	All records relating to the management of employee relations	Retain from year records created for 6 years.	LGA1625
11.9	Corporate - industrial relations	All records relating to trade union liaison	Retain from year records created for 3 years.	LGA1625
11.10	Corporate - policies and procedures	All records relating to the creation, implementation and monitoring of policies and procedures	Retain from date policy/procedure expires for 3 years.	LGA1664
11.11	Open data publication	All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources	Retain from publication of data until data which is made available is disposed of.	LGA1577
11.12	Performance measurement and reporting	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	Retain from year records created for 5 years.	LGA725

## Section 12: Audit

Ref	Area	Examples of records	When destroyed	Source
12.1	Corporate - audit and inspection	All records relating to audits carried out internally or externally	Retain from date audit accepted for 6 years.	LGA1621
12.2	Corporate - audit and inspection	All records relating to counter fraud investigations	Retain from date of completion of enforcement action for 6 years.	LGA1621
12.3	Corporate - audit and inspection	External audit letter	Retain from year records created for 5 years.	LGA1621

## Section 13: Research/Planning

Ref	Area	Examples of records	When destroyed	Source
13.1	Corporate - research	All records relating to research which has been commissioned or carried out by the local authority	Retain from date research completed until the retention period will vary depending on the type of research and the reason it was commissioned.	LGA1668

13.2	Corporate - resource planning	All records relating to the collection and analysis of staff statistics	Retain from year records created for 5 years.	LGA1631
13.3	Corporate - service policy	All records relating to the management of internal procedures and facilities involved in the delivery of services not covered elsewhere in the schedule	Retain from year records created for 3 years.	LGA1632

### Section 14: Legal

Ref	Area	Examples of records	When destroyed	Source
14.1	Legal - advice	All records relating to copyright and intellectual property rights	Retain from date intellectual	LGA994
14.2	Legal - advice	General legal advice relating to Social Services matters	Retain from last action for 3 years.	LGA994
14.3	Legal - advice	Legal advice given relating to requests by Police for disclosure of Social Services records	Retain from last action for 3 years.	LGA944
14.4	Legal - case management	All records relating to general common law issues	Retain from closure for 6 years.	LGA1671
14.5	Legal - case management	All records relating to investigations undertaken by Trading Standards	Retain from date of enforcement action for 6 years.	LGA1671
14.6	Legal - case management	All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000	Retain from date of the court order for 6 years.	LGA1671
14.7	Legal - case management	Case files relating to Criminal Injuries Compensation Authority Claims	Retain from date of birth of claimant for 85 years.	LGA1671
14.8	Legal - case management	Case files relating to obtaining any legal order relating to a child [This period relates to the legal file not to the child's personal file.]	Retain from date of birth for 25 years.	LGA1671
14.9	Legal - case management	Case files relating to redemption of Social Services Section 22 charges	Retain from close of case for 6 years.	LGA1671
14.10	Legal - case management	Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983	Retain from close of case for 6 years.	LGA1671
14.11	Legal - case management	Foster parent records [This period relates to the legal file not to the personal file.]	Retain from approval terminated for 10 years.	LGA1671
14.12	Legal - contracts	All records relating to actions founded on a simple contract	Retain from last action on the contract for 6 years.	LGA1669
14.13	Legal - contracts	All records relating to contracts founded on a speciality	Retain from date of case of action for 12 years.	LGA1669
14.14	Legal - contracts	Case files relating to the receipt and preparation of contract documents	Retain from close of case for 6 years.	LGA1669
14.15	Legal - contracts	Case files relating to the release of bonds	Retain from close of case for 6 years.	LGA1669



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14.16	Legal - contracts	Company formation, contracts or similar matters	Retain from closure of company for 12 years.	LGA1669
14.17	Legal - judicial review	Case files relating to judicial review	Retain from close of case for 6 years.	LGA1670
14.18	Legal - land and property	All records relating to the disposal of information systems	Retain from date system disposed of for 3 years.	LGA1663
14.19	Legal - land and property	All records relating to the disposal of publicly owned equipment	Retain from date of disposal of equipment for 6 years.	LGA1663
14.20	Legal - land and property	All records relating to the disposal of publicly owned land and property	Retain from date of disposal of property for 6 years.	LGA1663
14.21	Legal - land and property	Case files relating to Deed Of Release/Rectification/Variation By Client	Retain from close of case for 6 years.	LGA1663
14.22	Legal - land and property	Case files relating to grant of easement to the client	Retain from close of case for 6 years.	LGA1663
14.23	Legal - land and property	Case files relating to leases/tenancy agreements/licences to be granted to the client	Retain from close of case for 6 years.	LGA1663
14.24	Legal - land and property	Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security Adjudications Act 1983)	Retain from close of case for 6 years.	LGA1663
14.25	Legal - land and property	Case files relating to licences for assignment/under-letting/alterations relating to leases	Retain from close of case for 6 years.	LGA1663
14.26	Legal - land and property	Case files relating to redemption of staff mortgages (other than on sale or re-mortgage)	Retain from close of case for 6 years.	LGA1663
14.27	Legal - land and property	Case files relating to the redemption of mortgages(other than s22 charges) on sale or re-mortgage of property	Retain from close of case for 6 years.	LGA1663
14.28	Legal - land and property	Conveyancing - acting for purchaser	Permanent	LGA1663
14.29	Legal - land and property	Conveyancing - acting for vendor on sale of the whole of the title	Retain from completion of action for 12 years.	LGA1663
14.30	Legal - land and property	Conveyancing - acting for vendor who retains part of the title	Permanent	LGA1663
14.31	Legal - land and property	Loan Consents relating to loans made	Retain from date of last payment on loan for 12 years.	LGA1663
14.32	Legal - litigation support	All records relating to the recovery of land	Retain from date of case of action for 12 years.	LGA955
14.33	Legal - litigation support	Case files relating to injunction proceedings	Retain from close of case for 6 years.	LGA955
14.34	Legal - litigation support	Case files relating to injunctions under the Town & Country Planning Acts	Retain from close of case for 6 years.	LGA955
14.35	Legal - litigation support	Case files relating to Magistrate's Courts Proceedings	Retain from close of case for 6 years.	LGA955

14.36	Legal - litigation support	Case files relating to the prosecution of breaches/review of community orders	Retain from close of case for 6 years.	LGA955
14.37	Data Protection	All records relating to the creation and implementation of policies under General Data Protection Regulations	Retain from date policy expires for 3 years.	LGA826
14.38	Data Protection	All records relating to the management of subject access requests under General Data Protection Regulations	Retain from year records created for 2 years.	LGA826
14.39	Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000	Retain from date policy expires for 3 years.	LGA722
14.40	Freedom Of Information Request	All records relating to the management of Freedom of Information Requests	Retain from year records created for 2 years.	LGA722
14.41	Re-use of public sector information	All records relating to the management of the re-use of public sector information	Retain from date licence expires for 6 years.	LGA1088
14.42	Byelaws and regulations	All records relating to the development and implementation of byelaws and regulations	Retain from date byelaw expired for 6 years.	LGA1390
14.43	Policy - retention schedules	All records relating to the creation of a retention schedule for the authority	Retained to show what retention periods were at any given time.	LGA996
14.44	Policy - retention schedules	All records relating to the development and implementation of information surveys (or information audits)	Retain from date information survey expires for 3 years.	LGA996
14.45	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint is unfounded	Retain from year complaint made for 1 year.	LGA355
14.46	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a major sanction against the councillor	Retain from year complaint made until councillor next stands for election.	LGA355
14.47	Councillors declaration of interest	All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor	Retain from year complaint made until retain for the length of time the sanction is in force.	LGA355
14.48	Records management	All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code	Retain from year records created for 10 years.	LGA1305

## Section 15: Registration

Ref	Area	Examples of records	When destroyed	Source
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15.1	Birth - historical searches	All records relating to searches of the records in a Registrars Office for details of births usually for copy certificates	Retain from year records created for 3 years.	General Register Office
15.2	Birth - re-registering	All records relating to the re-registration of a birth	Register entry = Permanent Birth re-Registrations applications received but not re-registered = 3 years Correspondence = 3 years	General Register Office
15.3	Birth registration	Certificates of registration of births and still-births	uncollected certificates -6 months	Local practice
15.4	Birth registration	Counterfoils of standard and short birth certificates Standard certificates of still birth	Retain from year records created for 2 years. (further retained if they have not been subject to scrutiny during a stock audit by GRO)	LGA319
15.5	Birth registration	Register of Births	Permanent	LGA319
15.6	Birth registration	Registrar General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953	Retain from year records created for 2 years.	LGA319
15.7	Birth registration	Requisitions for certificates of birth issued under certain acts of parliament for the purpose of those Acts	Retain from date of requisition for 2 years.	LGA319
15.8	Birth registration	Requisitions to persons liable to register births who have failed to do so	Retain from date of requisition for 1 year.	LGA319
15.9	Civil partnerships	All records relating to the issuing of civil partnership certificates and applications for copies of certificates	Retain from year records created for 3 years.	General Register Office
15.10	Civil partnerships	All records relating to the registration of civil partnerships	Permanent	LGA876
15.11	Copy certificates	All records relating to the issuing of copy certificates for a birth, marriage or death that was registered in the area.	Correspondence i.e. applications = 3 years Counterfoil of issue = 2 years (further retained if they have not been subject to scrutiny during a stock audit by GRO)	General Register Office
15.12	Death - historical searches	All records relating to searches of the records in a Registrars Office for details of deaths usually for copy certificates	Retain from year records created for 3 years.	General Register Office
15.13	Death registration	Books recording issue of books and forms of medical certificates (Form 17)	Retain from last entry for 5 years.	LGA321

15.14	Death registration	Counterfoils of certificates and forms - Certificates for disposal before or after registration of death, still-birth and no liability to register	Retain from date of the last entry for 5 years.	LGA321
15.15	Death registration	Counterfoils of certificates and forms - Certificates issued for the purposes of the provisions of the Friendly Societies Acts relating to a payment on the death of a child under the age of ten	uncollected certificates are kept, Hartlepool = 6 months	Local practice
15.16	Death registration	Counterfoils of certificates and forms - Requisitions to persons liable to register who have failed to do so - deaths	No formal requisition process for death registration, all referred to GRO	General Register Office
15.17	Death registration	Counterfoils of certificates and forms. Forms of report of death to coroner by registrar	Retain from creation of records for 1 year.	General Register Office
15.18	Death registration	Counterfoils of death certificates	Retain from date of issue for 2 years. (further retained if they have not been subject to scrutiny during a stock audit by GRO)	LGA321
15.19	Death registration	Declarations made by applicants for certificates for disposal (no liability to register)	Retain from date of last declaration for 5 years.	LGA321
15.20	Death registration	Notifications of disposals of bodies of deceased persons	Retain from date of last notification for 5 years.	LGA321
15.21	Death registration	Register of Deaths	Permanent	LGA321
15.22	Death registration	Registrar General's authorities for registration after 12 months in accordance with sections 7 and 21 of the Births and Deaths Registration Act 1953	Retain from year records created for 2 years.	LGA321
15.23	Death registration	Requisitions for certificates of death issued under certain acts of parliament for the purpose of those Acts	Retain from date of requisition for 2 years.	LGA321
15.24	Death registration	Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974	Retain from creation of records for 6 years.	LGA321
15.25	Funeral records	All records relating to burials and cremations held by the Registrar's Office	Permanent	
15.26	Marriage - historical searches	All records relating to searches of the records in a Registrars Office for details of marriages usually for copy certificates	Retain from year records created for 3 years.	General Register Office
15.27	Marriage or civil partnership registration	Register of Marriage or civil partnership	Permanent	LGA1716

15.28	Marriage renewal	All records relating to marriage renewal ceremonies	Non legal ceremony – no requirement to retain. Hartlepool retention = 1 year	General Register Office
15.29	Naming ceremonies	All records relating to the provision of naming ceremonies	Non legal ceremony – no requirement to retain. Hartlepool retention = 1 year	General Register Office
15.30	Stillbirth registration	All records relating to the registration of still births	Registers are deposited with GRO when complete, only active registers held by district	General Register Office
15.31	Wedding venues	All records relating to the management of wedding venues owned by the council	No requirement to retain	Local practice

### Section 16: Taxation

Ref	Area	Examples of records	When destroyed	Source
16.1	Council tax account enquiries	All records relating to enquiries about council tax accounts	Retain from year records created for 6 years.	LGA58
16.2	Council tax annual notification	All records relating to the Council tax annual notification	Retain from year records created for 6 years.	LGA57
16.3	Council tax appeals	All records relating to Council Tax Appeals	Retain from date appeal completed for 6 years.	LGA1763
16.4	Council tax band reductions	All records relating to council tax band reductions	Retain from year records created for 6 years.	LGA61
16.5	Council tax discount	All records relating to discounts made to council tax	Retain from year records created for 6 years.	LGA59
16.6	Council tax exemptions	All records relating to council tax exemptions	Retain from year records created for 6 years.	LGA60
16.7	Business Rates account enquiries	All records relating to enquiries about Business Rates accounts	Retain from year records created for 6 years.	HBC
16.8	Business Rates annual notification	All records relating to the Business Rates annual notification	Retain from year records created for 6 years.	HBC
16.9	Business Rates valuation changes	All records relating to Business Rates valuation changes	Retain from year records created for 6 years.	HBC
16.10	Business Rates reliefs	All records relating to reliefs on Business Rates accounts	Retain from year records created for 6 years.	HBC

16.11	Business Rates exemptions	All records relating to Business Rates exemptions	Retain from year records created for 6 years.	HBC
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### Section 17: Carers & Disability Benefits

Ref	Area	Examples of records	When destroyed	Source
17.1	Disabled facilities grant	Client records relating to disabled facilities' grants	Client records relating to disabled facilities' grants	LGA137
17.2	Disabled facilities grant	Records relating to the administration of disabled facilities' grants schemes	Retain from financial year records were created for 6 years.	LGA137
17.3	Sickness and disability benefit	Client records relating to applications for employment & support allowance	Retain from creation of records for 6 years.	LGA1534
17.4	Sickness and disability benefit	Records relating to management of employment & support allowance schemes	Retain from financial year records were created for 6 years.	LGA1534

