

## RETENTION AND DISPOSAL SCHEDULE - CONTENTS

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REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>1.</b>	<b>BUILDING CONTROL</b>				
1.1	Building Control	Application Files including Building Inspection Records	3 years, if microfilming is proposed. Otherwise 16 years	R	Latent Damage Act allows 15 years to commence proceedings. Consider passing papers of significant schemes to archives.
		Registers, index cards and other finding aids	Permanent	P	Archive
1.2	Dangerous Structures	Case files	Permanent	P	Local practice
1.3	Demolition Approval	Approval notices and related papers	2 years after demolition completion	D	
1.4	Building Inspection	Licensing reports	2 years after report completion	D	
		Certificate of Final Inspection	Permanent	P	Local practice
		Inspectors Diaries	3 years	D	Local practice
<b>2.</b>	<b>CEMETERIES</b>				
2.1	Cemeteries	Cemetery Registers	Permanent	P	Archive
		Papers relating to plot purchase	Permanent	P	Archive
		General correspondence	6 years	D	

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES	
<b>3.</b>	<b>CORPORATE PLANNING &amp; REPORTING</b>					
3.1	Strategic Policy/Planning	Management team and corporate meeting minutes	6 years	R	Review on regular basis. See guidance notices	
		Management team meeting subsidiary papers	4 years	R		
		Corporate Strategy	Permanent	P		Archive
		Community Strategy	Permanent	P		
		Strategy/policy/project files	While current	R		Review on regular basis. See guidance notes
		Correspondence day files	3 years	D		
3.2	Complaints	Ombudsman complaints: reports and related papers	5 years after closure of case	R	Local Practice	
		Complaints Case Files	5 years after closure of case	R	Local Practice	
3.3	Statutory Returns	Reports to Central Government	7 years	D		
3.4	Quality and Performance Management	Best Value Review	5 years	D		
		Performance Assessment (CPA)	5 years	D		
		Performance Plan	3 years	R		
3.5	Public Consultation	Surveys carried out by the Council	5 years	D		
3.6	Officers Interests	Register of Officers Interests	6 years plus the current year	R	Local Practice	

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>4.</b>	<b>COUNCIL AND COMMITTEES</b>				
4.1	Statutory Meetings	Signed minute books	Permanent	P	Archive
		Reports considered by council and committees	Permanent	P	Archive
		Agenda papers	6 years	D	Local Government (Access to Information) Act 1985
		Background Papers listed in reports	4 years	D	Local Government (Access to Information) Act 1985
		Committee Administrators Notes	Destroy once minutes from which they have been prepared have been approved.	D	
4.2	Informal Meetings (e.g. between members and officers)	Meeting minutes/notes	6 years	R	Review on regular basis. See guidance notes. Some may be archived.
4.3	Members	Register of Members Financial and Other Interests	6 years plus the current year	D	Local Practice
		Members Interests Declared at Meetings	Permanent	P	Archive
		Members Allowances	3 years	D	Local Practice

<b>5.</b>	<b>ELECTIONS</b>				
5.1	Electoral Registration	Householders' forms	1 year	D	
		Published electoral register	Permanent	P	Archive

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>ELECTIONS Cont.</b>					
5.2	Conduct of Elections	Nomination papers	1 year from election	D	
		Applications for postal votes	1 year from election	D	
		Returns from polling stations (ballot papers etc)	1 year from election (local elections 6 months only)	D	Statutory
		Correspondence and papers of returning officer	6 years from election	R	
		Candidates' declarations of expenses	2 years from receipt (1 year for Parish elections)	D	Statutory
		Declaration of Results/Consolidated returns of votes received (Local Elections only)	6 months from date of elections	D	Statutory
<b>6. EMERGENCY PLANNING</b>					
6.1	Emergency Planning	District civil emergency plan	Retain while current	R	Consider passing one copy of superseded plans to archives
		Emergency plans prepared for specific events (e.g. Millennium Bug)	6 years after event	R	Consider use as precedent. Consider passing one copy to archives.
		Reports/papers relating to implementation of plan for specific incidents	6 years after event	R	Consider passing to archives
6.2	Disaster Recovery and Business Continuity	Business Continuity Plan	Retain while current	R	Consider passing to archives Local Practice

