



# RETENTION & DISPOSAL GUIDELINES

## 1. Introduction

Rosendale Borough Council is fully committed to ensure compliance with the objectives and obligations of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA).

The processing of data by the Council is essential to services and functions and will often involve the use of personal and special category data. Compliance with the data protection legislation will ensure that such processing is carried out fairly and lawfully.

The legislation regulates the way in which personal information about individuals, whether held on computer or in a manual filing system, is obtained, stored, used and disclosed. The legislation grants rights to individuals to see the data stored about them, to require modification of the data if it is wrong and, in certain cases, to compensation. The provisions amount to a right of privacy for the individual.

The purpose of this policy is to provide guidance to ensure that there are effective and efficient processes in place in the way the Council handles and disposes of information.

This policy has been authorised by Cabinet, the Council's Corporate Management Team and the Data Protection Officer.

## 2. Scope of this Policy

2.1.0 These Retention Guidelines have been issued to support local authorities in the areas of the UK General Data Protection Regulations (UK GDPR) Data Protection Act 2018, Freedom of Information Act 2000 and the Local Government Act 2003. It has been issued by the Records Management Society of Great Britain after consultation with a number of local government authorities, their agencies and other experts in the field.

2.1.1 The Guidelines were developed to reflect an understanding of the administrative processes that give rise to record creation. This is intended to make the Guidelines independent of any particular format of record that might be historically created (e.g. card, register) or media (e.g. paper, electronic) and prolong the Guidelines' period of application.

- 2.1.2 The Guidelines are intended to cover the continuum of records and information from creation through to destruction or for retention for historical or research purposes.
- 2.1.3 Records sentenced for destruction under the Guidelines may be destroyed in accordance with the provisions of the Guidelines. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of UK GDPR / Data Protection (specifically GDPR Article 5 (1) (e) and Freedom of Information legislation. (FOI Code of Practice – Section 46)
- 2.1.4 The local authority or the agency acting for it should hold notification of the records destroyed in accordance with the Guidelines on its behalf.
- 2.1.5 Records for permanent preservation should be passed to the local authority's Archivist or its agency's place of deposit. In most cases this will be the appropriate local Record Office.

### **3. Transfer of Records to County Records or Storage**

Records identified in the schedule as 'permanent' are marked 'Offer to Archivist'. The Archivist may choose to select a sample of the records for permanent preservation in the archives; the remainder should be destroyed as specified in the Guidelines. The sample may be random, selective or purposeful.

'Offer to Archivist for review' is used to indicate record classes where the Archivist will not usually be interested in retaining the class of records, but may wish to retain those concerning high profile or controversial policies/projects.

Records no longer required for administrative use may still retain sensitive information. The Archivist should be informed of sensitivity at the time of transfer of the material to the archives and an appropriate closure period agreed. The closure period should comply with Freedom of Information legislation and the authority's policy.

As there is no legal basis for the enforcement and support of these Guidelines, each local authority needs to ensure that the actions shown in the Guidelines are ratified internally within the local authority or its agency.

### **4. Litigation and Limitation of Scope**

Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

Records that are the subject of Freedom of Information, Data Protection, Environmental Information Regulations etc official request or appeal, must not be destroyed until that request or appeal has been completed. To knowingly destroy a record when it is subject to a request/complaint is an offence.

The Limitations Act 1980 specifies time limits for commencing litigation. These Guidelines should only be used by local authorities for the disposal of common functional and housekeeping records as described in the Guidelines. It should be taken as a baseline for each authority to interpret and apply appropriately in accordance with local practice. These Guidelines are not intended to cover school records; however, the majority of school administration records can be sentenced under these Guidelines.

## **5. Destruction of Records**

When records identified for disposal in the Guidelines are destroyed, a register of such records needs to be kept. For records not covered by the Guidelines, contact the Council's legal department or suitable experienced sources for further advice.

It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed.

Unless otherwise stated, paper documents are disposed of as follows:-

- Confidential documents are to be shredded or removed using a confidential waste collection.
- Public documents which do not contain confidential information are disposed of using the paper recycling bins.

## **6. Standard Operating Procedure**

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

SOP usually applies to information that is duplicated, unimportant or only of short-term facilitative value. Unimportant records or information will include the following:

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

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under SOP.

Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy, are also covered.

SOP should not be applied to records or information that can be used as evidence – to prove that something happened. If you are in doubt about what information is required, consult with Legal Services.

All of these may be destroyed by standard operating procedure that should be part of any ISO 9000 (Quality Management) system if applicable.

## **7. Responsibility**

### **The Corporate Management Team**

The Council's Corporate Management Team is responsible for procuring approval of this policy and has delegated authority to make any minor amends to the policy. The team is also responsible for approving and overseeing all information security related projects and initiatives.

### **Managers and Team Leaders**

Managers and team leaders are responsible for ensuring: -

- record retention policies are implemented in their team
- record keeping systems and arrangement of records enable identification of records due for disposal
- records due for disposal are routinely identified and reviewed to ensure they are no longer required
- staff dispose of records only in accordance with policies set out in this policy
- records are disposed of appropriately considering their sensitivity, security classification and the media and format(s) in which they are held
- records of potential historic interest or research value are identified and transferred with agreement to the local Record Office
- evidence of the disposal process is kept

### **All Staff**

Everyone is responsible for:

- following procedures and guidance for managing, retaining and disposing of records
- only disposing of records in accordance with the requirements outlined in this policy (if authorised to do so)
- ensuring that any proposed divergence from records retention and disposal policies is authorised by the senior management team

## **8. Reviewing the Schedule**

This Retention and Disposal Schedule was first approved on 16<sup>th</sup> December 2004 and has been subject to review throughout. This updated policy has been authorised and approved by *Cabinet on 13<sup>th</sup> March 2024 and will be reviewed in 3 years' time or earlier in the event of change of legislation etc. Minor amends will be delegated to the Data Protection Officer in consultation with Lead Member*

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

## **Explanation of Retention and Disposal Schedule Headings**

The Retention and Disposal Schedule below is divided into sections of administrative functions that are commonly undertaken by local government.