### Section 18: Family Benefits

Ref	Area	Examples of records	When destroyed	Source
18.1	Free school meals	Client records relating to the administration of free school meals	Retain from year records created for 6 years.	LGA4
18.2	Free school meals	Records relating to the administration of free school meals schemes	Retain from financial year records were created for 6 years.	LGA4
18.3	Nursery education grant	Client records relating to the allocation of nursery education grants	Retain from date of last payment on grant for 6 years.	LGA50
18.4	Nursery education grant	Records relating to the management of nursery education grants schemes	Retain from financial year records were created for 6 years.	LGA50
18.5	School clothing grants/vouchers	Client records relating to the allocation of school clothing grants/vouchers	Retain from year records created for 6 years.	LGA2
18.6	School clothing grants/vouchers	Records relating to the administration of school clothing grants/vouchers schemes	Retain from financial year records were created for 6 years.	LGA2
18.7	School transport - additional support	Client records relating to the allocation of financial support with school transport	Retain from year records created for 6 years.	LGA3
18.8	School transport - additional support	Records relating to the management of financial support with school transport schemes	Retain from financial year records were created for 6 years.	LGA3

### Section 19: Heating & Housing Benefits

Ref	Area	Examples of records	When destroyed	Source
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19.1	Going into hospital	Notifications by people claiming benefits who when admitted to hospital must notify the local authority dealing with their claims for housing and council tax benefit	Retain for 6 years from closure of claim	HBC
19.2	Going into hospital	Records relating to the management of processes to allow the notification by people claiming benefits who are admitted to hospital	Retain for 6 years from closure of claim	HBC
19.3	Home purchase grants	Client records relating to home purchase grants	Retain from date of last payment of grant for 6 years.	LGA158
19.4	Home purchase grants	Records relating to the management of processes to allow the payment of home purchase grants	Retain from date process changes for 6 years.	LGA158
19.5	Home repair assistance grant	Client records relating to the payment of home assistance repair grants	Retain from date of last payment of grant for 6 years.	LGA136
19.6	Home repair assistance grant	Records relating to the management of processes to allow the payment of home repair assistance grants	Retain from date process changes for 6 years.	LGA136
19.7	Housing benefit appeals	Client records concerning housing benefit appeals	Retain for 6 years from closure of claim	HBC
19.8	Housing benefit appeals	Records relating to the management of processes concerning housing benefit appeals	Retain for 6 years from closure of claim	HBC
19.9	Housing benefit backdated claims	Client records relating to back dated claims for housing benefit	Retain for 6 years from closure of claim	HBC
19.10	Housing benefit backdated claims	Records relating to the management of processes concerning back dated claims for housing benefit	Retain for 6 years from closure of claim	HBC
19.11	Housing benefit current claim	Client records relating to current claims for housing benefit	Retain for 6 years from closure of claim	HBC
19.12	Housing benefit current claim	Records relating to the management of processes concerning current claims for housing benefit	Retain for 6 years from closure of claim	HBC
19.13	Housing benefit new claim	Client records relating to new claims for housing benefit	Retain for 6 years from closure of claim	HBC
19.14	Housing benefit new claim	Records relating to the management of processes concerning new claims for housing benefit	Retain for 6 years from closure of claim	HBC
19.15	Housing benefit overpayments	Client records relating to the overpayment of housing benefit	Retain for 6 years from closure of claim	HBC
19.16	Housing benefit overpayments	Records relating to the management of processes	Retain for 6 years from closure of claim	HBC

		concerning overpayment of housing benefit		
19.17	Housing benefit renewal	Client records relating to the renewal of housing benefit	Retain for 6 years from closure of claim	HBC
19.18	Housing benefit renewal	Records relating to the management of processes concerning renewal of housing benefit	Retain from date process changes for 6 years.	LGA73
19.19	Overdue housing repairs - discretionary allowance	Client records relating to the provision of a discretionary allowance to tenants where it has not been possible to carry out essential repairs to their home or to communal areas around their home within a reasonable or agreed timeframe.	Retain from date of last payment for 6 years.	LGA142
19.20	Overdue housing repairs - discretionary allowance	Records relating to the management of processes to allow the payment of a discretionary allowance to tenants where it has not been possible to carry out essential repairs to their home or to communal areas around their home within a reasonable or agreed timeframe.	Retain from date process changes for 6 years.	LGA142
19.21	Rent determination	Client records relating to the determination of private rents for those in receipt of housing benefits	Retain for 6 years from closure of claim	HBC
19.22	Rent determination	Records relating to the management of processes to allow the determination of private rents for those in receipt of housing benefits	Retain for 6 years from closure of claim	HBC

## Section 20: Low Income Benefits

Ref	Area	Examples of records	When destroyed	Source
20.1	Council tax benefit appeals	Client records relating to council tax benefit appeals	Retain for 6 years from closure of claim	HBC
20.2	Council tax benefit appeals	Records concerning the processes to manage council tax benefit appeals	Retain for 6 years from closure of claim	HBC
20.3	Council tax benefit backdated claims	Client records relating to council tax benefit back claims	Retain for 6 years from closure of claim	HBC
20.4	Council tax benefit backdated claims	Records concerning the processes to manage council tax benefit back claims	Retain for 6 years from closure of claim	HBC
20.5	Council tax benefit current claim	Client records relating to current claims for council tax benefit	Retain for 6 years from closure of claim	HBC



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20.6	Council tax benefit current claim	Records concerning the processes to manage current claims for council tax benefit	Retain for 6 years from closure of claim	HBC
20.7	Council tax benefit new claim	Client records relating to new claims for council tax benefit	Retain for 6 years from closure of claim	HBC
20.8	Council tax benefit new claim	Records concerning the processes to manage new claims for council tax benefit	Retain for 6 years from closure of claim	HBC
20.9	Council tax benefit overpayments	Client records relating to the overpayment of council tax benefits	Retain for 6 years from closure of claim	HBC
20.10	Council tax benefit overpayments	Records concerning the processes to manage council tax benefits where an overpayment has been made	Retain for 6 years from closure of claim	HBC
20.11	Council tax benefit renewal	Client records relating to the renewal of council tax benefits	Retain for 6 years from closure of claim	HBC
20.12	Council tax benefit renewal	Records concerning the processes to manage the renewal of council tax benefits	Retain for 6 years from closure of claim	HBC
20.13	Local crisis payment	Client records relating to local crisis payments	Retain from financial year payment made for 6 years.	LGA1795
20.14	Local crisis payment	Records concerning the processes to allow the payment of local crisis payments	Retain from date process changes for 6 years.	LGA1795

## Appendix D: DEVELOPMENT, NEIGHBOURHOODS AND REGULATORY SERVICES DEPARTMENT - Retention and Destruction Schedules

### Section 1: Directors Division Policy Support

Ref	Area	Examples of records	When destroyed	Source
1.1	Complaints			
1.1.1	Complaints management	Complaints procedures/processes	Retain for 6 years after process is superseded	LGA353
1.1.2	Complaints management	Register of complaints (anonymised)	Permanent. Register anonymised 6 years after conclusion of complaint and after personal details have been deleted	HBC
1.1.3	Complaints management	Reports, correspondence including acknowledgements, response to complaint, detailed records	Stage 1 and 2 complaint file - 6 years after conclusion	LGA353
1.1.4	Complaints management	All records relating to complaints referred to the Local Government Ombudsman	Retain from date complaint resolved for 10 years	LGA353
1.1.5	Complaints management	All records relating to statutory complaints relating to Children's Social Services	Retain from date of birth of child for 75 years.	LGA353
1.1.6	Complaints advocacy	All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	Retain from year records created for 6 years.	LGA645 Limitation Act 1980 (Section 2)
1.1.7	Service requests	All records relating to complaints about services dealt with as business as usual	Retain from year records created for 3 years.	LGA353
1.1.8		Compliments - letters, thank you cards etc	6 years after last action	Limitation Act 1980
1.2	Freedom of Information			
1.2.1	Freedom of Information	All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000	Retain from date policy expires for 3 years.	LGA722
1.2.2	Freedom of Information	All records relating to the management of Freedom of Information Requests	Retain from year records created for 2 years.	LGA722
1.3	Training			
1.3.1	Records of training undertaken by staff	Training register - Occupational H&S Training	50 years after completion	KentCC HR2.4.5

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1.3.2		All records relating to training concerning children	Retain from date training completed for 40 years.	LGA1650
1.3.3		All records relating to training not concerning children	Retain 7 years from termination of employment	LGA1650
1.3.4	Training - proof of completion	Certificates, awards, presentation	7 years after completion	KentCC HR4.2.3
1.3.5	Training materials	All notes and materials created for training courses	Retain from date material created until date training course ends.	LGA1650
1.3.6	Training statistics	All records relating to the creation and management of training statistics	Retain from year records created for 3 years.	LGA1650
1.3.7	Training programme	All records relating to the development and implementation of training programmes	Retain from year records created for 3 years.	LGA1650
1.3.8	Training plan	All records relating to the development, implementation and monitoring of the corporate training plan	Retain from date training plan expires for 3 years.	LGA1650
1.3.9	Staff - operational exercising/training	Personnel records relating to the management of staff operational exercising/training	Retain from date training completed for 3 years.	LGA1643
1.3.10	Staff - operational exercising/training	Records relating to processes to support the provision of staff operational exercising/training	Retain from date processes change for 6 years.	LGA1643
1.3.11	Conferences and seminars	Arrangement for attendance	Current year + 3 years	Kent HR4.2.4
1.3.12	The process of awarding a contract	Appointment of an external training provider	Destroy 6 years after the terms of the contract have expired	LGA830
1.4	<b>Information Management</b>			
1.4.1	Information management & PI reports	Information reports that contain aggregated information, PI calculations	Retain from year records created for a minimum of 5 years	LGA725
1.4.2	Performance measurement and reporting	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	Retain from year records created for 5 years.	LGA725
1.4.3	Public information	Publications, leaflets, internet based information. Note Remove publications from public use once out of date.	Retain from date of first publication until when publication goes out of print.	LGA659
1.4.4	Data protection	All records relating to the creation and implementation of policies under General Data Protection Regulations	Retain from date policy expires for 3 years.	LGA826
1.4.5		All records relating to the management of subject access requests under General Data Protection Regulations	Retain from year records created for 2 years.	LGA826
1.4.6	Systems management development	Meeting minutes and papers in support of identification of	Life of the system	KentCC IC6.1

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		required developments, formal documents detailing development		
1.4.7	Information management	All records relating to design, implementation and development of information systems	Retain from date system decommissioned for 6 years.	LGA990
1.4.8	Records management	All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code	Retain from year records created for 10 years.	LGA1305
<b>1.5</b>	<b>Retention Schedule</b>			
1.5.1	Policy - retention schedules	All records relating to the creation of a retention schedule for the authority	Retain from date of publication until as the retention schedule is updated a copy should be retained to show what retention periods were at any given time.	LGA996
1.5.2	Policy - retention schedules	All records relating to the development and implementation of information surveys (or information audits)	Retain from date information survey expires for 3 years.	LGA996
1.5.3	Disposal of records process	Disposal logs, disposal procedures	A copy should be retained to show what retention periods were at any given time.	LGA996
1.5.4		All records relating to the development and implementation of information surveys (or information audits)	Retain from date information survey expires for 3 years.	LGA996
<b>1.6</b>	<b>Health and Safety</b>			
1.6.1	Health & safety	All records relating to the reporting of accidents where the person concerned is over 18	Retain from date of accident for 3 years and 4 months.	LGA429 Limitation Act 1980 (Section 11)
1.6.2		All records relating to the reporting of accidents where the person concerned is under 18	Retain from date of birth of minor for 21 years and 4 months.	LGA429 Limitation Act 1980 (Section 11)
1.6.3		All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	Retain from date report made for 3 years.	LGA429 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985
1.6.4		All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Retain from date of incident for 30 years.	LGA429 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471
1.6.5		Process to assess the level of risk	Risk assessment	Date the risk assessment superseded + 4 years

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1.7	Finance			
1.7.1	Consumables	All records relating to the purchase of consumables for local authorities	Retain from financial year records were created for 6 years.	LGA1633
1.7.2	Accounts - accounting	All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies	Retain from end of the financial year to which the records relate for 6 years.	LGA967 HMRC - Compliance Handbook Manual CH15400
1.7.3	Accounts - financial management	All records relating to the banking of monies paid to the council	Retain from end of the financial year to which the records relate for 6 years.	LGA 968 HMRC - Compliance Handbook Manual CH15400
1.7.4	Accounts - financial management	All records relating to the receipt of payments made to the council	Retain from year records created for 6 years.	LGA 968 HMRC - Compliance Handbook Manual CH15400
1.7.5	Accounts - financial planning	All records relating to the creation and implementation of the annual budget for the council	Retain from year records created for 6 years.	LGA 969
1.7.6	Accounts - financial planning	All records relating to the creation and implementation of departmental budgets	Retain from year records created for 6 years.	LGA 969
1.7.7	Accounts - financial planning	All records relating to the creation and implementation of partnership budgets	Retain from year records created for 6 years.	LGA 969
1.7.8	Accounts - financial planning	All records relating to the monitoring and reporting on the annual and departmental budgets	Retain from year records created for 6 years.	LGA 969
1.7.9	Accounts - fund management	All records relating the management of local authority financial assets	Retain from date asset destroyed for 6 years.	LGA970 HMRC - Compliance Handbook Manual CH15400
1.7.10	Management of the approvals process for purchase, including investigations	Appointments and delegations, Audit investigations, arrangements for the provision of goods and services	Retain from the end of financial year which records relate for 6 years	LGA967 HMRC - Compliance Handbook Manual CH15400
1.7.11	Finance requests	Request to raise purchase order, request to raise debtor invoice	Retain from year records created for 6 years	LGA968
1.7.12	Council expenditure	All records relating to expenditure made by the council including invoices, purchase orders etc	Retain from year records created for 6 years.	LGA1465 HMRC - Compliance Handbook Manual CH15400
1.8	Staff Information			
1.8.1	Admin - timekeeping records	Flexitime sheets, annual leave, sick leave, attendance records/books, leave application	Retain from creation of records for 3 years	LGA1302
1.8.2	Admin records	Diaries, message books, working copies, address books, manuals	Does not need to be kept beyond their use	HBC
1.8.3	Personnel information	Temporary staff registers, contact list (council staff) Note: This section only relates to information	Termination of employment	KentCC HR2.5.2