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES	
<b>7.</b>	<b>ENGINEERING/TECHNICAL</b>					
7.1	Transportation Project Files/Traffic Management/Traffic Calming/Street Lighting/Cycleways etc	Project files (Major)	5 years after completion of project	R	Files relating to minor projects and annual programmes retained until works complete and finances concluded. Local Practice Statutory	
		Finance records	6 years plus current	R		
		Permanent TRO	Permanent	P		Archive
		Temporary TRO	Retain while current plus 3 years	R		Local Practice
		Agreements/Licences	Retain while current (at least until Licence period ends)	R	Local Practice	
7.2	Infrastructure & Transport	Correspondence, Consultations and Action Plans	Retain while current	R		
<b>8.</b>	<b>ENVIRONMENT</b>					
8.1	Disease Monitoring/Control	Weekly statistical returns to Communicable Disease Surveillance Centre	Permanent, unless held in same form elsewhere	P	Archive	
8.2	Animal Welfare	Commercial/domestic premises inspection and licensing files	Retain while current plus 1 year	R	Review content periodically (every 6 years). At same time review files relating to premises which have undergone change of occupation or use	

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>ENVIRONMENT Cont.</b>					
8.3	Food Hygiene/Inspection	Commercial premises files	Retain while current plus 1 year	R	Review content periodically (every 6 years). At same time review files relating to premises which have undergone change of occupation or use.
		Statutory register of food premises	Permanent	P	Archive. If register held electronically consider periodically archiving hard copy.
		Quarterly DEFRA returns on food standards	Permanent, unless held in same form elsewhere	P	Archive
8.4	Noise/Nuisance Abatement	Commercial/domestic premises files	Retain while current plus 1 year	R	Review content periodically (every 6 years). At same time review files relating to premises which have undergone change of occupation or use
8.5	Pollution Control/Monitoring	Statistical data held electronically	Permanent, unless held in same form elsewhere	P	
		Statutory register of pollution incidents	Permanent	P	Archive. If register held electronically consider periodically archiving hard copy
8.6	Private Sector Housing Improvement Grants	Property based files	5 years	R	
8.7	Waste Management/ Cleansing/Public Toilets/ Recycling/Pest Control	Service monitoring papers, including inspection reports	Retain while current plus 1 year	R	Local Practice

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>9.</b>	<b>FINANCE</b>				
9.1	Statutory Accounts	Published final annual corporate accounts	Permanent	P	Archive
9.2	Budgetary Control	Prepared and/or published annual corporate revenue and capital budgets	Permanent	P	Archive
		Budgetary control papers	2 years plus current financial year but see notes	D	Local Practice but where papers are background papers to decision making process 4 years
		Estimates working papers	2 years plus current financial year but see notes	D	Audit Background papers as above
9.3	General Income	Primary documents supporting a payment to the authority, including receipt books, copy receipts or cash register rolls	6 years plus current financial year	D	VAT/Audit. Local dispensations may reduce retention periods of some documents
		Copy invoices issued by the authority – paid	2 years plus current financial year	D	Audit
		Primary documentation of sundry debts (unpaid invoices etc)	6 years plus current financial year	D	Limitation Act
		Proofs of delivery to customer or client	2 years plus current financial year	D	Audit