### **1. Reference number**

The function or entry reference number provides citation and ease of reference.

### **2. Function Description**

The name of each function is specified in this entry. This relates to a group of records that perform the same activity.

The Schedule provides notes that define each function in terms of related activities.

The Schedule may also include instructions or guidelines relating to weeding, sampling disposition provisions, information on duplication of record content in other classes and cross-references to other entries within the Schedule.

### **3. Retention Period**

This entry provides the archival status of each process being either permanent or temporary. In relation to the temporary status of records the entry also provides a retention period or sentence specifying how long the records should be kept prior to destruction and the activity, transaction or event to which the retention period or sentence should be tied.

### **4. Examples of Records**

This section provides common examples of the type of records included within the particular function. This list is not exhaustive and Local Authorities should feel free to annotate their copy of the Schedule with local names of the examples listed if required.

### **5. Reason**

This indicates if the retention action is common practice or statutory.

## Glossary of terms

- **Administrative Use:** When business use has been ended or the file has been closed.
- **Closure:** ‘ Destroy ‘x’ years from closure ‘. A record/file is closed when it ceases to be active. After closure, no new papers/information should be added to the record.
- **Closure period:** Specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by the authority’s policy. Any closure period should comply with current legislation on access to local government information - including the Data Protection and Freedom of Information Acts.
- **Common practice:** Standard practice followed by Local Authorities
- **Last action:** ‘ Destroy ‘x’ years after last action’. Date of most recent amendment / addition / deletion of information.
- **Permanent:** Records which must be kept indefinitely [or for approximately 100 years] for legal and/or administrative purposes, and/or are of enduring value for historical research purposes and so suitable for transfer to the authority’s archive or place of deposit.
- **Place of deposit:** Usually in the Council’s file storage places as determined by each department.

# **RETENTION AND DISPOSAL SCHEDULE**

Approved by Council on 16<sup>th</sup> December 2004

Version 2 – Adopted by Cabinet on 25<sup>th</sup> November 2009

Version 3 – Adopted by Cabinet on 13<sup>th</sup> March 2024



## CONTENTS

<b>Ref</b>	<b>Description</b>
<b>1.</b>	<b>DEMOCRATIC PROCESSES</b>
	Elections
1.1 – 1.2	Preparation
1.3	Results
1.4	Directions/Advice for Procedures
1.5 – 1.6	Candidates
1.7 – 1.8	Council and Committee Meetings
1.9	Partnership and Agency Meetings
1.10	External Committee Meetings
1.11	Appointment to Outside Bodies
<b>2.</b>	<b>MANAGEMENT AND ADMINISTRATION</b>
2.1 – 2.2	Corporate Planning and Reporting
2.3	Statutory Returns
2.4 – 2.5	Policy, Procedures, Strategy and Structure
2.6 – 2.7	Public Consultation
2.8 – 2.10	Information Management
2.11	FOI/EIR/GDPR or Data Protection Case Records
2.12-2.13	CCTV
2.14	Life Statements
2.15	Social Media Chat or Transcripts
2.16 – 2.19	Enquiries and Complaints
2.20- 2.21	Quality and Performance Management
2.22-2.23	Public Relations (Publications)
2.24	Media Relations
2.25	Public Relations
2.26	Marketing
2.27-2.28	Civic and Royal Events
<b>3.</b>	<b>HOUSING PROVISION</b>
3.1	Registration
3.2	Applications
3.3	Tenancy Management
3.4 – 3.7	Temporary Accommodation and Homelessness
3.8	DFG Grants
3.9	Private Sector Renewal Schemes and Functions
<b>4.</b>	<b>LEGAL AND CONTRACTS</b>
4.1	Litigation
4.2	Advice
4.3	Agreements
4.4	S106 Agreements
4.5	Conveyance
4.6	Contracts and Tendering
4.7	Specification and Contract Development
4.8	Tender Issuing and Return

- 4.9 Contracts Register
- 4.10-4.12 Evaluation of Tender
- 4.13 Post Tender Negotiation
- 4.14 Awarding of Contract
- 4.15-4.16 Contract Management
- 4.17 Tenancy Agreements  
Bye-laws
- 4.18 Enactment

**5. HUMAN RESOURCES**

- 5.1 Personnel General Administration
- 5.2 Recruitment and Selection
- 5.3 Equality Monitoring
- 5.4 Disclosure and Barring Service
- 5.5 Employment Records
- 5.6 Employee/Industrial Relations and General Management Services
- 5.7 Occupational Health
- 5.8 Staff Monitoring (Performance)
- 5.9 Training and Development

**6. FINANCIAL MANAGEMENT**

- Accounts and Audit
- 6.1 Reporting
- 6.2-6.7 Financial Transactions Management
- 6.8 Covid Business Grants
- 6.9 Payroll  
Financial provisions
- 6.10-6.12 Budgets and Estimates
- 6.13-6.14 Loans
- 6.15 Housing
- 6.16 Council Tax Valuation and Business Rates List
- 6.17 Schedule of Liability Orders
- 6.18 Rates and Local Authorities Tax Correspondence
- 6.19-6.20 Business Rates and Council Tax Records
- 6.21 -6.22 Summary Assets Management
- 6.23-6.26 Asset Monitoring and Maintenance
- 6.27 Asset Acquisition and Disposal
- 6.28 Cashier