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		that may be held by the relevant department		
1.8.4	Meetings	Team meeting minutes, management meeting minutes, departmental meeting minutes	Where the minutes will not be used as part of an audit trail - date of meeting + 1 year then review	KentCC mn4.2.1
1.8.5			Where the minutes will be used as part of an audit trail (decision making meetings, committee) - date of meeting + 6 years	KentCC mn4.2.2
1.8.6		Employee appraisals, employee notes from 121's	Current year + 1 year	KentCC 2.5.3
1.8.7	Absence management	All records relating to the management of staff leave	Retain from creation of records for 3 years.	LGA1302
1.8.8		All records relating to the monitoring of employee absence	Retain from year records created for 1 year.	LGA1143
1.8.9		Health Referral files	Retain from date of birth for 85 years.	LGA977
1.8.10	Staff - time management	All records relating to the process of monitoring staff leave and attendance	Retain from date action completed for 2 years.	LGA1649
1.8.11	Staff - sickness management	All records relating to the monitoring of employee absence	Retain from year records created for 1 year.	LGA1143
1.8.12	Staff - disciplinary procedures	Case files relating to disciplinary matters	Retain from close of case for 6 years.	LGA974 Limitation Act 1980 (Section 2)
1.8.13	Staff - disciplinary procedures	Casework: Disciplinary where the case results in dismissal	Retain from year records created for 6 years.	LGA974 Limitation Act 1980 (Section 2)
1.8.14	Staff - disciplinary procedures	Casework: Disciplinary where the case results in no case to answer	Retain from start of investigation until end of the investigation.	LGA974 Limitation Act 1980 (Section 2)
1.8.15	Staff - disciplinary procedures	Non Schools Case Work - Performance and Capability	Retain from year records created for 6 years.	LGA974 Limitation Act 1980 (Section 2)
1.8.16	Staff - employment tribunals	All records relating to employment tribunal	Retain from year records created for 6 years.	LGA 1297 Limitation Act 1980 (Section 2)
1.8.17	Staff - employment tribunals	Case files relating to Employment Tribunal Claims and other employment matters	Retain from closure for 6 years.	LGA 1297 Limitation Act 1980 (Section 2)
1.8.18	Staff - grievance	Casework - Grievance procedure	Retain from date grievance resolved for 6 years.	LGA1290 Limitation Act 1980 (Section 2)
1.8.19		Warnings involving children	Placed on file permanently	
1.8.20	Employee investigations/Grievances	Disciplinary and grievances (proved), Oral warning, written warning, final warning, tribunal	Retain from close of case for 6 years.	LGA974 LGA1290

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1.8.21	Staff - expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for of the organisation	Retain from creation of records for 6 years.	LGA1727 HMRC - Compliance Handbook Manual CH15400
1.8.22	Staff - overtime	All records relating to the management of staff overtime payments	Retain from creation of records for 6 years.	LGA1644 HMRC - Compliance Handbook Manual CH15400
1.8.23	Staff - procedures	All records relating to the management of staff procedures	Retain from date procedure superseded for 3 years.	LGA1304
1.8.24	Staff - public holidays	All records relating to the publication of a policy on public holidays	Retain from date the policy superseded for 3 years.	LGA980
1.8.25	Staff - recognition	All records relating to schemes which recognise staff	Retain from year records created for 6 years.	LGA1666 HMRC - Compliance Handbook Manual CH15400
1.8.26		Letters of resignation	6 years from termination of employment	KentCC HR2.5.1
1.8.27	Recruitment	Advertisements, applications, referee reports, interview reports, unsuccessful applications, employment conditions	Successful - 6 years from termination of employment, Unsuccessful - date of interview + 6 months	LGA1645/1646
1.8.28	Staff - recruitment process	All records relating to an individual's employment history - paid employment	Retain from termination for 6 years.	LGA1646 Limitation Act 1980 (Section 2)
1.8.29	Staff - recruitment process	All records relating to an individual's employment history - voluntary service	Retain from termination for 6 years.	LGA1646 Limitation Act 1980 (Section 2)
1.8.30	Staff - recruitment process	All records relating to the appointment of Statutory Officers	Permanent	LGA1646 Limitation Act 1980 (Section 2)
1.8.31	Staff - recruitment process	All records relating to the creation, implementation and monitoring of the Council's induction programme	Retain from year records created for 3 years.	LGA1646 Limitation Act 1980 (Section 2)
1.8.32	Staff - recruitment process	All records relating to the development and implementation of terms and conditions of employment	Retain from date terms and conditions expire for 6 years.	LGA1646 Limitation Act 1980 (Section 2)
1.8.33	Staff - recruitment process	All records relating to the selection process for Statutory Officers	Retain from date of appointment for 5 years.	LGA1646
1.8.34	Staff - recruitment process	Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms	Retain from date check completed for 6 months.	LGA1646 Disclosure and Barring Service check requests: guidance for employers
1.8.35	Staff - recruitment	The selection of an individual for an established position	Retain from recruitment finalised for 1 year.	LGA1645/1646

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1.8.36	Staff - references	All records relating to the management of the provision of staff references	Retain from date of reference for 6 years.	LGA1647
1.8.37	Vetting of contract and supplier staff	All records relating to the checking/vetting of contract and supplier staff	Retain from date check carried out for 6 years.	LGA863 Disclosure and Barring Service check requests: guidance for employers
1.8.38	Staff - reorganisations	All records relating to the reorganisation of the internal workforce of the council	Retain from date reorganisation is completed for 6 years.	LGA982 Limitation Act 1980 (Section 2)
1.8.39	Staff - risk management	Personal risk assessment records for staff working with children or vulnerable adults	Retain from termination of employment for 20 years.	LGA1648
1.8.40	Staff - risk management	Personal risk assessments relating to individuals returning to work	Retain from date risk assessment expires for 3 years and 4 months.	LGA1648 Limitation Act 1980 (Section 11)
1.8.41	Staff - telephone charges	All records relating to the management of a recharged telephone service to staff	Retain from creation of records for 6 years.	LGA1303 HMRC - Compliance Handbook Manual CH15400
1.8.42	Driver licence checks	Scanned images of driving licences and private vehicle insurance	Until superseded	
1.8.43		Recording of driver licence information inc. endorsements	Termination of employment + 6 years	
1.8.44	Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	Retain from termination of employment for 1 year.	LGA 1665 Local Government Act 1972

### Section 2: Facilities Management

Ref	Area	Examples of records	When destroyed	Source
2.1	School Catering Building Cleaning	<ul style="list-style-type: none"> <li>• Inspections</li> <li>• Tender documents</li> <li>• Business plans</li> </ul>	Last action on contract + 6 years.	KentCC BC CP4.9.02, SC MN7.4.6. CS5.06.1 Limitation Act 1980 (Section 2); Limitation Act 1980 (Section 8)
2.2	Building Cleaning	All records relating to the provision of catering services to staff	Retain from creation of records for 6 years.	Limitation Act 1980 (Section 2)
2.3	Function Catering	All records relating to the provision of catering services to staff	Retain from creation of records for 6 years.	LGA955 Limitation Act 1980 (Section 2)
2.4	School catering	All records relating to the provision of school catering services	Retain from end of the contract for 6 years	HMRC - Compliance Handbook Manual CH15400



2.5	Security of Council Assets	All records relating to the Councils security contract	Retain from end of the contract for 6 years	
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### Section 3: Emergency Planning

Ref	Area	Examples of records	When destroyed	Source
3.1	Training			
3.1.1	Multi Agency training records	Information generally included name, contact (phone /email), dietary and mobility needs.  Attendance	Current year + 3 years  Exceptions include MAGIC / Chief Execs attendance at Easingwold, participation in strategic exercises etc where the return period may be over 3 years but being able to prove attendance / experience over the course of a career would be beneficial.	
3.2	Plans			
3.2.1	Emergency plan	All records relating to the creation, implementation and maintenance of the local authority's emergency plan	Retain from date the plan expires for 6 years.	LGA703
3.2.2	Emergency plan testing	All records relating to the testing of emergency plans	Retain from date of the test for 6 years. (note there may be exceptions i.e. where the exercise was of particular note or whereby comparison can be undertaken etc)	LGA703
3.2.3	Business continuity plans	All records relating to the provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations	Retain from year records created for 3 years.	LGA914
3.2.4	Event Plans	Often smaller event manuals / plans will contain personal contact details e.g. the person home address / e-mail address	When superseded	KentCC EM1.1.2
3.3	Civil Emergencies			
3.3.1	Civil emergencies - flooding	All records relating to the provision of advice and information on what to do in the event of a flood	Retain from year records created for 3 years.	LGA793
3.3.2	Civil emergencies - flooding	All records relating to the provision of equipment such as sandbags and engineering advice	Retain from date equipment provided for 6 years.	LGA793 Limitation Act 1980 (Section 2)

		to help residents/businesses in the event of flooding		
3.3.3	Flood prevention	All records relating to works carried out to reduce the likelihood of flooding in areas considered at risk or where there has previously been flooding	Permanent	LGA1612
3.3.4	Civil emergencies - gas pipelines	All records relating to the response to emergency incidents involving major gas pipelines	Retain from date of emergency for 6 years.  Major Incident - permanent	LGA794
3.3.5	Civil emergencies - major accident hazards	All records relating to the management of major accident hazards in civil emergencies	Retain from date of emergency for 6 years.  Major Incident - permanent	LGA792 Limitation Act 1980 (Section 2)
3.3.6	Civil emergencies - social and psychological support	Client records relating to the provision of a range of social and psychological support services in the aftermath of a major incident affecting residents or visitors.	Retain from date of last contact for 6 years.	LGA729 Limitation Act 1980 (Section 2)
3.3.7	Civil emergencies - social and psychological support	Records relating to the development and management of processes to ensure the provision of a range of social and psychological support services in the aftermath of a major incident affecting residents or visitors	Retain from year processes change for 3 years.	LGA729
3.3.8	Current emergency situations - civil	All records relating to the publication of information and advice on how to deal with civil emergency weather situations such as rioting, threats of terrorism etc.	Retain from year records created for 3 years.	LGA1308
3.3.9	Current emergency situations - health	All records relating to the provision of information to the public on what to do/who to contact in the event of an ongoing emergency related to public health such as a flu outbreak.	Retain from year records created for 3 years.	
3.3.10	Current emergency situations - weather	All records relating to the publication of information and advice on how to deal with emergency weather conditions such as flooding, heavy snowfalls etc.	Retain from year records created for 3 years.	LGA1307
3.3.11	Incidents	<ul style="list-style-type: none"> <li>• Incident Logs</li> <li>• Photo archive</li> <li>• Varies with incident likely to contain name, address, contact numbers and issues relating to need / vulnerability. More also on occasion contain information on children</li> </ul>	Major Incident – permanent  Minor incident - Retain from date of emergency for 6 years.	

3.3.12	Contact list for Internal/External staff and volunteers	Emergency contacts lists held by the local authority duty officers and responding staff	6 years from termination of employment	KentCC HR2.5.2.
3.3.13	List of attendees at Emergency accommodation/Rest Centres	As part of registration process at emergency accommodation etc residents are asked to register on paper systems that may then be transferred to electronic systems	Retain from the date plan expires + 6 years	LGA703

#### Section 4: Environment and Neighbourhoods Division Community Safety

Ref	Area	Examples of records	When destroyed	Source
4.1	Environmental Enforcement			
4.1.1	Prosecutions on Behalf of the Council – Correspondence Files	Correspondence relating to a prosecution not used as evidence.	Close of case + 6 years	KentCC LS2.2.2. Limitations Act
4.1.2	Prosecutions on Behalf of the Council	All information and correspondence used as part of a prosecution	Close of case + 7 years then review	KentCC LS2.2.2. Police and Criminals Evidence Act (PACE)
4.1.3	Issuing notices to citizens with respect to particular responsibilities	<ul style="list-style-type: none"> <li>Animal Impound Notices</li> <li>Section 46 agreements</li> </ul>	Destroy 3 years after compliance with enforcement notice	RGLA 10.13
4.1.4	Investigation, inspection and monitoring of laws in the responsibility of the local authority	<ul style="list-style-type: none"> <li>Fly tipping</li> <li>Waste Carriers</li> </ul>	Date case prosecuted + 6 years	KentCC WM5.2.1
4.1.5	Administering and enforcing bye-laws	<ul style="list-style-type: none"> <li>Litter Offences</li> <li>Dog Fouling</li> </ul>	Date case prosecuted + 6 years	KentCC WM5.2.1
4.1.6	Making local laws (public space protection order)	<ul style="list-style-type: none"> <li>Master set of bye-laws</li> <li>Policy development documents</li> <li>Correspondence</li> <li>Submissions</li> </ul>	Permanent. Offer to Archivist for review.	RGLA 9.22
4.1.7	Public Spaces Protection Order	All records relating to applications for and management of Public Spaces Protection Orders	Retain from date order is spent for 6 years.	LGA1753 Anti Social Behaviour Crime and Policing Act 2014
4.1.8	Complaints	Service Request	3 years	
4.1.9	Complaints	Formal Complaints	6 years after conclusion	LGA353
4.1.10	Dog fouling	Records relating to the processes to support monitoring and enforcement of action against dog fouling	Retain from date process changes for 6 years.	LGA577 Limitation Act 1980 (Section 2)