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>FINANCE Cont.</b>					
9.4	General Expenditure	Proofs of payments made by the authority, including receipts, cheque stubs, rail warrants etc	6 years plus current financial year	D	VAT/Audit. Local dispensations may reduce retention periods of some documents.
		Vouchers, including invoices	6 years plus current financial year	D	VAT/Audit. Local dispensations may reduce retention periods of some documents.
		Purchase orders, requisitions for goods/services	2 years plus current financial year	D	VAT/Audit. Local dispensations may reduce retention periods of some documents.
		Cheque registers	6 years plus current financial year	D	Limitation Act
		Presented cheques	6 years plus current financial year	D	Limitation Act
9.5	Loans	Loan Files	7 years following repayment of loan	D	Statutory
		Loan Register	Permanent	P	Archive
9.6	Rating/Council Tax	Primary documents relating to payments or refunds, e.g. payment stubs, transaction listings (inc. electronic), refund dockets	6 years plus current financial year	D	
		Valuation lists (pre-1990 rating)	Permanent	P	Consider passing to archives. If electronic consider archiving hard copy periodically.
		Valuation lists (Business Rates)	Permanent	P	Consider passing to archives. If electronic consider archiving hard copy periodically.
		Rating/council tax correspondence	Retain back to 1993 Valuation list.	D	To accommodate retrospective adjustments for bandings and exemptions/discounts

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>FINANCE Cont.</b>					
9.7	General Financial	Internal audit reports	6 years plus current financial year	D	
		Banking – cashier's collection and deposit book	6 years plus current financial year	D	
		Bank statements	6 years plus current financial year	D	Limitation Act
		Reconciliations	2 years after administrative use concluded	D	RecordsManagementSociety (RMS) recommended
		Write Off schedules and supporting paperwork	6 years plus current financial year	D	Local
9.8	Payroll	Payroll (electronic or manual)	6 years plus current year	D	Tax
		Claim forms and timesheets (overtime, expenses etc)	2 years plus current financial year	D	Audit
		Copy pay advices (pay slips)	6 years plus current financial year	D	Superannuation/tax
		Individual pay files	Indefinitely for pension purposes	D	Superannuation
		Year end payroll tabulations/totals	6 years plus current financial year	D	Tax
9.9	Benefits (Housing and Council Tax)	Claims forms and correspondence	6 years (Housing Benefit) and back to 1993 Valuation list for Council Tax Benefit.	D	To accommodate retrospective adjustments for bandings and exemptions/discounts

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>10.</b>	<b>HOUSING</b>				
10.1	Council/Public Housing	Housing register	Retain while current	R	
		Unsuccessful Housing / Transfer of Tenancy Applications	7 years after closure	D	
		Tenancy Files (including successful housing / transfer of tenancy applications and supporting paperwork and correspondence)	12 years after termination of tenancy	D	Limitation Act
		Records relating to financial arrangements with housing associations	6 years plus current financial year	D	Limitation Act
		Rejected applications	1 year	D	
		Right to Buy sales files	Permanent	P	
		Mortgage files	12 years from repayment of mortgage	D	Limitation Act
		Rent books, correspondence regarding payments	6 years plus current financial year	D	Statutory
10.2	Homelessness Advice	Homelessness client files	2 years from file closure	D	Local practice
10.3	General	Published housing strategy papers	Permanent	P	Archive
		Statistical returns to ODPM	Permanent	P	Archive
	Housing Benefit (see FINANCE)				

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>11.</b>	<b>HEALTH AND SAFETY</b>				
11.1	Inspections and Assessments	Equipment Inspection Records	6 years from destruction of equipment	D	Statutory
		Property Asbestos Files/Register	40 years from last action	D	Common practice based on statutory requirements
		Risk Assessments	3 years from last assessment	D	Statutory
		Accident Books – Injuries to Adults	3 years from closure	D	Statutory
		Accident Books – Injuries to Children	25 years from closure	D	Statutory
<b>12.</b>	<b>HUMAN RESOURCES</b>				
	<b>Payroll – see FINANCE</b>				
12.1	Personnel Administration	Employment Register Salary Master File	Permanent	P	
		Personal files (Not records containing Superannuation information i.e. Payroll Files)	6 years plus current financial year (after departure)	D	
		Records relating to staff working with Children	25 years after termination	D	
		Subject based filing (e.g. conditions of service, policies, industrial relations)	Retain while current employee plus 1 year after departure	R	Review on regular basis. See guidance notes.
		Application forms (unsuccessful)	6 months	D	