**7. PROPERTY AND LAND MANAGEMENT**

- 7.1 Property and Land Management
- 7.2-7.3 Property Acquisition and Disposal
- 7.4-7.5 Property Development and Renovation
- 7.6 Leasing and Occupancy
- 7.7 Housing Provision
- 7.8-7.10 Systems Management
- 7.11-7.14 Transport Management
- 7.15-7.17 Insurance (Policy Management)
- 7.18 Claims Management

**8. GENERAL PUBLIC SERVICES**

- Health and Safety
- 8.1-8.8 Inspections and Assessments
- 8.9 Emergency Planning
- 8.10-8.11 Major Incident
- Enforcement Certification and Prosecution
- 8.12-8.14 Registration, Certification and Licensing
- 8.15 Notification
- 8.16 Prosecution
- 8.17-8.18 Cemeteries and Crematoria
- Waste Management
- 8.19-8.20 Collection
- 8.21 -8.23 Disposal of Waste

**9. PLANNING AND LAND USE**

- 9.1-9.8 Planning Scheme Development, Amendment and Regulation

**10. LOCAL LAND CHARGES**

- 10.1 Register of Local Land Charges
- 10.2 Copies of Completed Searches
- 10.3 General Correspondence relating Local Land Charges
- 10.4 Cashiers Receipts for cheques received
- 10.5 NLIS and TM Choice statements of electronic payments received by BACS

**11. INFRASTRUCTURE AND TRANSPORT**

- 11.1 Infrastructure Management and Maintenance

## Democratic Processes

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Electoral Services</b>			
1.1	<p><b>Preparation</b></p> <p>Summary certification of those eligible to vote</p>	<p>Destroy paper copies as soon as processed</p> <p>Destroy Paper copies after processing, scanned image retained for 12 months</p> <p>Permanent</p>	<ul style="list-style-type: none"> <li>• <b>Postal/Proxy application forms</b></li> <li>• <b>Annual canvass forms, invitation to register forms, overseas electors and service voters</b></li> <li>• <b>Electoral Register</b></li> </ul>	<p>Statutory (Representation of the Peoples Act 1983) Common practice</p> <p>Common practice</p>
1.2	Voting	Destroy 12 months from date of election	<ul style="list-style-type: none"> <li>• <b>Ballot papers (and any other material)</b></li> <li>• <b>Marked copies of the Register</b></li> </ul>	<p>Representation of the Peoples Act 1983, Sch. 1, s.57</p> <p>The Local Elections (Principal Areas) (England and Wales) Rules 2006 Sch.2 r.52</p> <p>The Local Elections (Parishes and Communities) (England</p>

				and Wales) Rules 2006, Sch. 2, r.52
--	--	--	--	-------------------------------------

## Democratic Processes

Ref No	Function Description	Retention Period	Examples of Record	Reason
1.3	<b>Results</b> Declaration of results (local elections only)	Destroy 12 months from date of election  Online results retained for research purposes	<ul style="list-style-type: none"> <li>• <b>Ballot Paper Accounts</b></li> <li>• <b>Election Notices</b></li> </ul>	<p>Representation of the Peoples Act 1983, Sch. 1, s.57</p> <p>The Local Elections (Principal Areas) (England and Wales) Rules 2006 Sch.2 r.52</p> <p>The Local Elections (Parishes and Communities) (England and Wales) Rules 2006, Sch. 2, r.52</p>
1.4	<b>Directions/advice for Procedures</b>	Permanent until superseded	<ul style="list-style-type: none"> <li>• <b>Legislation</b></li> <li>• <b>EC Circulars</b></li> <li>• <b>Government Circulars</b></li> </ul>	
1.5	Candidates Candidates Summary of Election Expenses —	Return to Candidates (if requested) or destroy <b>2 years</b> from the date of receipt	<ul style="list-style-type: none"> <li>• <b>Candidates Election Expenses</b></li> </ul>	Representation of the Peoples Act 1983 s.89

	<b>Local and Parliamentary</b>			
1.6	Candidate details	Destroy <b>6 months after close of nominations and up until the day of election</b>	<ul style="list-style-type: none"> <li>• <b>Candidates nomination papers and consent to nomination forms</b></li> </ul>	<p>Representation of the Peoples Act 1983, Sch. 1, s.57</p> <p>The Local Elections (Principal Areas) (England and Wales) Rules 2006 Sch.2 r.52</p> <p>The Local Elections (Parishes and Communities) (England and Wales) Rules 2006, Sch. 2, r.52</p>

## Democratic Processes

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Council and Committee Meetings</b>			
1.7	The process of preparing business for Council consideration, Council meetings, Cabinet, Committees/Sub-Committees, Community	Permanent Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Minute Books</li> <li>• Agendas and Reports</li> <li>• Background papers</li> </ul>	Common Practice/Access to Local Government (Access to Information) Act 1985

	Partnerships and making a record of discussion, debate and resolutions.		<ul style="list-style-type: none"> <li>• Meetings of the Council or the Cabinet or any Committees/Sub Committees of the Council</li> <li>• Live streaming of Committee Meetings on YouTube</li> </ul>	<p>Minutes should be held in perpetuity. Reports and background documents form part of the minutes and should therefore be retained for a period of 6 years</p> <p>Live streamed Committee Meetings held on YouTube in perpetuity</p>
1.8	Minute taking	Destroy after date of confirmation of the minutes	<ul style="list-style-type: none"> <li>• <b>Draft/rough minutes</b></li> </ul>	Common practice

## Democratic Processes

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Partnership, Agency and External Meetings</b>			
1.9	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally <b>owns</b> the record.	<b>Permanent.</b> Transfer to place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Agendas</li> <li>• Minutes</li> <li>• Council reports</li> <li>• Recommendations</li> </ul>	Common Practice