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4.1.11	Dog fouling	Records relating to the monitoring and enforcement of action in individual cases against dog fouling	Retain from date of the resolution of any enforcement action for 6 years.	LGA577 Limitation Act 1980 (Section 2)
4.1.12	Flytipping	Records relating to the monitoring and enforcement of action in individual cases against fly tipping	Retain from date of the resolution of any enforcement action for 6 years.	LGA587 Limitation Act 1980 (Section 2)
4.1.13	Flytipping	Records relating to the processes to support enforcement action taken against fly tippers	Retain from date process changes for 6 years.	LGA587 Limitation Act 1980 (Section 2)
4.1.14	Litter enforcement (including littering from vehicles)	Records relating to the monitoring and enforcement of action in individual cases against litter dropping	Retain from year records created for 6 years.	LGA 1138 HMRC - Compliance Handbook Manual CH15400
4.1.15	Litter enforcement	Records relating to the processes to support the enforcement of litter dropping schemes	Retain from date process changes for 6 years.	LGA 1138
4.1.16	Household waste enforcement	All records relating to the enforcement of household waste regulations	Retain from date of the resolution of any enforcement action for 6 years.	LGA1744 Limitation Act 1980 (Section 2)
4.1.17	Vehicle removal of untaxed, abandoned and persistent offenders	All records relating to the use of vehicle clamps to immobilise illegally parked vehicles.	Retain from year records created for 6 years.	LGA472 Limitation Act 1980 (Section 2)
4.1.18	PACE notebooks	PACE notebooks held by Community Wardens	Retain from date of last entry in notebook for 6 years.	LGA1044 Police and Criminal Evidence Act 1984
4.1.19	Stray animals	Records relating to the collection and detention of stray animals where owners' or other interested parties' personal information is recorded	Retain from date of the resolution of enforcement action or resolution of situation for 6 years.	LGA575 Limitation Act 1980 (Section 2)
4.2	CCTV			
4.2.1	Community Monitoring Centre	<ul style="list-style-type: none"> <li>• CCTV footage</li> <li>• CCTV Incident Logs</li> <li>• Telephone Call Records</li> <li>• CCTV Image Disclosure and Viewing Forms</li> </ul>	If not required for evidential purposes, keep for 31 days prior to reuse or destruction	LG498
4.2.2	Community Monitoring Centre	Key Holder Information Records	For the life of the contract for Keyholder Information.	
4.2.3	Release of CCTV evidence	All records relating to the release of CCTV evidence	Retain from year records created for 6 years.	LGA368 Limitation Act 1980 (Section 2)
4.2.4	Town centre CCTV	All records relating to the management of Town Centre CCTV	Retain from date of filming for 1 month.	LGA498 CCTV Code of Practice (Revised Edition 2008) section 8.3

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4.2.5	Burglar alarm keyholder registration	All records relating to the registration of keyholder details with the council in order to ensure that there is a keyholder who can be contacted if the alarm is causing a noise nuisance.	Retain from date of registration until until keyholder replaced.	1600
4.3	<b>Anti-Social Behaviour</b>			
4.3.1	Reports of Anti-Social Behaviour or Hate Incidents	Names, addresses and confidential info	Retain from year records created for 6 years.	Police and Criminal Evidence Act 1984 LGA1156/1113
4.3.2	Anti-social behaviour - solvent abuse, begging and vagrancy, hoax or false calls, inconsiderate or nuisance behaviour, neighbour nuisance, street drinking, vehicles, malicious or nuisance communication	All records relating to the anti-social behaviour	Retain from date of the resolution of enforcement action for 6 years.	LGA1483, LGA1480, LGA1481, LGA1484, LGA1485, LGA1486, LGA1487, LGA1482  Limitation Act 1980 (Section 2)
4.3.3	Anti-social behaviour order	All records relating to the creation and management of an Anti-social Behaviour Order	Retain from date order made for 10 years.	LGA1696 Management of Police Information MoPI
4.4	<b>Criminal Damage</b>			
4.4.1	Criminal damage – vehicle, dwelling, non-domestic building, property and non-specific	All records relating to enforcement action relating to the criminal damage	Retain from date of the resolution of enforcement action for 6 years.	LGA1475, LGA1477, LGA1479, LGA1478, LGA1476 Limitation Act 1980 (Section 2)
4.4.2	Community protection notice	All records relating to applications for and management of Community Protection Notices	Retain from date notice is spent for 6 years.	LGA1752 Anti-Social Behaviour Crime and Policing Act 2014
4.4.3	Criminal Behaviour Order	All records relating to the use of Criminal Behaviour Orders	Retain from date order is spent for 6 years.	LGA1751 Anti-Social Behaviour Crime and Policing Act 2014
4.5	<b>Counter Terrorism</b>			
4.5.1	Counter terrorism (Prevent)	Training records and Channel Referrals including: names, addresses, contact details, DOB, tenure, diversity, complaint information, physical and mental health information. Support service involvement. Criminal History.	Retain from last action on the referral for 6 years.	Limitation Act 1980 (section2) LGA1782
4.5.2	Counter terrorism (Prevent)	All records relating to the creation and delivery of PREVENT training	Retain from date training superseded for 3 years.	LGA1782

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4.5.3	Channel early intervention scheme	All assessments made as part of the Vulnerability Assessment Framework	Retain from date of last contact with individual for 6 years.	LGA1783 Limitation Act 1980 (Section 2)
4.5.4	Channel early intervention scheme	All records relating to the creation and management of a Channel Panel	Retain from creation of the panel for 6 years.	LGA1783
4.6	Victim Services			
4.6.1	Hartlepool Victim Services	Victim Support, Target Hardening, Criminal Injury Compensation Claim records. Records can contain: names, addresses, contact details, DOB, tenure, diversity, complaint information, physical and mental health information. Support service involvement. Criminal History. Privacy statement: normally verbally. Some cases permission is in writing.	Retain from date advice given for 6 years.	Limitation Act 1980 (section2) LGA164
4.6.2	Protection from harassment	Client records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given could be actionable	Retain from date advice given for 6 years.	LGA164 Limitation Act 1980 (Section 2)
4.6.3	Protection from harassment	Client records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given is not actionable	Retain from date advice given for 3 years.	LGA164
4.6.4	Protection from harassment	Records relating to the process to provide advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school	Retain from year process changed for 3 years.	LGA164
4.6.5	Community Resolution Service	Mediation and Restorative Justice Records inc: names, addresses, contact details, DOB, tenure, diversity, complaint information, physical and mental health information. Support service involvement. Criminal History.	6 years after last action	Retention and disclosure of criminal records briefing paper 2015
4.6.6	Housing crime support	All records relating to support given to council tenants who are victims of crime and who may need to be re-housed	Retain from end of tenancy for 6 years.	LGA97 Limitation Act 1980 (Section 2)
4.6.7	Home safety advice	All records relating to the provision of advice and information about safety in the home including accident prevention, what to do in the event of an accident, risks in the home etc	Retain from year records created for 3 years.	LGA423

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4.6.8	Housing nuisance	All records relating to support and assistance given to local residents who are victims of harassment, anti-social behaviour and noise and nuisances	Retain from date of enforcement action for 6 years.	LGA98 Limitation Act 1980 (Section 2)
4.7	<b>Community Safety</b>			
4.7.1	Civil injunction	Client records relating to the use of civil injunctions	Retain from date injunction ends for 6 years.	LGA1750 Limitation Act 1980 (Section 2)
4.7.2	Civil injunction	Records relating to the development and management for processes to allow the use of civil injunctions	Retain from year processes change for 6 years.	LGA1750
4.7.3	Community safety	Client records relating to the management of community safety activities	Retain from year records created for 6 years.	LGA870 Limitation Act 1980 (Section 2)
4.7.4	Community safety	Records relating to the development and management of processes to allow the provision of community safety activities	Retain from year processes change for 6 years.	LGA870
4.7.5	Neighbourhood policing	All records relating to the work of Neighbourhood Policing Teams	Retain from year records created for 6 years.	LGA1156 Limitation Act 1980 (Section 2)
4.7.6	Hate crime	All records relating to the logging and monitoring of instances of serious crime directed at a victim for religious or racial reasons	Retain from year records created for 6 years.	LGA1133
4.7.7	Demonstrations and parades permission	All records relating to permission granted by local authorities for the closure of roads to allow sporting events or parades to take place	Retain from date of event for 6 years.	LGA607 Limitation Act 1980 (Section 2)
4.7.8	Designated public places order	All records relating to the creation and management of designated public places orders	Retain from date order expires for 6 years.	LGA1689 Limitation Act 1980 (Section 2)
4.7.9	Premises closure notice	All records relating to premises closure notices	Retain from date notice is spent for 6 years.	LGA1754 Anti-Social Behaviour Crime and Policing Act 2014
4.8	<b>Car Parking</b>			
4.8.1	Council car parks	All records relating to the development, implementation and management of car parks which are owned and run by the local authority	Retain from year records created for 6 years.	LGA478 Limitation Act 1980 (Section 2)
4.8.2	Car parks	All records relating to the provision and maintenance of all car parking facilities attached to Council buildings	Retain from creation of records for 6 years.	LGA964 Limitation Act 1980 (Section 2)
4.8.3	Cycle and motorcycle parking	Records relating to the provision of cycle and motorcycle racks	Retain from year records created for 6 years.	LGA1799 Limitation Act 1980 (Section 2)
4.8.4	Disabled people - parking permits	All records relating to the management of parking permits for disabled people	Retain from date of application for 3 years and 6 months.	LGA279
4.8.5	Resident parking zones	All records relating to controlled parking schemes	Retain from year records created for 6 years.	LGA473, 474, 114 Limitation Act 1980 (Section 2)

4.8.6	Pavement parking	All records relating to the monitoring of pavement parking	Retain from date of enforcement action for 6 years.	LGA475 Limitation Act 1980 (Section 2)
4.8.7	Private car parks	All records relating to the monitoring of car parks owned and operated by private companies where HBC manage	Retain from year records created for 6 years.	LGA479 Limitation Act 1980 (Section 2)
4.8.8	Street parking enforcement	All records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area	Retain from year records created for 6 years.	LGA471 Limitation Act 1980 (Section 2)
4.8.9	Workplace parking levy	All records relating to the management of workplace levy licences	Retain from expiry of licence for 6 years.	LGA1705 Limitation Act 1980 (Section 2)
4.8.10	Financial records		Retain from 6 years after the close of the financial year	

## Section 5: Environmental Services

Ref	Area	Examples of records	When destroyed	Source
5.1	Fleet			
5.1.1	ATF Bookings	Name, Address, Contact Telephone Number & Vehicle Registration	Retain from date of maintenance for 6 years.	LGA965 Limitation Act 1980 (Section 2)
5.1.2	Council Fleet Vehicle - Speeding and Parking Fines	Home Address of vehicle user, Contact telephone number and Driving licence	Destroy once fine is settled	HBC
5.1.3	Council Vehicle Hire	Home Address of vehicle user, Contact telephone number and Driving licence	6 years after expiry of contract completion	ORSGroup Guide to Document Retention Periods
5.1.4	Employee Vehicle Hire	Home Address of vehicle user, Contact telephone number and Driving licence	6 years after expiry of contract completion	ORSGroup Guide to Document Retention Periods
5.1.5	Taxi vehicle inspections	Name, Address, Contact Telephone Number & Vehicle Registration	Retain from year records created for 6 years.	LGA633-636/1084 Limitation Act 1980 (Section 2)
5.1.6	Exhaust Emission Testing	All records relating to exhaust emission testing	Retain from year records created for 6 years.	LGA1084 Limitation Act 1980 (Section 2)
5.1.7	Acquisition	All records relating to the acquisition and disposal of fleet vehicles	Retain from date that ownership is terminated for 6 years.	LGA965 Limitation Act 1980 (Section 2)
5.1.8	Maintenance	All records relating to the maintenance of fleet vehicles	Retain from date of maintenance for 15 months	HBC
5.1.9	Ownership	All records relating to the ownership of fleet vehicles	Retain from date that ownership is terminated for 6 years.	LGA965 Limitation Act 1980 (Section 2)
5.1.10	Ownership	Logbooks and other records relating to the ownership of the fleet vehicles which are passed on to the new owner on disposal	Retain from date vehicle acquired until ownership of the vehicle ceases.	LGA965 Limitation Act 1980 (Section 2)



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5.1.11	MOT testing	All records relating to the provision of MOT testing of vehicles at an accredited authority run testing station for local citizens and businesses.	Retain from year records created for 6 years.	LGA869 HMRC - Compliance Handbook Manual CH15400
5.1.12	Calibration and testing	All records relating to the monitoring of calibration and testing equipment	Retain from year records created for 6 years.	LGA1046 Limitation Act 1980 (Section 2)
5.2	Recycling			
5.2.1	Recycling bags and containers	All records to the provision of recycling bags and containers	Retain from year records created for 6 years.	HBC
5.2.2	Recycling of batteries	All records relating to the creation, implementation and management of battery recycling (HWRC)	Retain from creation of the scheme for 4 years.	LGA1779 Waste Batteries & Accumulators Regulations 2009
5.2.3	Recycling sites – WASTE TRANSFER NOTES	All records relating to the provision and management of recycling collection sites HWRC & WTS)	Retain from date use of site ceases for 2 years.	Gov.uk website
5.3	Trade Waste			
5.3.1	Trade waste bins	All records relating to the provision of bins for the collection of trade waste	Dynamic document	HBC
5.3.2	Trade waste collection	All records relating to the provision of a regular commercial trade waste collection from local businesses	Dynamic document	HBC
5.4	Household Waste			
5.4.1	Bulky household waste collections including Premium Quotes	All records relating to bulky household waste collections	Retain from year records created for 1 years.	HBC
5.4.2	Household waste assisted collection	All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them	Dynamic document. Keep for as long as client needs service	HBC
5.4.3	Household waste disposal sites	All records relating to the provision of household waste disposal sites (HWRC)	Retain from date use of waste disposal site ceases for 6 years.	LGA531 Limitation Act 1980 (Section 2)
5.4.4	Household waste disposal sites	Waste site equipment records	Retain from year records created for 6 years.	LGA531 Limitation Act 1980 (Section 2)
5.4.5	Household waste disposal sites	Waste site inspections records	Retain from date of the inspection for 6 years.	LGA531 Limitation Act 1980 (Section 2)
5.4.6	Household waste disposal sites	Waste site permits records	Retain from date permit expires for 6 years.	LGA531 Limitation Act 1980 (Section 2)
5.4.7	Household waste disposal sites	Waste sites development records	Retain from year records created for 6 years.	LGA1470 Limitation Act 1980 (Section 2)
5.4.8	Waste reduction	All records relating to the development, implementation and	Retain from year records created for 6 years	LGA1144

		monitoring of waste reduction programmes		
5.5	Waste Policy			
5.5.1	Tees Valley waste strategy	All records relating to the development, implementation and monitoring of the Area Waste Plan	Retain from life of the plan for 3 years.	LGA877
5.5.2	Refuse duty of care	All records relating to the duty of care concerning the disposal of refuse	Retain from date of any enforcement action for 6 year	LGA Limitation Act 1980 (section 2)
5.6	Dog Warden			
5.6.1	Dog Warden	Records relating to dog wardens' activities which may include enforcement action which refer to specific individuals	Retain from date of the resolution of situation for 6 years.	LGA432 Limitation Act 1980 (Section 2)