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>HUMAN RESOURCES Cont.</b>					
12.2	Disciplinary	Disciplinary and grievance investigation records where proved including: Oral Warning Written Warning Final Warning	Retain for period of employment plus 1 year	D	Disciplinary records relating to warnings are retained but are disregarded after specified periods of time.
		Disciplinary and grievance investigation records where unfounded	Retain for period of employment plus 1 year	D	
12.3	Employee Performance and Attendance	Performance Development Interview	5 years after action complete	D	
		Leave and attendance records including: Sick Leave Jury Service Study Leave Flexitime sheets Leave Cards	2 years plus current	D	
<b>13. INFORMATION TECHNOLOGY</b>					
13.1	System design and maintenance	System documentation	Permanent for life of system including statutory requirements	R	Local Practice
		System and Operating Procedures	Retain while current	D	Local Practice
13.2	Troubleshooting/ advice	Help desk register of calls	Delete entries after 3 years	D	

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>14.</b>	<b>INSURANCE</b>				
14.1	Policy Management	Insurance Register	Permanent	P	
		Insurance Policies and Correspondence	6 years after the year following expiry of the policy	D	
		Policy renewal records and correspondence	6 years after the insurance policy has been renewed	D	
14.2	Claims Management	Claim records and correspondence	6 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	D	
<b>15.</b>	<b>LEGAL/ESTATES</b>				
15.1	Property portfolio	Purchase files	Retain whilst Land owned plus 6 years thereafter	R	
		Sales files	Permanent	P	Local practice
		Easement files	Permanent	P	Local practice
		Lease files/evidence of leasehold title	Permanent	P	
		Deeds of freehold properties	Keep until property transferred to new ownership	R	

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>LEGAL/ESTATES Cont.</b>					
15.2	General legal	Civil Litigation files	6 years after last hearing	R	
		Prosecution files	6 years after last hearing	R	
		Enforcement and lawful development certificate files	Permanent	P	
		Section 38 agreements (highway adoption)	Permanent	P	
		Section 106 agreements (planning)	Permanent	P	Local Practice
		Tree preservation orders	Permanent (relevant correspondence 6 years)	P	Local Practice
15.3	Land Charges registration	Land charges registers	Permanent	P	Archive
		Cancelled register entries	10 years after cancellation	D	Local practice
		Cartographic indexes and other finding aids	Permanent	P	Archive
		Copy completed search forms	6 years	D	
		Informal notices not forming part of register	Delete when cancelled	D	Local practice

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>LEGAL/ESTATES Cont.</b>					
15.4	Contracts	Register or other formal record of tenders and quotations	Permanent	P	Archive
		Unsuccessful tenders and quotations	2 years plus current financial year	D	Audit
		Contract register	Permanent	P	Archive
		Contract documents	12 years after period of obligation (if under seal) 6 years after period of obligation (if not sealed)	R	Limitation Act. All sealed contracts to be retained by Legal. Supporting files to be retained for same period by originating department. (Local) Consider passing documents relating to significant contracts to archives.
		Contract final accounts	12 years plus current financial year	D	Limitation Act
<b>16.</b>	<b>LEISURE Cultural Services</b>				
16.1	Advice/arts development, leisure centre, museums, open spaces, tourism, visitor information  Arts and community grants	Subject based filing	Retain while current  Correspondence on grant conditions to be retained whilst grant conditions apply	R	Review on regular basis. See guidance notes