			<ul style="list-style-type: none"> <li>Supporting documents such as Council briefing and discussion papers</li> </ul>	
1.10	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority <b>does not</b> own the record.	Destroy <b>3</b> years after last action	<ul style="list-style-type: none"> <li>Documents establishing the committee</li> <li>Reports</li> <li>Recommendations</li> <li>Supporting documents such as briefing and discussion papers.</li> </ul>	Common Practice
	Process of preparing honours submission.	Destroy 5 years after last action	<ul style="list-style-type: none"> <li>Honours nomination forms</li> <li>Covering documentation</li> <li>Letters of support</li> <li>Referral for comment from Lord Lieutenant.</li> </ul>	Common Practice
	Members Declaration of Financial Interests	Length of term in Office plus 6 years		Common Practice
	Member Declarations	Destroy 6 years after member has left Office		Common Practice
1.11	<b>Appointment to Outside Bodies</b> The process of undertaking representation of the local authority – local authority representatives	Destroy <b>3</b> years after last action	<ul style="list-style-type: none"> <li>Appointment to outside organisations and charitable bodies.</li> </ul>	



## Management and Administration

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Corporate Planning and Reporting</b>			
2.1	The corporate planning and reporting activities of local authorities	Destroy 3 years expiry	<ul style="list-style-type: none"> <li>• Corporate Plans</li> <li>• Strategy Plans</li> <li>• Business Plans</li> <li>• Annual Reports</li> </ul>	Common Practice
2.2	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Destroy after 2 years	<ul style="list-style-type: none"> <li>• Management Team Minutes</li> </ul>	Common Practice
2.3	<b>Statutory returns</b> The process of preparing information to be passed on to central government as part of statutory requirements	Destroy 1 year after audited	<ul style="list-style-type: none"> <li>• Reports to central government</li> <li>• QRC (Council Tax)</li> <li>• CTB (Council Tax)</li> </ul>	Common Practice
2.4	<b>Policy, Procedures, Strategy and Structure</b> Activities that develop policies, procedures, strategies and structures for the local authorities	Destroy 3 years after expiry	<ul style="list-style-type: none"> <li>• Policy, procedure, precedent, instructions</li> <li>• Organisation charts</li> <li>• Records relating to policy implementation and development</li> <li>• Asset management plan</li> <li>• Community strategy</li> <li>• Community plan</li> <li>• Community safety plan</li> </ul>	Common Practice

## Management and Administration

Ref No	Function Description	Retention Period	Examples of Record	Reason
2.5	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Destroy 3 years from closure		Common Practice
	Policy Documents	Destroy 7 years after policy has superseded		Common Practice
2.6	<p><b>Public Consultation</b></p> <p>The process of consulting the public and staff in the development of significant policies of the local authority</p>	<p>Destroy 5 years from closure</p> <p>Personal Information on database — keep up to date, destroy when no longer needed.</p>		<p>Common Practice</p> <p>Data Protection Act 2018.</p>

## Management and Administration

Ref No	Function Description	Retention Period	Examples of Record	Reason
2.7	The process of consulting the public and staff in the development of minor policies of the local authority	Destroy 1 year from closure		Common Practice
2.8	<b>Information Management</b> The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Classification schemes</li> <li>• Registers</li> <li>• Indexes</li> <li>• Authorised lists of file headings</li> </ul>	Common Practice
2.9	The management of collections of records transferred to the archives	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Accession registers</li> <li>• Depositor files</li> </ul>	Common Practice
2.10	The process that records the disposal of records	Destroy 12 years after last action	<ul style="list-style-type: none"> <li>• Disposal certificates</li> </ul>	Common Practice Based on Limitation Act
2.11	FOI / EIR / GDPR or DataProtection Case Records	Destroy 6 years after information released or withheld.	<ul style="list-style-type: none"> <li>• Email or letter Requests</li> <li>• Case Notes</li> </ul>	Common Practice and Statutory

			<ul style="list-style-type: none"> <li>• Data Subject Access Requests</li> <li>• Acknowledgement letters</li> <li>• Refusal letters</li> </ul>	
2.12	CCTV - The process of managing CCTV images	<p>Destroy after 90 days of recording unless required for evidential purposes</p> <p>30 days automatic deletion on Futures Park System unless needed for evidential purposes</p> <p>30 days for bodycam, Fly tipping surveillance or In – vehicle footage unless needed for evidential purposes</p>	<ul style="list-style-type: none"> <li>• Tapes</li> <li>• HDD Images</li> <li>• Still Images</li> </ul>	Common Practice
2.13	CCTV – The process of managing CCTV footages	<p>As above</p> <p>Destroy 6 years after obtaining the same</p>	<ul style="list-style-type: none"> <li>• Video recordings</li> </ul>	Common Practice and Statutory
2.14	Life Statements	Destroy 6 years after obtaining the same	<ul style="list-style-type: none"> <li>• Proof of Life</li> </ul>	Legal currently undertake this service mainly for

				residents with an overseas pension Common Practice
2.15	Social Media Chat or Transcripts	MS Teams data to be held in perpetuity	<ul style="list-style-type: none"> <li>MS Teams Chat</li> </ul>	Common Practice
2.16	<b>Enquiries and Complaints</b> The management in summary form of enquiries and complaints directed to Council	Destroy 6 years after closure	<ul style="list-style-type: none"> <li>Email</li> <li>Indexes</li> <li>Letters</li> <li>Registers</li> </ul>	Common Practice

## Management and Administration

Ref No	Function Description	Retention Period	Examples of Record	Reason
2.17	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Destroy 6 years after closure	<ul style="list-style-type: none"> <li>Reports</li> <li>Returns</li> <li>Correspondence</li> </ul>	Common Practice
2.18	The management of detailed responses on council actions, policy or procedures	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> <li>Reports</li> <li>Returns</li> <li>Correspondence</li> <li>Ombudsman</li> </ul>	Common Practice