**Section 6: Public Protection**

Ref	Area	Examples of records	When destroyed	Source
6.1	Statutory return source information	<ul style="list-style-type: none"> <li>Supporting information</li> <li>Background documents</li> <li>Working files</li> <li>Process for recording method of producing returns</li> </ul>	7 years after the year which the return refers to	
6.2	Statutory returns	<ul style="list-style-type: none"> <li>Statutory returns that contain aggregated information</li> </ul>	Permanent (keep indefinitely)	
6.3	Information Management & Performance Information source information	<ul style="list-style-type: none"> <li>Supporting information</li> <li>Background documents</li> <li>Working files</li> <li>Process for recording method of producing information reports</li> </ul>	5 years after the year/period the report refers to	
6.4	Information Management & Performance Information Reports	<ul style="list-style-type: none"> <li>Information reports that contain aggregated information</li> <li>PI Calculations</li> </ul>	Permanent (keep indefinitely)	
6.5	Disposal of records process.	<ul style="list-style-type: none"> <li>Disposal logs</li> <li>Disposal procedures</li> </ul>	12 years after last action	
6.6	Public Protection, Compliments and Comments Management Process	<ul style="list-style-type: none"> <li>Complaints process documents</li> <li>Register of complaints (anonymised)</li> </ul>	Permanent (keep indefinitely)	
6.8	Public Protection Complaints, Compliments and Comments – routine responses	<ul style="list-style-type: none"> <li>Reports</li> <li>Correspondence, including acknowledgements, response to complaint</li> <li>Ombudsman communications</li> <li>Detailed records</li> <li>Compliments – letters, thank you cards etc</li> </ul>	2 years after closure	

6.9	Public Protection Complaints – detailed case information.	<ul style="list-style-type: none"> <li>Printed material</li> <li>Standard letters</li> <li>Serious case review action plans</li> <li>Concerns/queries about the service</li> <li>Consent forms</li> <li>Signed statements from staff</li> <li>Photographs</li> <li>Investigative notes</li> <li>DVDs</li> <li>Copies of car mileage forms</li> <li>Copy of attendance sheets</li> <li>Copy of contracts</li> <li>Printed material from internet searches</li> <li>Copies of contact sheet notes, assessments, support plans etc</li> <li>The complaint (and Complaint Plan/Screening Tool if relevant)</li> </ul>	6 years after closure	
6.10	Public Protection Information	<ul style="list-style-type: none"> <li>Publications</li> <li>Leaflets</li> <li>Internet based information</li> </ul> <p><i>Note: Remove publications from public use once out of date.</i></p>	3 years after event/last issue (with master copy held).	
6.11	Marketing campaigns and events.	<ul style="list-style-type: none"> <li>Advertisements</li> <li>Internet based publications</li> <li>Audio information</li> <li>Leaflets</li> <li>Photographs</li> </ul> <p><i>Note: Remove leaflets from public use once event has occurred/out of date.</i></p>	Permanent (Keep indefinitely)	
6.12	Minutes and supporting documents for partnership meetings (council owned).	<ul style="list-style-type: none"> <li>Documents establishing the committee/group.</li> <li>Minutes &amp; agendas.</li> <li>Council reports.</li> <li>Supporting documents.</li> </ul>	Permanent (Keep indefinitely)	
6.13	Minutes and supporting documents for external meetings (non-council owned).	<ul style="list-style-type: none"> <li>Documents establishing the committee/group.</li> <li>Reports</li> <li>Supporting documents.</li> </ul>	3 years after last action	
6.14	Admin – timekeeping records	<ul style="list-style-type: none"> <li>Flexi time sheets</li> <li>Annual leave</li> <li>Sick leave</li> <li>Attendance records/books</li> <li>Leave applications</li> <li>Eye &amp; Eye sight tests</li> </ul>	2 years after end date	

6.15	Premises Files	<ul style="list-style-type: none"> <li>• Letter</li> <li>• APP forms</li> <li>• Aide Memoirs etc</li> <li>• Food registration forms</li> </ul>	Indefinitely	
6.16	Accident Notifications	<ul style="list-style-type: none"> <li>• Case files</li> <li>• Evidence</li> </ul>	6yrs after closure of business	
6.17	Sample results	<ul style="list-style-type: none"> <li>• Results</li> <li>• Correspondence</li> </ul>	6yrs after closure of business	
6.18	All licence/consent/registration applications and licensee records	<ul style="list-style-type: none"> <li>• Application forms &amp; accompanying documentation</li> <li>• Licence details</li> <li>• Correspondence</li> <li>• Complaints</li> </ul>	<p>6 years following expiry/surrender of licence with the exception of the following: -</p> <p>Taxi drivers – all records to be retained for 25 years following the expiry/surrender of the licence.</p> <p>Refused or Revoked Taxi drivers – details of the driver to be recorded on the national taxi driver database 'NR3' for 25 years following revocation/refusal</p> <p>HMO</p>	
6.19	Complaints / Service requests Not linked to commercial premises / activities	<ul style="list-style-type: none"> <li>• Letters</li> <li>• APP forms</li> </ul>	6yrs	
6.20	Complaints/service requests where a statutory investigation has taken place	<ul style="list-style-type: none"> <li>• Letters</li> <li>• APP forms</li> <li>• Notices</li> </ul>	Retain from the date the building occupier vacates the building for 6 years	
6.21	Infectious diseases/Food poisoning & contamination	<ul style="list-style-type: none"> <li>• Notifications</li> <li>• investigations</li> </ul>	6yrs E Coli indefinitely	
6.22	Environmental Permitted Activities	<ul style="list-style-type: none"> <li>• Applications and accompanying documentation</li> <li>• Letters</li> <li>• Emails</li> <li>• Permits</li> <li>• Notices</li> </ul>	Review 6yrs after closure of business	
6.23	Cooling Towers Notifications	<ul style="list-style-type: none"> <li>• Notifications</li> <li>• Letters</li> <li>• Emails</li> </ul>	Indefinitely	

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6.24	General correspondence	<ul style="list-style-type: none"> <li>• Letters</li> <li>• Emails</li> </ul>	6 yrs	
6.25	Council reports / service plans	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Plans</li> </ul>	6 yrs	
6.26	Documentation relating to FSA bids	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Letters</li> <li>• Emails</li> </ul>	6 Yrs	
6.27	Asbestos records	<ul style="list-style-type: none"> <li>• Removal notifications</li> <li>• Letters</li> <li>• Emails</li> <li>• Exposure details</li> </ul>	Indefinitely	
6.28	Prosecution Files	<ul style="list-style-type: none"> <li>• Case Files</li> <li>• Evidence</li> </ul>	Review 6 yrs after completion of prosecution	
6.29	Notices / Court appeals	<ul style="list-style-type: none"> <li>• Notices</li> <li>• Evidence</li> <li>• Letters</li> <li>• Emails</li> </ul>	Review 6 yrs After completion of prosecution	
6.30	Voluntary Closures	<ul style="list-style-type: none"> <li>• Closure documents</li> <li>• Letters</li> <li>• Emails</li> </ul>	6 yrs after closure of business	
6.31	Health Certificates	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Letters</li> <li>• Emails</li> </ul>	6 Yrs after closure of business	
6.32	Standard operating procedures	<ul style="list-style-type: none"> <li>• Operating procedures</li> </ul>	Indefinitely	
6.33	Policies	<ul style="list-style-type: none"> <li>• Policy documents</li> <li>• Reports</li> </ul>	Indefinitely (until revised)	
6.34	APP records	<ul style="list-style-type: none"> <li>• All APP records</li> </ul>	Indefinitely	
6.35	Technical Files	<ul style="list-style-type: none"> <li>• Electronic files</li> </ul>	Indefinitely	
6.36	Port Health	<ul style="list-style-type: none"> <li>• Notifications</li> <li>• Letters</li> <li>• Emails</li> </ul>	6 years	
6.37	Financial Assistance Records	<ul style="list-style-type: none"> <li>• Letters</li> <li>• Application Forms</li> <li>• Evidence of Income/Debts</li> <li>• Bank statements</li> <li>• ID</li> <li>• Loan Agreements</li> </ul>	Destroy 6 years after grant completion date or loan repaid in full (where relevant amount is under £50,000)	
6.38	Enforcement Action which is Registerable as a Land Charge	<ul style="list-style-type: none"> <li>• Copies of related enforcement notices and orders</li> <li>• Copies of debtor invoices</li> <li>• Photographs and other evidence</li> </ul>	Destroy once charge is removed	
6.39	Energy Company Obligation Records	<ul style="list-style-type: none"> <li>• Declarations and other supporting evidence such as health conditions relating to specific addresses</li> <li>• Reports from Energy Providers on Activities undertaken in the Borough</li> </ul>	6 years from end date of scheme	

## Section 7: Housing Standards

Ref	Area	Examples of records	When destroyed	Source
7.1	Housing Standards			
7.1.1	Homes in multiple occupancy licence	All records relating to the licensing of houses in multiple occupancy	Retain from date licence expires for 6 years.	LGA898 Limitation Act 1980 (Section 2)
7.1.2	House of multiple occupation inspection	Names, NINOs, addresses, phone numbers and email addresses. Information about property ownership. Some data is kept on a public register which the licence holder is advised about.	Retain from date of inspection for 6 years.	LGA150
7.1.3	Multiple occupancy homes: Fair rents inspection	All records relating to fair rents inspections	Retain from date of inspection for 6 years.	LGA149 Limitation Act 1980 (Section 2)
7.1.4	Houses in multiple occupation register	All records relating to the registration of houses in multiple occupation	Retain from date registration expires for 6 years.	LGA716 Limitation Act 1980 (Section 2)
7.1.5	Multiple occupancy homes: Landlord accreditation	All records relating to the administration of landlord accreditation schemes	Retain from date accreditation ends for 3 years.	LGA717
7.1.6	Multiple occupancy homes: Rent repayment order	Records relating to individual applications for rent repayment orders under the Housing and Planning Act 2016	Retain from date the application resolved for 6 years.	LGA1798 Limitation Act 1980 (Section 2)
7.1.7	Multiple occupancy homes: Rent repayment order	Records relating to the processes supporting the applications for rent repayment orders under the Housing and Planning Act 2016	Retain from year records created for 6 years.	LGA1798 Limitation Act 1980 (Section 2)
7.1.8	Selective area housing licences	All records relating to the creation and management of Selective area housing licences	Retain from expiry of licence for 6 years.	LGA1691 Limitation Act 1980 (Section 2)
7.1.9	Selective housing areas	All records relating to the designation and management of selective licensing areas	Retain from date selecting licensing area expires for 6 years.	LGA1690 Limitation Act 1980 (Section 2)
7.1.10	Immigration Inspection Applications	Names, addresses, phone numbers and email addresses. Information collected about household composition, including names and DOB of all occupants including children.	Destroy 7 years from last action	
7.1.11	Decent Homes Assistance	Names, addresses, phone numbers and email addresses. Information collected about household composition, including names and DOB of all occupants including children. Details of income & benefits and debts including mortgage statements,	Retain from date of last payment of grant for 6 years	LGA433/158

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		bank statements, debts and expenditure.		
7.1.12	Financial Assistance Records	Names, addresses, phone numbers and email addresses. Information collected about household composition, including names and DOB of all occupants including children. Details of income & benefits and any health conditions.	Retain from date of last payment of grant for 6 years	LGA433/158
7.1.13	Legal Notices	Names and addresses of property owners and property owned by them.	Destroy 7 years from last action	
7.1.14	Housing Enforcement - Assessment of housing standards	Computer records, property files	Conclusion of case + 6 years	KentCC H1.1.1.
7.1.15	Housing tenant support	All records relating to support given to housing tenants	Retain from end of tenancy for 6 years.	LGA91 Limitation Act 1980 (Section 2)
7.1.16	Tenant housing alterations	All records relating to alterations made to council housing stock by tenants	Retain from date the work on the property is completed for 6 years.	LGA654 Limitation Act 1980 (Section 2)
<b>7.2</b>	<b>Private Sector Housing Advice</b>			
7.2.1	Energy efficiency	All records relating to the assessment of properties for energy efficiency	Retain from date of assessment for 6 years.	LGA880
7.2.2	Housing and public health	All records relating to the enforcement of public health and housing regulations.	Retain from date of enforcement action for 6 years.	LGA661 Limitation Act 1980 (Section 2)
7.2.3	Housing and public health	All records relating to the provision of advice and information to the public on all aspects of public health relating to housing.	Retain from year records created for 1 year.	LGA661
7.2.4	Housing legal advice	All records relating to legal advice given to homeowners and tenants relating to housing matters	Retain from date legal advice given for 6 years.	LGA110 Limitation Act 1980 (Section 2)
7.2.5	Housing mediation	All records relating to the provision and management of housing mediation services	Retain from date case resolved for 6 years.	LGA1124 Limitation Act 1980 (Section 2)
7.2.6	Private housing advice	All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs	Retain from year records created for 1 year.	LGA652
7.2.7	Private landlord support	All records relating to the provision of information and support to anyone who is providing property for rent in the local area.	Retain from year records created for 1 year.	LGA1616
7.2.8	Private tenant advice	Advice about housing related issues such as exclusion, mortgage arrears, homeless	Retain from year records created for 6 years.	LGA108 Limitation Act 1980 (Section 2)

		prevention, single homeless advice		
7.2.9	Private tenant advice	General information and advice about housing given to home owners and tenants	Retain from year records created for 3 years.	LGA108
7.2.10	Unauthorised house occupants	Records relating to the management of unauthorised house occupants	Retain from date of enforcement action for 6 years.	LGA101 Limitation Act 1980 (Section 2)
<b>7.3</b>	<b>Housing Grants</b>			
7.3.1	Housing Advice / Grants / Loans - Help and advice to homeowners, private landlords and tenants	Letters, Computer records	Retain from date of last payment of grant/loan for 6 years	LGA433/158
7.3.2	Home renovation grants	Records relating to processes to support the payment of home renovation assistance grants	Retain from date of payment for 6 years.	LGA433 HMRC - Compliance Handbook Manual CH15400
7.3.3	Keeping warm in winter	Client records relating to the Central Heating Programme and the Warm Front Programme	Retain from last payment of grant for 6 years.	LGA269 HMRC - Compliance Handbook Manual CH15400
7.3.4	Housing improvements - temporary accommodation	All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out	Retain from end of tenancy for 6 years.	LGA132 Limitation Act 1980 (Section 2)
7.3.5	Rechargeable home repairs	All records relating to the management of rechargeable home repairs	Retain from year records created for 6 years.	LGA146museum HMRC - Compliance Handbook Manual CH15400