	Economic Development	Subject based filing	Retain whilst current	R	Review on regular basis – see Guidance notes.
	Economic Development (State Aid/LEADER Funding/other state funding)	Funding Agreements/Applications Decision/Award letters	Refer to funding arrangements – 10 years from end date of any funding arrangements from state.	R	Requirement of State Aid/other funding rules.
<b>REF.</b>	<b>SERVICE/FUNCTION</b>	<b>RECORD TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>DISPOSAL ACTION</b> Destroy (D), Review (R) Permanent (P) See Guidance	<b>REASON/NOTES</b>
<b>17.</b>	<b>LICENSING</b>				
17.1	Licensing of hackney carriages/private hire vehicles, charitable collections, late night refreshments, lotteries, public entertainments etc	Registers	Permanent	P	Archive. If held electronically, consider periodically printing out hard copy for archives.
		Licensing files, including applications, copy licences, inspection reports and supporting papers	3 years after expiry or withdrawal of licence	D	
<b>18.</b>	<b>PLANNING</b>				
18.1	Planning – general	Published planning guidance leaflets and booklets, prepared by the authority	Retain while current	D	Archive
		Published development briefs	Permanent – one copy of each	P	Archive

REF.	SERVICE/FUNCTION	RECORD TYPES	MINIMUM RETENTION PERIOD	DISPOSAL ACTION Destroy (D), Review (R) Permanent (P) See Guidance	REASON/NOTES
<b>PLANNING Cont.</b>					
18.2	Production and implementation of District and town plans	Initial deposited local plan	Permanent – one copy	P	Archive
		Revised deposited local plan	Permanent – one copy	P	Archive
		Objector's proofs of evidence (deposited prior to public inquiry)	Retain until Local Plan to which it relates is superseded then review	R	
		Authority's proofs of evidence	Retain until Local Plan to which it relates is superseded then review	R	
		Topic papers prepared by the authority (deposited prior to inquiry)	Retain until Local Plan to which it relates is superseded then review	R	
		Deposited statement of agreed fact	Retain until Local Plan to which it relates is superseded then review	R	
		Public Inquiry: inspector's report	Permanent	P	Archive

		Adopted local plan	Permanent	P	Archive
		Correspondence re local plan	Retain until Local Plan to which it relates is superseded then review	R	Archive
<b>REF.</b>	<b>SERVICE/FUNCTION</b>	<b>RECORD TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>DISPOSAL ACTION</b> Destroy (D), Review (R) Permanent (P) See Guidance	<b>REASON/NOTES</b>
<b>PLANNING Cont.</b>					
18.3	Planning Applications	Planning application files <i>These form Part I of Planning Register</i>	Permanent ( or until copied electronically)	P	Latent Damage Act 1986 allows 15 years to commence proceedings. Consider passing papers of significant schemes to archives. Statutory obligation to retain Planning Register permanently.
		Microfiche/electronic copies of planning application files <i>These form Part I of Planning Register</i>	Permanent	P	Latent Damage Act allows 15 years to commence proceedings. Consider sending microfiche/film of significant schemes to archives. Statutory obligation to retain Planning Register permanently.
		Planning registers. Card indexes and other finding aids	Permanent	P	Archive
		Cartographic indexes	Permanent	P	Archive
18.4	Planning enforcement	Case files	Permanent	P	Local practice

<b>19.</b>	<b>PROPERTY AND LAND MANAGEMENT</b>
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19.1	Asset Management	Asset Register and Property Terrier	Permanent	P	
		Asset Management Plan	Permanent	P	Local practice
<b>REF.</b>	<b>SERVICE/FUNCTION</b>	<b>RECORD TYPES</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>DISPOSAL ACTION</b> Destroy (D), Review (R) Permanent (P) See Guidance	<b>REASON/NOTES</b>
<b>PROPERTY AND LAND MANAGEMENT Cont.</b>					
19.2	Asset Monitoring and Maintenance	Inventories Stocktaking Acquisition and disposal reports and proposals	2 years after administrative use is concluded	D	
		Service records of plant and equipment	7 years after sale or disposal of asset	D	
		Records relating to the process of acquisition Vehicles: Leases Contracts Quotes Fleet Authorisation Numbers	7 years after sale or disposal of vehicle	D	
		Vehicle Maintenance Log Vehicle Log detailing drivers usage	7 years after sale or disposal of vehicle	D	
<b>20.</b>	<b>PUBLIC RELATIONS</b>				
20.1	Public relations	Formal record of civic events, including	6 years	R	Consider passing to archives

		photographs			
		Press releases	6 years	R	

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