2.19	The management of routine responses on council actions, policy or procedures	Destroy 1 year after administrative use if concluded	<ul style="list-style-type: none"> <li>• Printed material</li> <li>• Form letters</li> </ul>	Common Practice
2.20	<b>Quality and performance management</b> The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Destroy 1 year after administrative use is concluded	<ul style="list-style-type: none"> <li>• Best Value Review</li> </ul>	Common Practice
2.21	The process of assessing the quality, efficiency, or performance of a local authority service or unit	Destroy 1 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Assessment form</li> </ul>	Common Practice

## Management and Administration

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Public Relations</b>			
2.22	<b>Publications</b> The process of designing setting information for publication	Destroy 2 years from last action		Common Practice

2.23	The published work of the local authority	Destroy after administrative use is concluded		Common Practice
	<b>Media Relations</b>			
2.24	Process of interaction with the media.	Destroy 3 years from closure.	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Press inquiries</li> <li>• Photographs</li> <li>• Press cuttings</li> </ul>	Common Practice
2.25	<b>Public Relations general</b>	Destroy 2 years from closure	<ul style="list-style-type: none"> <li>• The process of providing the Public Relations service</li> </ul>	Common Practice
2.26	<b>Marketing</b> The process of developing and promotion of local authorities campaigns and events	Destroy 1 year from closure.		Common Practice
2.27	<b>Civic and Royal Events</b> The recording of ceremonial events and civic occasions	Permanent. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Visitor's book</li> <li>• Audio tapes</li> <li>• Video tapes</li> <li>• Photographs</li> </ul>	Common Practice
2.28	The process of organising a ceremonial event or civic occasions	Destroy 1 year after administrative use is concluded	<ul style="list-style-type: none"> <li>• Mayors "At Home"</li> </ul>	Common practice

## Housing Provision

Ref No	Function Description	Retention Period	Examples of Record	Reason
3.1	The registration of individuals housing applications	Permanent	<ul style="list-style-type: none"> <li>• Temporary accommodation/housing register</li> </ul>	
3.2	The process for applying for temporary accommodation (Unsuccessful applications only, successful applications will generally be placed on the tenancy file)	Destroy 7 years after closure	<ul style="list-style-type: none"> <li>• Temporary accommodation application forms and supporting material</li> <li>• Application for transfer of tenancy and supporting papers</li> </ul>	
3.3	The process for managing the tenancy of an individual tenant	Destroy 7 years after termination of tenancy	<ul style="list-style-type: none"> <li>• Correspondence re tenancy</li> <li>• Tenancy files</li> <li>• Temporary accommodation application forms and supporting material</li> <li>• Application for transfer of tenancy and supporting papers</li> <li>• Application for emergency housing or referral from another agency</li> </ul>	<p><b>NOTE:</b> These may need to be kept for a longer period of time in order to prove that the tenancy was actually housed properly by the authority</p>



## Housing Provision

Ref No	Function Description	Retention Period	Examples of Record	Reason
3.4	The process of the allocation and management of temporary accommodation by the local authority and the associated issues of homelessness	Destroy 7 years after closure of homeless housing advice enquiry including associated records concerning temporary accommodation	<ul style="list-style-type: none"> <li>• Homeless application/enquiry forms and supporting material.</li> <li>• Inter authority homeless referrals</li> <li>• Tenancy Relations case enquiries and supporting information</li> <li>• Records of households in temporary accommodation.</li> <li>• Social Needs Panel casework records</li> <li>• Racial Harassment case records</li> <li>• Closed case summary sheets</li> <li>• Housing Association nomination records</li> <li>• National mobility scheme records</li> </ul>	

## Housing Provision

Ref No	Function Description	Retention Period	Examples of Record	Reason
3.5	The process of collating statistics concerning the work of the Housing Advisory Service for a range of internal and external reports and returns	Destroy 7 years after the year end to which the statistics relate.	<ul style="list-style-type: none"> <li>• Housing case management software</li> </ul>	
3.6	The management and administration of temporary accommodation and removal and storage of clients belongings/furniture	Destroy 7 years after the conclusion of the financial year to which the records were created.	<ul style="list-style-type: none"> <li>• Rent records</li> <li>• Management payments to external providers of temporary accommodation</li> <li>• Orders and invoices for goods and services associated with the provision of temporary accommodation</li> <li>• As above concerning storage obligations.</li> </ul>	

## Housing Provision

Ref No	Function Description	Retention Period	Examples of Record	Reason
3.7	The planning, delivery, management and improvement of services	Destroy three years after the end of the financial year to which the record relates to.	<ul style="list-style-type: none"> <li>• Homelessness strategy and review</li> <li>• Service delivery plan</li> <li>• Homelessness directory</li> <li>• Single Homeless strategy</li> <li>• Service Improvement Plan of advice services</li> </ul>	
3.8	DFG Grants	Destroy 15 years after last payment	<ul style="list-style-type: none"> <li>• Estimates of Work</li> <li>• Enquiry Form</li> <li>• Completion Certificate</li> <li>• Builders Accounts</li> <li>• Details of Payments</li> </ul>	Statutory

Ref No	Function Description	Retention Period	Examples of Record	Reason
3.9	All Private Sector Renewal Schemes including Enveloping and Block Schemes	Destroy after 15 years	<ul style="list-style-type: none"> <li>• Contract Documents</li> <li>• Tendering Documents</li> <li>• Specification of works</li> <li>• Pricing Info</li> </ul>	Statutory