## Section 8: Transport & Infrastructure

Ref	Area	Examples of Records	When destroyed	Source
8.1	Transport Policy			
8.1.1	Transport policy	All records relating to the creation, implementation and monitoring of transport policy	Retain from date policy expires for 15 years.	LGA493
8.2	Public Transport			
8.2.1	Bus stops and shelters	All records relating to the provision and maintenance of bus stops and bus shelters	Retain from date that use of the shelter or bus stop ends for 6 years.	LGA637 Limitation Act 1980 (Section 2)
8.2.2	Journey planning	All records relating to the provision of a means to plan a journey to and from any address or station (bus or rail) within the local area	Retain from year records created for 5 year.	HBC
8.2.3	Real time transport information	All records relating to the provision of real time transport information	Retain from year records created for 1 year.	LGA903
8.2.4	Transport timetable information	All records relating to the publication of timetables for local transport including trains, buses,	Retain from year records created for 10 year.	HBC



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		metro/underground, tram and any other forms of public transport		
8.2.5	Planned transport service changes	All records relating to the notification to the public of planned changes to services of local public transport	Retain from year records created for 3 years.	LGA904
8.2.6	Transport service disruption information	All records relating to the notification to the public of any current travel problems causing disruption to public transport services in the local area	Retain from year records created for 5 year.	HBC
8.2.7	Quality contract schemes for bus services	All records relating to the creation, implementation and management of quality contract schemes for bus services	Retain from last payment on the contract for 6 years.	LGA1778 Limitation Act 1980 (Section 2)
8.3	Transport Schemes			
8.3.1	Bus lanes and routes	All records relating to the provision of lanes on bus routes	Retain from date use of bus lane ends for 6 years.	LGA1599 Limitation Act 1980 (Section 2)
8.3.2	Business travel and commuting	All records relating to the development and implementation of a business transport plan	Retain from date plan expires for 3 years.	LGA1539
8.3.3	Temporary park and ride	All records relating to the management of park and ride schemes	Retain from year records created for 6 years.	LGA1112 Limitation Act 1980 (Section 2)
8.3.4	Road congestion reduction	All records relating to the development and implementation of road congestion reduction schemes	Retain from year records created for 6 years.	LGA1597 Limitation Act 1980 (Section 2)
8.3.5	Road congestion reduction	All records relating to the reduction of road congestion	Retain from date scheme ends for 6 years.	LGA1587 Limitation Act 1980 (Section 2)
8.3.6	Traffic schemes	All records relating to the proposal and implementation of traffic schemes to reduce road accidents and congestion on roads in the local area	Retain from until traffic scheme expires for 6 years.	LGA548 Limitation Act 1980 (Section 2)
8.3.7	Traffic schemes	Case files relating to Highways Blight Notices	Retain from close of case for 6 years.	LGA548 Limitation Act 1980 (Section 2)
8.3.8	Traffic schemes	Case files relating to Part 1 Land Compensation Act 1973 Payments	Retain from close of case for 6 years.	LGA548 Land Compensation Act 1973 Part 1
8.3.9	Traffic schemes	Case files relating to Side Roads Orders	Retain from close of case for 6 years.	LGA548 Limitation Act 1980 (Section 2)
8.3.10	Travel plans	All records relating to the development and implementation of workplace and school travel plans	Retain from date plan expires for 6 years.	LGA1132 Limitation Act 1980 (Section 2)
8.4	Road Safety			
8.4.1	Cycle training	All records relating to the provision of cycle safety training	Retain from year records created for 6 years.	LGA547 Limitation Act 1980 (Section 2)
8.4.2	Cycling and walking to school schemes	All records relating to the development and implementation of cycle, walking to school	Retain from date scheme ended for 6 years.	LGA546 Limitation Act 1980 (Section 2)

		schemes and walking bus registers		
8.4.3	Dangerous road improvements	All records relating to road accidents	Retain for 10 years	HBC
8.4.4	Dangerous road improvements	All records relating to schemes to improve the safety and operation of the highway network	Retain for 10 years	HBC
8.4.5	Dangerous road improvements	Case files relating to Section 278 Agreements under the Highways Act 1980	Retain for 10 years	HBC
8.4.6	Pedestrian crossings	All records relating to the maintenance of pedestrian crossings	Retain for 10 years	HBC
8.4.7	Pedestrian crossings	All records relating to the provision of pedestrian crossings	Retain for 10 years	HBC
8.4.8	Road safety cameras	All records relating to the provision and monitoring of road safety cameras	Retain for 10 years	HBC
8.4.9	School crossing patrols	All records relating to the provision of school crossing patrols	Retain for 10 years	HBC
8.4.10	Speed humps	All records relating to the construction of speed humps	Retain for 10 years	HBC
8.4.11	Speed limits	All records relating to the setting of speed limits on roads	Retain for 10 years	HBC
8.5	<b>NDORS</b>			
8.5.1	Personal data	Name, address, contact details	1 years from date of course	HBC
8.5.2	Information related to the speeding offence	Date of offence, Police authority referring, deadline for booking a course	1 years from date of course	HBC
8.5.3	Details of the course booked	Name, driving licence No, date/ time/ location of course	1 years from date of course	HBC
8.5.4	Summary information	Course venue, date, No of attendees	3 years from date of course	
8.5.5	Financial data	Card No, sort code, CVV code	6 years from record created	LGA968
8.5.6	Training (materials)	<ul style="list-style-type: none"> <li>• Handouts</li> <li>• Course books</li> <li>• Presentation</li> </ul>	Date of course + 1 year	Kent CC HR 4.3.3.
8.5.7	Driver training	All records relating to driver education programmes (apart from National Driver Improvement and RIDE Schemes)	Retain from year records created for 3 years.	LGA783 Association of Chief Police Officers' Guidelines
8.6	<b>Community Transport</b>			
8.6.1	Community transport	All records relating to the provision of on-profit making transport for members of the community who do not have full mobility and therefore do not have suitable conventional public transport services available for their travel needs.	Retain from year records created for 6 years.	LGA272 Limitation Act 1980 (Section 2)
8.6.2	Demand responsive transport	All records relating to the provision of on demand transport services for local citizens usually available in areas not covered by main public transport routes	Retain from year records created for 6 years.	LGA901 Limitation Act 1980 (Section 2)

8.6.3	Disabled people - bus passes	All records relating to the management of bus pass scheme for disabled people	Retain from date pass issued for 6 years.	LGA280 HMRC - Compliance Handbook Manual CH15400
8.6.4	Disabled people - Motability scheme	All records relating to the administration of Motability Schemes	Retain from date pass issued for 6 years.	LGA276 HMRC - Compliance Handbook Manual CH15400
8.6.5	Older people's bus pass	All records relating to the management of the older persons' bus pass scheme	Retain from date pass issued for 6 years.	LGA273 HMRC - Compliance Handbook Manual CH15400
8.7	Passenger Transport			
8.7.1	Home to school transport	Information of all school/college aged children stored on the Education management System - EMS. Name, address, Education establishment's details, details of eligibility, parents details, contact details.	Retain from date transport ceases for 6 years	LGA891
8.7.2	School transport - additional support	Client records relating to the allocation of financial support with school transport	Retain from year records created for 6 years.	LGA3 HMRC - Compliance Handbook Manual CH15400
8.7.3	School transport - additional support	Records relating to the management of financial support with school transport schemes	Retain from financial year records were created for 10 years.	HBC
8.7.4	Safeguarding transport arrangements	Electronic booking system for transport - will contain details of who booked the journey, on occasions the person/people being collected, details of the pick up and drop off point and any additional details required to ensure and safe and efficient journey	Retain from date transport ceases for 6 years	LGA891
8.7.5	Officer travel bookings	Electronic booking system for transport - will contain details of who booked the journey, on occasions the person/people being collected, details of the pick up and drop off point and any additional details required to ensure and safe and efficient journey	Destroy 6 years after the conclusion of the financial transaction that the record supports	??
8.7.6	Details of private transport operators	Tender documents and inspection records. Some operators maybe individuals.	Retain for 5 years	HBC
8.7.7	Adult Services passenger records	Details of service users accessing Passenger Transport Services and their transport requirements. Drivers can be provided with details such as name address and	Retain from year records created for 6 years.	LGA272

		on occasion medical information relating to a passenger.		
8.7.8	Route sheets - provided to operators and the PTS operational staff	Route sheets detail the name of the passenger, the address they are to be collected from	Retain from date transport ceases for 6 years	LGA891
8.7.9	Risk assessments for individual services users with complex needs	Service users with complex needs may require an individual risk assessment. Risk control information will be provided to passenger assistants	Date the risk assessment superseded + 4 years	KentCC HS1.2.1
8.7.10	Private hire booking details	The booking system will record the name of the person booking the journey and their budget codes. It will also record the address / destination details for the journey and on occasion may have further detail relating to any special requirements, such as eluding to a persons mobility etc.	Retain from year records created for 6 years.	LGA272
8.7.11	Concessionary fares database (Bus Passes) - records of applicants and those issued passes	records of applicants and those issued passes	Retain from date pass issued for 6 years.	LGA273
8.7.12	Referrals from the special education needs and disability team for transport	client name, address, date of birth, parents details and contact information and details of their condition	Retain from date transport ceases for 6 years	LGA40
8.7.13	Independent Travel Training referrals	Client name, address, details for their condition and of their journey requirements	Retain from date transport ceases for 6 years	LGA40
8.7.14	Payments for Concessionary travel passes	Name, address and payment details	Retain from date pass issued for 6 years.	LGA273
8.7.15	Concessionary transport tickets and passes	All records relating to the provision of information on and sales of the different types of tickets and passes available for public transport in the local area	Retain from year records created for 1 year.	LGA907
8.8	<b>Cycling</b>			
8.8.1	Cycling schemes	All records relating to the development and implementation of cycling schemes	Retain from date scheme ends for 6 years.	LGA1566 Limitation Act 1980 (Section 2)
8.9	<b>Engineers</b>			
8.9.1	Contaminated Land	All records relating to the maintenance of a register of contaminated land	Permanent	
8.9.2	Festive decorations	All records relating to the provision or organisation of festive decorations such as lights, Christmas tree etc. to be installed over the festive season.	Retain from year records created for 6 years.	LGA882 Limitation Act 1980 (Section 2)

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8.9.3	Calibration and testing	All records relating to the monitoring of calibration and testing equipment	Retain from year records created for 6 years.	LGA1046 Limitation Act 1980 (Section 2)
8.9.4	Dangerous structures	All records relating to the management of dangerous structures	Retain from year records created for 6 years.	LGA600 Limitation Act 1980 (Section 2)
8.9.5	Demolition control	All records relating to demolition control	Retain from year records created for 6 years.	LGA602 Limitation Act 1980 (Section 2)
8.9.6	Demolition enforcement	All records relating to demolition enforcement	Retain from date of any enforcement action for 6 years.	LGA603 Limitation Act 1980 (Section 2)
8.10	Highways			
8.10.1	Street names and numbering	All records relating to the naming and numbering of streets	Permanent	LGA513
8.10.2	Public rights of way	All records relating to public rights of way	Permanent	LGA613
8.10.3	Rights of way enforcement	Enforcement Files	Retain from date of creation of right of way until the right of way ceases to exist.	LGA614
8.10.4	Rights of way enforcement	PACE notebooks used in the process of collecting evidence in public rights of way cases	Retain from date notebook closed for 6 years.	LGA614
8.10.5	Rights of way maintenance	All records relating to the maintenance of rights of way	Retain from year records created for 6 years.	LGA1120 Limitation Act 1980 (Section 2)
8.10.6	TVAF	TVAF membership contact details	Destroy when superseded	
8.10.7	Local access forums	All records relating to the management of local access forums	Retain from year records created for 4 years	LGA862
8.10.8	Bridge strengthening	All records relating to work carried out to strengthen bridges	Retain from life of the bridge for 6 years.	LGA554 Limitation Act 1980 (Section 2)
8.10.9	Communal lighting	All records relating to the repair of communal lighting	Retain from year records created for 6 years.	LGA566 Limitation Act 1980 (Section 2)
8.10.10	Drain and gully clearance	All records relating to ditch and gully emptying	Retain from year records created for 6 years.	LGA555 Limitation Act 1980 (Section 2)
8.10.11	Pavement maintenance	All records relating to the maintenance of pavements	Retain from year records created for 6 years.	LGA537 Limitation Act 1980 (Section 2)
8.10.12	Dropped kerbs	All records relating to the construction of vehicle crossovers at the request of residents	Retain from date of completion of crossover for 10 years.	HBC
8.10.13	Pavement obstructions	All records relating to the identification of pavement obstructions	Retain from year records created for 6 years.	HBC
8.10.14	Pavements - personal injury	All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain is not a minor at the time of the accident	Retain for 6 years	HBC