## Legal and Contracts

Ref No	Function Description	Retention Period	Examples of Record	Reason
4.1	<p><b>Litigation</b></p> <p>The process of managing, undertaking or defending for or against litigation on behalf of the local authority</p>	<p>Destroy 6 years after closure of file.</p> <p>Major litigation – precedent case – offer to Archivist.</p>	<ul style="list-style-type: none"> <li>• Criminal case file</li> <li>• Insurance Claims *</li> <li>• Civil case file</li> </ul> <p>* see reference 7.15</p>	<p>Sec. 2 &amp; Sec.11 Limitations Act 1980</p>
4.2	<p><b>Advice</b></p> <p>The process of providing legal advice on law and practice.</p>	<p>Destroy 6 years after closure of file.</p>	<p>All Council business etc such as:-</p> <ul style="list-style-type: none"> <li>• Housing</li> <li>• Planning</li> <li>• Community Safety</li> </ul>	<p>Common Practice</p>
4.3	<p><b>Agreements</b></p> <p>Process of agreeing terms between organisations</p> <p><b>Note:</b> this does not include contractual agreements</p>	<p>Destroy 6 years after agreement expires or is terminated (but note may be longer if grant conditions require it).</p>	<ul style="list-style-type: none"> <li>• Partnership Agreements</li> <li>• Service Level Agreements</li> <li>• Contracts</li> <li>• Grant agreements</li> </ul>	<p>Common Practice and statutory</p>
4.4	<p>S106 Agreements</p>	<p>15 years from date of deed unless terms provide otherwise</p>	<p>S106 Agreements</p>	
4.5	<p><b>Conveyance</b> (see also <b>Property Acquisition and Disposal</b>)</p>			

	The process of changing ownership of land or property.	Destroy 12 years after registration of title.	<ul style="list-style-type: none"> <li>• Conveyancing files</li> </ul>	Sec. 15 Limitation Act 1980
--	--	---	--	-----------------------------------

## Legal and Contracts

Ref No	Function Description	Retention Period	Examples of Record	Reason
4.6	<p><b>Contracts and Tendering</b></p> <p><b>Pre Contract Advice</b></p> <p>The process of calling for expressions of interest</p>	Destroy 2 years after contract let or not proceeded with	<ul style="list-style-type: none"> <li>• Expressions of Interest</li> </ul>	Common Practice/ Limitation Act 1980
4.7	<p><b>Specification and Contract Development</b></p> <p>The process involved in the development and specification of a contract</p>	<p><u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired</p> <p><u>Contracts under Seal</u> Destroy 12 years after the terms of contract have expired.</p>	<ul style="list-style-type: none"> <li>• Tender specification</li> </ul>	<p>Sec.5 Limitation Act 1980</p> <p>Sec.9 Limitation Act 1980</p>
4.8	<p><b>Tender Issuing and Return</b></p> <p>The process involved in the issuing and return of a tender.</p>	Destroy 1 year after start of contract	<ul style="list-style-type: none"> <li>• Opening notice</li> <li>• Tender envelope</li> </ul>	Common Practice

4.9	Contracts Registers/register of tenders/quotations	25 years	<ul style="list-style-type: none"> <li>Opening book</li> </ul>	Common practice
4.10	<b>Evaluation of Tender</b>	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired. <u>Contracts under Seal</u> Destroy 12 years after the terms of contract have expired.	<ul style="list-style-type: none"> <li>Evaluation criteria</li> </ul>	Sec 5 Limitation Act 1980  Sec 8 Limitation Act 1980

## Legal and Contracts

Ref No	Function Description	Retention Period	Examples of Record	Reason
4.11	Successful tender document	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired. <u>Contracts under Seal</u> Destroy 12 years after the terms of contract have expired.	<ul style="list-style-type: none"> <li>Tender documents</li> <li>Quotations</li> </ul>	Sec 5 Limitation Act 1980  Sec 8 Limitation Act 1980
4.12	Unsuccessful tender documents	Destroy 1 year from tender return date	<ul style="list-style-type: none"> <li>Tender documents</li> <li>Quotations</li> </ul>	Common practice

4.13	<b>Post Tender Negotiation</b> The process in negotiation of a contract after a preferred tender is selected	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired.	<ul style="list-style-type: none"> <li>• Clarification of contract</li> <li>• Post tender negotiation</li> </ul>	Sec. 5 Limitations Act 1980 Sec. 8 Limitations Act 1980
4.14	<b>Awarding of Contract</b> The process awarding of contract	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	<ul style="list-style-type: none"> <li>• Signed contract</li> </ul>	Statutory  Sec. 8 Limitations Act 1980

## Legal and Contracts

Ref No	Function Description	Retention Period	Examples of Record	Reason
4.15	<b>Contract Management</b> Contract operation and monitoring	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	<ul style="list-style-type: none"> <li>• Compliance report</li> <li>• Performance reports</li> <li>• Service Level Agreements</li> </ul>	Sec. 5 Limitations Act 1980 Sec. 8 Limitations Act 1980

4.16	Management and amendment of contract	<p>a) <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired</p> <p>b) <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> <li>• 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>	<p>Sec.5 Limitations Act 1980</p> <p>Sec. 8 Limitations Act 1980</p>
4.17	<p><b>Tenancy Agreements/Licence Agreements for temporary accommodation</b></p> <p>The process of awarding tenancies in public sector housing and Licences for temporary accommodation</p>	<p>a) <u>Ordinary Tenancy</u> Destroy 6 years after the terms of agreement have expired.</p> <p>b) <u>Tenancy under Seal</u> Destroy 12 years after the terms of agreement have expired.</p>	<ul style="list-style-type: none"> <li>• Signed tenancy/licence agreements</li> <li>• Sealed tenancy/licence agreements</li> </ul>	<p>Sec.5 Limitations Act 1980</p> <p>Sec. 8 Limitations Act 1980</p>

Note: Halsburys Law of England Vol. 28 para. 882 defines a contract under seal as a “specialty”.