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8.10.1 5	Pavements - personal injury	All records relating to reports of personal injury caused by damage and/or hazards on roads and pavements which it is the responsibility of the local authority to maintain where the individual is a minor at the time of the accident	Retain from date of birth of individual for 21 years and 4 months.	LGA558 Limitation Act 1980 (Section 11)
8.10.1 6	Road bridges	All records relating to the construction and maintenance of highway bridges owned by the local authority	Retain from life of the structure for 6 years.	LGA553 Limitation Act 1980 (Section 2)
8.10.1 7	Road construction	All records relating to the development and implementation of a road construction strategy	Retain from date strategy superseded for 3 years.	LGA1762
8.10.1 8	Road gritting	All records relating to the gritting of primary and secondary roads where an accident to a minor is involved	Retain from date of birth of individual concerned for 21 years and 4 months.	LGA561 Limitation Act 1980 (Section 11)
8.10.1 9	Road gritting	All records relating to the gritting of primary and secondary roads where an accident to a minor is not involved	Retain from year records created for 6 years.	LGA561 Limitation Act 1980 (Section 2)
8.10.2 0	Road maintenance	All records relating to the maintenance and repair of potholes	Retain from year records created for 6 years.	LGA557 Limitation Act 1980 (Section 2)
8.10.2 1	Road maintenance	Files relating to road building/maintenance issues	Retain from close of case for 6 years.	LGA557 Limitation Act 1980 (Section 2)
8.10.2 2	Road obstructions	All records relating to the monitoring and removal of road obstructions	Retain from date of resolution of enforcement action for 6 years.	LGA550 Limitation Act 1980 (Section 2)
8.10.2 3	Road surveys	All records relating to the inspection of highways	Retain from date of the inspection for 6 years.	LGA549 Limitation Act 1980 (Section 2)
8.10.2 4	Road works notification	All records relating to the notification of road closures, diversions and possible traffic disruption as a result of road works that are underway or programmed to take place within the area	Retain from year records created for 6 years.	LGA569 Limitation Act 1980 (Section 2)
8.10.2 5	Road works notification	Register of road adoptions and road works	Permanent	LGA569
8.10.2 6	Snow clearance	All records relating to the clearance of snow and ice from pavements in severe winter weather conditions except where an accident to a minor is concerned	Retain from year records created for 6 years.	LGA562 Limitation Act 1980 (Section 2)
8.10.2 7	Snow clearance	All records relating to the clearance of snow and ice from pavements in severe winter weather conditions where any accident occurs to a minor	Retain from date of birth of individual concerned for 21 years and 4 months.	LGA562 Limitation Act 1980 (Section 11)
8.10.2 8	Surface water management plans	All records relating to the creation, implementation and maintenance	Permanent	LGA1611

		of Surface Water Management Plans (SWMP)		
8.10.29	Sustainable drainage systems	All records relating to the regulation and maintenance of Sustainable Drainages Systems (SUDS)	Permanent	LGA1613
8.10.30	Street furniture	All records relating to the provision and maintenance of street furniture	Retain from year records created for 3 years.	LGA559
8.10.31	Street lighting	All records relating to the maintenance and repair of street lighting and lighting faults in other street furniture	Retain from year records created for 6 years.	LGA564 Limitation Act 1980 (Section 2)
8.10.32	Taxi ranks	All records relating to the provision of designated taxi ranks at key areas within the authority boundaries	Retain from date use of taxi rank ends for 6 years.	LGA786 Limitation Act 1980 (Section 2)
8.10.33	Wall maintenance	All records relating to the maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety. This will include highway retaining walls and walls providing a safety barrier	Retain from date maintenance carried out for 6 years.	LGA563 Limitation Act 1980 (Section 2)
8.10.34	Prospectively maintainable highways	Register of Prospectively Maintainable Highways	Permanent	LGA1706
8.10.35	Road adoption	All records relating to the adoption of roads	Permanent	LGA701
8.10.36	Road adoption	Case files relating to Section 38 Agreements under the Highways Act 1980	Retain from close of case for 6 years.	LGA701
8.10.37	Road closures and diversions	All records relating to the creation of traffic regulation orders	Retain from year records created for 6 years.	LGA570 Limitation Act 1980 (Section 2)
8.10.38	Roads enforcement	All records relating to the protection of public rights on the road and footpath network	Retain from date road or footpath created until use of the road or the footpath ceases.	LGA551
8.10.39	Roads weight limits	All records relating to the development, implementation and monitoring of weight restrictions on public roads	Retain from until the restriction expires for 6 years.	LGA552 Limitation Act 1980 (Section 2)
8.10.40	Stopping up orders	All records relating to the creation of stopping up orders	Permanent	LGA1136
8.10.41	Termination of highway rights	All records relating to the creation and implementation of orders relating to extinguishment of highway rights	Permanent	LGA1713
8.10.42	Cycle lanes and routes	All records relating to the provision of cycle routes on the carriageway, footway or designated cycle path	Retain from provision of cycle route until the cycle route is superseded.	LGA539
8.10.43	Road signs	All records relating to the design of road signs	Retain from year records created for 6 years.	LGA540 Limitation Act 1980 (Section 2)

8.10.4 4	Road signs	All records relating to the installation of road signs	Retain from until road sign replaced for 6 years.	LGA540 Limitation Act 1980 (Section 2)
8.10.4 5	Street name plates	All records relating to the provision and fitting of street name plates	Retain from date street name assigned until the street is removed.	LGA541
8.10.4 6	Tourist signs	All records relating to the placing of tourist signs	Retain from year records created for 6 years.	LGA1117 Limitation Act 1980 (Section 2)
8.10.4 7	Traffic lights	All records relating to the management of traffic lights	Retain from year records created for 6 years.	LGA567 Limitation Act 1980 (Section 2)
8.10.4 8	Traffic lights	All records relating to the placement of traffic lights	Retain from date use of the traffic signals ceases for 6 years.	LGA567 Limitation Act 1980 (Section 2)
8.10.4 9	Yellow lines	All records relating to the authorisation of yellow line road marking	Retain from date of authorisation until use of road ceases.	LGA538
8.10.5 0	Abnormal load notification	All records relating to abnormal load notification	Retain from year records created for 5 years.	HBC
8.10.5 1	Highway projection licence	All records relating to the management of highway projection licence schemes	Retain from date licence expires for 6 years.	LGA744 Limitation Act 1980 (Section 2)
8.10.5 2	Street works licence	All records relating to the management of street works licencing schemes	Retain from date licence expires for 6 years.	LGA1295 Limitation Act 1980 (Section 2)
8.10.5 3	Coastal protection	All records relating to the review and maintenance of coastal protection within the local authority area	Permanent	LGA848
8.10.5 4	Highway planting licence	Case files relating to section 142 licences under the Highways Act 1980	Retain from close of case for 6 years.	LGA1655
8.10.5 5	Alley gating	All records relating to the installation of security gates across footpaths and alleyways in residential areas and housing estates in order to combat crime	Retain from date of completion of the work for 6 years.	LGA657 Limitation Act 1980 (Section 2)

### Section 9: Building Consultancy

Ref	Area	Examples of records	When destroyed	Source
9.1	Building Consultancy			
9.1.1	Gas safety inspection	Annual gas safety inspections for properties under landlord management resulting in the issuance of a CP12 certificate	Retain from date of certificate for 2 years.	LGA1796
9.1.2	Asbestos Management	All records relating to all aspects of asbestos management	Retain from closure of building for 40 years.	LGA451
9.1.3	Accessible buildings	All records relating to designs or adaptations intended to ensure access to	Retain from date adaptations complete for 6 years.	LGA952 Limitation Act 1980 (Section 2)



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		and use of public buildings by people with disabilities		
9.1.4	Air handling units	All records relating to the management on air handling units in properties owned by the Council	Retain from creation of records for 6 years.	LGA953 Limitation Act 1980 (Section 2)
9.1.5	Facilities	All records relating to the provision of facilities for staff	Retain from date use of the facility ceases for 6 years.	LGA956 Limitation Act 1980 (Section 2)
9.1.6	Building Design	All records relating to the design and construction of buildings (listed buildings)	Permanent	LGA956 Building Control Performance Standards
9.1.7	Building Design	All records relating to the design and construction of buildings (not listed buildings)	Retain from date of completion of building for 15 years	LGA956 Building Control Performance Standards
9.1.8	Building Design	All records relating to the feasibility of the design and construction of buildings	Retain from date of final certificate of completion for 15 years.	LGA956
9.1.9	Building Design	Surveys of buildings owned by local authorities	Retain from disposal of the building for 6 years.	LGA956 Limitation Act 1980 (Section 2)
9.1.1 0	Energy and fuel	Display Energy Certificates	Retain from date created for 1 years.	
9.1.1 1	Energy and fuel	Advisory Certificates	Retain from date created for 7 years	Limitation Act 1980 (Section 2)
9.1.1 2	Equipment	All records relating to the management of equipment used by the facilities function	Retain from creation of records for 6 years.	LGA1301 Limitation Act 1980 (Section 2)
9.1.1 3	Risk Assessment	Risk Assessments (relating to hazardous substances)	Retain from closure date for 40 years.	LGA959 Control of Substances Hazardous to Health Regulations, 1997/2002
9.1.1 4	Facilities management	All records relating to facilities management services provided to local authorities	Retain from year records created for 6 years.	LGA1658 Limitation Act 1980 (Section 2)
9.1.1 5		All records relating to the management of service level agreements for buildings owned by local authorities	Retain from date service level agreement expires for 6 years.	LGA1658 Limitation Act 1980 (Section 2)
9.1.1 6		All records relating to the provision of fixed security in local authority buildings	Retain for life of the system	LGA1658 Limitation Act 1980 (Section 2)
9.1.1 7		All records relating to the control of noise at work	Retain from date of any enforcement action for 6 years.	LGA960 Limitation Act 1980 (Section 2)
9.1.1 8		All records relating to planned maintenance on council land and property	Retain from year records created for 6 years.	LGA961 Limitation Act 1980 (Section 2)
9.1.1 9		All records relating to the refurbishment of buildings owned by the local authority	Retain from year records created for 6 years.	LGA961 Limitation Act 1980 (Section 2)

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9.1.2 0		All records relating to the responsive maintenance of properties owned by the local authority	Retain from year records created for 6 years.	LGA961 Limitation Act 1980 (Section 2)
9.1.2 1		All records relating to unplanned repairs to premises or facilities equipment	Retain from date repairs completed for 6 years.	LGA963 Limitation Act 1980 (Section 2)
9.1.2 2		All records relating to the Electricity Exposure Risk Assessment(live equipment including the Record of Competent Persons	Retain from year records created for 40 years.	LGA1347
9.1.2 3		Fire Risk Assessments	Permanent	LGA1347 Regulatory Reform (Fire Safety) Order 2005
9.1.2 4		All records relating to the provision and maintenance of water supplies in council offices.	Retain from creation of records for 6 years.	LGA966 Limitation Act 1980 (Section 2)
9.1.2 5		Records relating to the management of council properties which are owned or leased by the Council but which have not been built by the Council	Retain from end of council use of the building for 6 years.	LGA956 Limitation Act 1980 (Section 2)
9.1.2 6		All records relating to charging of staff time and/or use of equipment between departments within the organisation	Retain from creation of records for 1 year.	LGA1620
9.1.2 7	Calibration and testing	All records relating to the monitoring of calibration and testing equipment	Retain from year records created for 6 years.	LGA1046 Limitation Act 1980 (Section 2)
<b>9.2</b>	<b>Improvements and Repairs (Housing)</b>			
9.2.1	Communal housing repairs	All records relating to repairs made to communal areas within council accommodation	Retain from year records created for 6 years.	LGA140 Limitation Act 1980 (Section 2)
9.2.2	Council home modernisation	All records relating to the management of housing modernisation schemes	Retain from last action on the scheme for 6 years.	LGA129 Limitation Act 1980 (Section 2)
9.2.3	Emergency out of hours housing repairs	All records relating to housing repairs, renovation major works and planned maintenance relating to specific properties and external maintenance	Retain from end of tenancy for 6 years.	LGA139 Limitation Act 1980 (Section 2)
9.2.4	House surveying - major repairs	All records relating to surveys undertaken by the council of housing stock	Retain from date of the survey for 6 years.	LGA666 Limitation Act 1980 (Section 2)
9.2.5	Housing repairs	All records relating to housing repairs, renovation major works and planned maintenance relating to specific properties, and external maintenance	Retain from end of tenancy for 6 years.	LGA141 Limitation Act 1980 (Section 2)
<b>9.3</b>	<b>Building and Construction</b>			

9.3.1	Accommodation certificates	All records relating to accommodation certificates	Retain from date certificate expires for 6 years.	LGA650 Limitation Act 1980 (Section 2)
9.3.2	Building materials licence	All records relating to the administration of building materials licences	Retain from date licence expires for 6 years.	LGA383 Limitation Act 1980 (Section 2)
9.3.3	Memorial maintenance	All records relating to the maintenance of memorials where the memorial is a listed building	Permanent	LGA849
9.3.4	Memorial maintenance	All records relating to the maintenance of memorials where the memorial is not a listed building	Retain from year records created for 6 years.	LGA849 Limitation Act 1980 (Section 2)
9.3.5	Historic documents and drawings		Permanent. Offer to archivist	

## Section 10: Economic Regeneration

Ref	Area	Examples of records	When destroyed	Source
10.1	Property Lease & Licences			
10.1.1	Tenant Licence	Name, address, telephone, email, next of kin	15 years	
10.2	Business Grants			
10.2.1	Business grants	All records relating to the provision of business grants to new businesses, existing businesses who want to grow or businesses who want to move to the local area.	Retain from date of last payment of the grant for 6 years.	LGA350 HMRC - Compliance Handbook Manual CH15400
10.2.2	Business security grants	All records relating to grants towards the installation of security systems for local businesses	Retain from date of last payment on grant for 6 years.	LGA693 HMRC - Compliance Handbook Manual CH15400
10.2.3	Commercial property development	All records relating to financial support provided for commercial property development	Retain from date of last payment for 6 years.	LGA900 HMRC - Compliance Handbook Manual CH15400
10.2.4	Shop front improvement grants	All records relating to the provision of shop front improvement grants	Retain from year records created for 6 years.	LGA496 HMRC - Compliance Handbook Manual CH15400
10.2.5	Grants	Name, Address, telephone, email, bank statements, financial accounts, tax return	Retain from year records created for 6 years.	LGA347
10.3	Business Advice and Support			
10.3.1	Business Enquiries	Name, address, telephone, email,	Retain from year records created for 6 years.	LGA347
10.3.2	Business advice	Records relating to the provision of advice to new or existing businesses in the area on all aspects of running a business from starting a business to	Retain from year records created for 1 year.	LGA349

		property, tax, employment law, business rates etc.		
10.3.3	Business directories	All records relating to the creation of business directories	Retain from year records created for 3 years.	LGA1036
10.3.4	Business sponsorship opportunities	All records relating to business sponsorship offered to individual organisations	Retain from date of sponsorship for 6 years.	LGA1139 Limitation Act 1980 (Section 2)
10.3.5	Support for tourism businesses	All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area.	Retain from year records created for 6 years.	LGA622 HMRC - Compliance Handbook Manual CH15400
10.3.6	Business awards	All records relating to the creation and management of business awards	Retain from year records created for 1 year.	LGA690
10.3.7	Economic reports and forecasts	All records relating to the development and publication of economic reports and forecasts	Retain from year records created for 10 years.	LGA348
10.3.8	Business Course	Name, address, telephone, email,	Retain from year records created for 6 years.	LGA347
10.3.9	Business Seminar	Name, address, telephone, email,	Retain from year records created for 6 years.	LGA347
10.4	Regeneration			
10.4.1	Business improvement districts (BID)	All records relating to the creation and management of Business Improvement Districts (BID)	Retain from year of creation for 6 years.	LGA1693
10.4.2	Compulsory property acquisition	All records relating to compulsory purchase orders and acquisition of property	Retain from date of purchase/acquisition until date ownership of the land/property ceases.	LGA714 Compulsory Purchase Act 1965
10.4.3	European and other funding	All records relating to funding received from the European Union	Retain from funding agreed until the funding body will set the retention period for the funding.	LGA
10.4.4	European and other funding	All records relating to the management of Public Finance Initiative (PFI) projects	Retain from last action on project for 12 years.	LGA Limitation Act 1980 (Section 8)
10.4.5	European and other funding	Lottery Funding - Purchase of buildings / land on a heritable basis in Scotland, or purchase of buildings / land on a freehold basis elsewhere	Retain from purchase for 80 years.	LGA824
10.4.6	European and other funding	Lottery Funding - Purchase of leasehold buildings / land	Retain from purchase for 80 years.	LGA824
10.4.7	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or	Retain from closure for 10 years.	LGA824

		other property - £10,001 to £50,000		
10.4.8	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million	Retain from closure for 20 years.	LGA824
10.4.9	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000	Retain from closure for 5 years.	LGA824
10.4.10	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000	Retain from closure for 15 years.	LGA824
10.4.11	European and other funding	Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million	Retain from closure for 40 years.	LGA824
10.4.12	Land reclamation	All records relating to land reclamation projects	Retain from last action on the project for 6 years.	LGA754 Limitation Act 1980 (Section 2)
10.4.13	Local economic development	All records relating to the management of local economic development	Retain from year records created for 6 years.	LGA347
10.4.14	Regeneration projects	All records relating to the management of regeneration projects	Dependant on funding body requirements	