Halsburys Statues Vol.27 page 942. S.8 Limitations Act 1980 states actions for specialties limited to 12 years. It now also includes actions under Contract (Rights of Third Parties ) Act 1999.



## Legal and Contracts

Ref No	Function Description	Retention Period	Examples of Record	Reason
4.18	<p><b>Bye-Laws Enactment</b> The process of making local laws</p>	<p><b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded.</p>	<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>	Common Practice

## Human Resources

Ref No	Function Description	Retention Period	Examples of Record	Notes/comments Reason
5.1	<p><b>Personnel General Administration</b> Record limited information about employees and posts including names, date of births, post(s) and dates held, start/finish dates, summary work histories, post histories etc.</p>	Permanent (transferred to archive once administrative use has concluded),	<ul style="list-style-type: none"> <li>• Establishment records — staff registers, employee history cards, variations register.</li> <li>• Records of decisions taken by HR Manager under delegated powers</li> </ul>	<p>Common Practice Internal Audit requirement</p> <p>Internal Audit requirement</p>
5.2	<p><b>Recruitment and Selection</b> The selection of an individual for an established position</p>	Destroy 6 months after recruitment process concludes	<ul style="list-style-type: none"> <li>• Post Details – Job Description, Person Specification,</li> </ul>	Common Practice to retain in case of a claim under the Equality Act

			Advertisement Reference <ul style="list-style-type: none"> <li>• Unsuccessful Application forms</li> <li>• Shortlisting interview notes etc</li> </ul>	
5.3	<b>Equality Monitoring</b> The process of investigating and reporting in accordance with Equal Employment Opportunities guidelines and policies.	Destroy 6 months after recruitment process concludes  Permanent. Anonymised summaries.  Permanent	<ul style="list-style-type: none"> <li>• Equality monitoring forms</li> <li>• Equal Opportunities Database Summary</li> <li>• Current Employees</li> </ul>	Required by law for monitoring and comparison.

## Human Resources

Ref No	Function Description	Retention Period	Examples of Record	Notes/Comments/Reason
5.4	<b>Disclosure and Barring Service</b> Check — when required (Staff working with Children or vulnerable adults)	Permanent — retain DBS reference number and date of certificate on Personnel file	<ul style="list-style-type: none"> <li>• Information recorded from DBS document</li> <li>• DBS Record of reference number as evidence of the Disclosure having been obtained</li> </ul>	Requirement under DBS Code of Practice  Permitted under DBS code of Practice
5.5	<b>Employment Records</b> The process of administering employees to ensure that entitlement and obligations are in	Retain on Personnel file — Destroy 6 years after date of employment	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Job Description</li> <li>• Job Specification</li> </ul>	

	accordance with agreed employment requirements	Termination + 25 years  Destroy 2 years after leave has been taken	<ul style="list-style-type: none"> <li>• Medical Clearance Letter of Appointment/ Acceptance</li> <li>• Probation report</li> <li>• Personal particulars</li> <li>• Qualifications</li> <li>• Declaration of pecuniary interests</li> <li>• Employment Contracts</li> <li>• <b>Records of Staff working with Children</b></li> <li>• Leave and Attendance Records – all leave taken (not just annual leave)</li> </ul>	Common Practice
--	--	--	--	-----------------

## Human Resources

Ref No	Function Description	Retention Period	Examples of Record	Reason
5.6	<b>Employee &amp; Industrial Relations</b> Processing of disciplinary and grievances	6 years after last action	<ul style="list-style-type: none"> <li>• Disciplinary Records – includes records of investigation, statements, interview notes etc</li> <li>• Notification of Formal Warnings</li> </ul>	For all practical purposes this function would not be subject to records management  Retained for defending claims and reference purposes.

5.6 cont		<p>Placed on Personnel file permanently</p> <p>Destroy immediately after the grievance has been found to be /have been unfounded, or after appeal</p> <p>Transfer to place of deposit after administrative use is concluded</p> <p>Destroy 2 years after administrative use is concluded</p> <p>Permanent – record of tendering processes and conditions of service needed</p>	<ul style="list-style-type: none"> <li>• Warning involving Children</li> <li>• Disciplinary Unfounded, or after appeal</li> <li>• Generic Agreement (Local Agreements)</li> <li>• Negotiations</li> <li>• Disputes</li> <li>• Claims lodged</li> <li>• Daily employee relations management</li> <li>• Compulsory Competitive Tendering records – includes working papers, correspondence between client and contractor etc.</li> </ul>	<p>Common Practice</p> <p>Common Practice</p> <p>Common Practice</p>
5.7	<b>Occupational Health</b>		<ul style="list-style-type: none"> <li>• Pre-employment screening</li> </ul>	Common Practice to retain in case of a claim under the Equality Act

		<p>Destroy 6 months after recruitment process concludes</p> <p>Termination date + 6 years</p>	<ul style="list-style-type: none"> <li>• Pre-employment Occupational Health Reports</li> <li>• Employee medical screening records – health questionnaires, medical clearances, workplace adjustments, work restrictions, medical recommendations</li> </ul>	<p>Common Practice Recommended by Records Management Society – Details may be required even after employment has ended.</p>
5.8	<p><b>Staff Monitoring</b></p> <p>Performance</p>	<p>Destroy 5 years after action is completed.</p>	<ul style="list-style-type: none"> <li>• Performance Plans</li> <li>• Performance Monitoring</li> </ul>	<p>Common Practice</p>
5.9	<p><b>Training &amp; Development</b></p> <p>Routine staff training processes</p>	<p>Destroy 2 years after action completed.</p>	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> </ul>	<p>Common Practice</p>