## Section 11: Planning & Development

Ref	Area	Examples of records	When destroyed	Source
11.1	Planning and Development			
11.1.1	Planning applications (informal)	Information varies by informal but will contain as a minimum name, address and contact details. Some informals include financial information and information regarding children and vulnerable children/adults.	Permanent	LGA485/487
11.1.2	Planning applications (formal)	Information varies by application but will contain as a minimum name, address and contact details. Some applications include financial information and information regarding children and vulnerable children/adults.	Permanent	LGA485/487
11.1.3	Planning complaints	<ul style="list-style-type: none"> <li>Name &amp; contact details of complainant</li> <li>Name &amp; contact details of property owner.</li> </ul>	Permanent	LGA485/487

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		<ul style="list-style-type: none"> <li>• Details of issues subject of complaint.</li> </ul>		
11.1.4	Planning legal agreements	<ul style="list-style-type: none"> <li>• sensitive financial information</li> <li>• land ownership certificates</li> </ul>	Permanent	LGA485/487
11.1.5	Local Plan Consultees	<ul style="list-style-type: none"> <li>• Residents, resident group and churches - Name and Addresses and in some instances an email address</li> <li>• Organisations - Contact name, company name and address and in some instances email address and telephone number</li> </ul>	Permanent. Ongoing sheet of contacts for Planning Policy Documents. People can ask to remove their name at any time.	KentCC PBC3.2.1.
11.1.6	Local Plan tendering brief / appointment of consultants	Contact name and addresses, phone numbers, email addresses. Would also contain information on consultants who would be involved, hourly rates, experience etc. would include costs and breakdown of the bid	Permanent	KentCC PBC3.2.1.
11.1.7	Viability Assessments	include contact name and details and commercially sensitive information in relation to the costs of development	Permanent	KentCC PBC3.2.1.
11.2	<b>Building Control</b>			
11.2.1	Building Regulation application register	All records relating to the creation and management of the Building Control register for recording Building Regulation applications in the borough	Permanent in secure electronic format database	HBC  Building Control Performance Standards 2006
11.2.2	Building Regulations – recording of information provided by competent person schemes	Records in relation to the recording of work controlled under a relevant competent person scheme such as name, address and description of work.	Permanent in secure electronic format database	HBC
11.2.3	Building regulation enforcement	All records relating to actions taken to bring about enforcement of the building regulations	Retain from the date of outcome of enforcement action for a minimum of 15 years	HBC  Building Control Performance Standards 2017
11.2.4	Building regulation applications (*not listed buildings or significant buildings)	All records relating to the process of appraising, approving, conditionally approving or rejecting Building Regulation applications for all buildings (excluding listed or significant buildings)	Retain full records including site inspections, completion certificate for a minimum of 15 years after completion of the building work under the Building Regulations. To be kept in a secure	HBC  Building Control Performance Standards 2017

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			electronic format database	
11.2.5	Building Regulation applications for listed buildings or significant buildings	All records relating to the process of appraising, approving, conditionally approving or rejecting Building Regulation applications for all listed or significant buildings	Permanent in secure electronic format database	HBC  Building Control Performance 2017
11.2.6	Building Regulation pre-submissions	All records relating to pre submission such as: <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Description of work</li> <li>• Consultations Plans</li> </ul>	Hard copy information to be safely and confidentially destroyed within 3 years of submission date.	Building Control Performance 2017
11.3	Development Control			
11.3.1	Advertisement control	All records relating to planning permission for certain types of advertisements and advertisements in specified areas	Permanent	LGA1082
11.3.2	Community infrastructure levy (CIL)	All records relating to the creation and implementation of the Community Infrastructure Levy	Permanent	LGA1711
11.3.3	Conservation area tree works notification	All records relating to conservation area tree works notification	Permanent	LGA1736
11.3.4	Development control enforcement	All records relating to the enforcement of development control	Permanent	HBC
11.3.5	Development control enforcement	Case files relating to Breach Of Condition Notices	Permanent	HBC
11.3.6	Development control enforcement	Case files relating to planning contravention Notices	Permanent	HBC
11.3.7	Development control	All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule)	Permanent	HBC
11.3.8	Discharge of planning conditions	All records relating to the discharge of planning conditions	Permanent	LGA1734
11.3.9	Environmental Impact Assessment screening	All records relating to Environmental Impact Assessment screening	Permanent	HBC
11.3.10	Lawful Development Certificate existing use	All records relating to the creation and implementation of Certificates of Lawful Use or Development	Permanent	LGA1712
11.3.11	Lawful Development Certificate proposed use	All records relating to applications for and management of Certificates of Lawful Use or	Permanent	LGA1732

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		Development for proposed use (CLOPUD)		
11.3.12	Local development order	All records relating to the creation and management of Local Development Orders	Permanent	LGA1707
11.3.13	Neighbourhood development order	All records relating to the creation and implementation of Neighbourhood Development Orders	Permanent	LGA1709
11.3.14	Planning obligations	All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)	Permanent	LGA1710
<b>11.4</b>	<b>Planning Policy</b>			
11.4.1	Local Development Framework	All records relating to the creation and implementation of a Local Development Framework	Retain from date framework expires for 6 years.	LGA856 Limitation Act 1980 (Section 2)
11.4.2	Local plans	All records relating to the creation, implementation and management of the local plan	Retain from date plan expires for 6 years.	LGA494
11.4.3	Minerals local plan	All records relating to the creation, implementation and monitoring of the Minerals Local Plan	Retain from date plan expires for 6 years.	LGA674
11.4.4	Neighbourhood development plan	All records relating to the development and implementation of neighbourhood development plans	Permanent	LGA1708
11.4.5	Statutory development plans	All records relating to the creation and implementation of statutory development plans	Retain from date plan superseded for 6 years.	LGA599
11.4.6	Waste local plan	All records relating to the development, implementation and monitoring of a Waste Local Plan	Retain from date plan expires for 10 years.	LGA675
<b>11.5</b>	<b>Planning Services</b>			
11.5.1	High hedges	All records relating to the assessment of complaints in relation to high hedges	Retain from date of decision for 6 years.	LGA1122 Limitation Act 1980 (Section 2)
11.5.2	Landscape character assessment	All records relating to landscape character assessment	Retain from date of the assessment until date that the landscape is destroyed.	LGA597
11.5.3	Tree management	All records relating to the management of trees which are the responsibility of the authority	Retain from year records created for 6 years.	LGA505 Limitation Act 1980 (Section 2)
11.5.4	Tree management	All records relating to tree preservation orders	Retain from date of order until tree ceases to exist.	LGA505
11.5.5	Tree preservation orders	All records relating to the creation, implementation and monitoring of tree preservation orders	Retain from date of preservation order until tree no longer exists.	LGA508



11.5.6	Reporting a tree problem	Contact name, address, telephone, email address	Retain from year records created for 6 years.	LGA505
11.5.7	Forest and woodland management	All records relating to the provision of advice and information on trees, woodland and tree-related issues to local organisations and the public	Retain from year records created for 3 years.	LGA748

## Section 12: Strategic Asset Management

Ref	Area	Examples of records	When destroyed	Source
12.1	Strategic Asset Management			
12.1.1	Property Transactions	Name, address at the time of sale (not always), price paid for the property, date of the transaction. Includes auction case files	Permanent	HBC
12.1.2	Property register	All records relating to the registration of publicly owned land and property	Permanent	HBC
12.1.3	Estates management	All records relating to the provision of an estates management service for land and property in the area, including business centres and commercial lettings	Permanent	HBC
12.1.4	E-Mails	Digital copies of emails send to and from 3rd parties	Current year + 6 years then review	KentCC FN1.2.1 LGA821 Limitation Act 1980 section 2
12.1.5	Commercial Property, Residential & Self Build Development Opportunities	All records relating to the creation, management and publication of the Self Build and Custom House Building Register	Current year + 6 years	KentCC FN1.2.1 LGA821 LGA1785 Limitation Act 1980 section 2
12.1.6	Self-build and custom build register	Self Build and Custom House Building Register	Permanent	LGA1785
12.1.7	UPFT Valuations	Digital copies of emails send to and from 3rd parties, Word document valuations of houses (no personal details are on this form, it only relates to a property)	Current year + 15 years	HBC
12.1.8	Community Asset Transfer	All records relating to community asset transfers	Permanent	LGA1653
12.1.9	Property valuations	All records relating to the completion of property valuations	Retain from disposal of the property for 6 years.	LGA956 HMRC - Compliance Handbook Manual CH15400
12.1.10	Vacant land and property	Information and advice on vacant industrial/office/retail/land and development opportunities in the area.	Retain from year records created for 6 year.	LGA677

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12.1.1 1	Register of land	All records relating to the creation, management and publication of the Land Register	Permanent	LGA1786
12.1.1 2	Common land and village greens	All records relating to the management of common land	Permanent	LGA649
12.1.1 3	Common land and village greens	Applications to register a piece of land as a village green	Permanent	LGA649
12.1.1 4	Common land and village greens	Register of Common Land and village greens	Permanent	LGA649, 589
12.2	<b>Housing Management</b>			
12.2.1	Allocations - The process of applying for housing through Compass Choice Based Lettings	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• Supporting material</li> <li>• Applications for transfer of tenancy and supporting papers</li> <li>• Medical letters of support</li> </ul>	Retain from date of application for 7 years	In line with Compass system settings  Limitation Act 1980 section 2
12.2.2	Allocations - Mutual Exchange (KK)	Register of properties available for exchange	Retain from date of application for 7 years	In line with Compass system settings
12.2.3	The process of awarding ordinary tenancies	Signed tenancy agreement documentation	End of tenancy + 6 years	HBC
12.2.4	Evictions	All records relating to evictions	Date of eviction + 6 years	HBC
12.2.5	Housing Repairs	Property record, Customer record, Renovation records	End of tenancy/management of property + 6 years	HBC
12.2.6	Rent Payment / Rent Arrears	<ul style="list-style-type: none"> <li>• Correspondence and requests for payment</li> <li>• Documentation relating to the notification and enforcement of breaches of council tenancy</li> </ul>	Own property – permanent. Managed property 6 years after termination of tenancy.	LGA120
12.2.7	Rent Setting	Documentation relating to rent setting	Retain from year records created for 6 years and 6 months. ??	LGA148 HMRC compliance handbook manual CH15400
12.2.8	Right to Buy	Documentation relating to tenants statutory right to purchase council housing	Retain from date property purchased for 12 years and 12 months	LGA151
12.2.9	The process for managing the tenancy of an individual tenant	<ul style="list-style-type: none"> <li>• Personal details relating to tenancies held</li> <li>• Correspondence</li> <li>• Sign up documents</li> <li>• Application forms and supporting material</li> </ul>	End of tenancy + 6 years	
12.2.1 0	Property deeds	All records relating to property deeds where the property is housing owned by the Council	Permanent	HBC

## Records Management & Disposal Policy

12.2.1 1	Tenant housing alterations	All records relating to alterations made to Council housing stock by tenants	End of tenancy + 6 years	HBC
12.2.1 2	Empty Property Purchase Scheme	Includes address of empty property.	Retain from year records created for 6 years.	LGA913 HMRC compliance handbook manual CH15400
12.2.1 3	Compulsory Purchase orders	All records relating to building acquisition, commercial and land and property	Permanent	HBC Compulsory Purchase Act 1965
12.2.1 4	Tenant participation	All records relating to the full involvement of tenants in how their homes and estates are managed, with the aim of improving housing services and improving the quality of life in local communities	End of tenancy + 6 years	HBC
12.2.1 5	Tenant support	All records relating to the provision of support to new tenants	End of tenancy + 6 years	HBC Limitation Act 1980 (Section 2)
12.2.1 6	Council tenant advice	Documentation relating to the tenancy agreement.	Retain from last action on the tenancy for 6 years.	LGA109
12.2.1 7	Council tenant advice	Information about housing transfers, applications, removals	Retain from end of the tenancy for 6 years.	LGA109 Limitation Act 1980 (Section 2)
<b>GENERAL – ACROSS ALL SERVICE AREAS</b>				
<b>1. Test and Trace</b>				
1.1	NHS Test and Trace	Records of those using Council Facilities held for the purpose of the NHS Test and Trace	NHS Test and Trace 21 days	HBC
<b>2. Sign-in Books</b>				
1.2	Sign-in books	Records recording attendance at a building/location	Sign-in sheets should be removed each day and securely destroyed at the end of the day.	HBC