## Financial Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Accounts and Audit</b>			
	<b>Reporting</b>			
6.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	<b>Permanent. Offer to Archivist,</b> Transfer to place of	<ul style="list-style-type: none"> <li>• Consolidated annual reports</li> </ul>	<p>Permanent</p> <p>Permanent</p>

		deposit after administrative use is concluded after 6 years	<ul style="list-style-type: none"> <li>• Consolidated financial statements</li> <li>• Statement of financial position</li> <li>• Operating statements</li> <li>• General ledger</li> </ul>	Permanent Kept for 6 years as electronic. Kept for 3 years as paper
6.2	Financial Transactions Management. Management of the approvals process for purchase, including investigations	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> <li>• Appointments and delegations</li> <li>• Audit investigations</li> <li>• Arrangements for the provision of goods and/or services</li> </ul>	Statutory Kept electronic form only after 3 years
6.3	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the end of the financial year that the transaction that the record supports occurs in.	<ul style="list-style-type: none"> <li>• Allowances</li> <li>• Work orders</li> <li>• Invoices</li> <li>• Credit card statements</li> <li>• Cash books</li> <li>• Receipts</li> <li>• Cheque counterfoils</li> <li>• Bank statements</li> </ul>	Statutory This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue. Payments & Receipts are scanned & stored. Invoices kept in paper - 3

## Financial Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
6.4	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the end of the financial year that the transaction the record supports occurs in occurs.	<ul style="list-style-type: none"> <li>• Subsidiary ledgers (annual)</li> <li>• Journals (annual)</li> <li>• Vouchers</li> </ul>	months but scanned. Electronic/scanned records go back to 1992/3

			<ul style="list-style-type: none"> <li>Debtor and Creditor listings and reports</li> </ul>	
6.5	Processes that balance and reconcile financial accounts	Destroy 6 years after the end of the financial year that the transaction that the record supports occurs in.	<ul style="list-style-type: none"> <li>Reconciliation</li> <li>Summaries of accounts</li> </ul>	Kept in paper until end of audit then in electronic form until 6 years are up.
6.6	Taxation Records	Destroy 6 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> <li>Taxation records</li> <li>Motor vehicle logs</li> <li>Fringe benefits tax records</li> <li>Group certificates</li> </ul>	Statutory

## Financial Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
6.7	Processes involved in the collection of National Insurance Number	Destroy 6 years after the end of the financial year during which the employee ceases employment	<ul style="list-style-type: none"> <li>Notification and input records</li> </ul>	Statutory
6.8	Covid Business Grants	Destroy 10 years after the conclusion of the financial year that the transaction occurs.	Applications Supporting evidence Reconciliations	Instructed by Department of Business, Energy & Industrial Strategy.
	<b>Payroll</b>			
6.9	<b>Accountable</b> processes relating to payment of employees	Destroy 7 years after the conclusion of the financial year that the transaction occurs.	<ul style="list-style-type: none"> <li>Authority sheets</li> <li>Payroll deduction authorities</li> </ul>	Statutory

		Dormant staff will be retained in the Payroll application.	<ul style="list-style-type: none"> <li>• Payroll disbursement</li> <li>• Employee pay records</li> <li>• Employee taxation records</li> <li>• Summary employee pay reports</li> </ul>	
	<b>Financial Provisions</b>			
	<b>Budgets and Estimates</b>			
6.10	The process of finalising local authorities' annual budget	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Annual budget</li> </ul>	Common Practice Only the final version of the annual budget needs to be kept

## Financial Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
6.11	The process of developing local authorities annual budget	Destroy 2 years after annual budget adopted by local authorities	<ul style="list-style-type: none"> <li>• Draft budgets</li> <li>• Departmental budgets</li> <li>• Draft estimates</li> </ul>	Common Practice Electronic WPs – 6yrs after the end of the year
6.12	The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after 2 years	<ul style="list-style-type: none"> <li>• Quarterly statements</li> </ul>	Electronic WPs & reports - 4 yrs
	<b>Loans</b>			
6.13	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Destroy 7 years after the loan has been repaid	<ul style="list-style-type: none"> <li>• Loan files</li> </ul>	Statutory



6.14	Summary management of loans	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Loans registers</li> </ul>	Common Practice
6.15	<b>Housing</b> The process of offering financial help with temporary accommodation provision and maintenance including the bond scheme	7 years	<ul style="list-style-type: none"> <li>Addresses</li> <li>Tenancy agreements</li> </ul>	Common practice

## Financial Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
6.16	<b>Council Tax Valuation and Business Rating Lists</b> The valuation of property within a municipal district for the purpose of establishing the liability for business Rates or Council Tax.	<b>Valuation lists — Kept by Inland Revenue</b>  <b>NNDR-</b> Rating Lists kept by Valuation Office and WLDC	<ul style="list-style-type: none"> <li>Valuation lists (Council Tax)</li> <li>Rating Lists (NNDR)</li> <li>Schedule of Alterations</li> </ul>	Refer to Inland Revenue websites at <a href="http://www.voa.gov.uk/cti/InitS.asp?lcn=0">www.voa.gov.uk/cti/InitS.asp?lcn=0</a> for Council Tax and <a href="http://www.voa.gov.uk">www.voa.gov.uk</a> for Business Rates
6.17	Liability Orders & Court lists for Council Tax and Business Rates For recovery of non- payment	Destroy list after 2 years List (current year + 1 year) Retain unpaid Liability Orders until debt has been paid.	Liability Order and court list showing name, address and amount and Court lists	Proof Order granted
6.18	Business Rates and Local Authorities Tax Correspondence The activity of corresponding with tax payers and rate payers in relation to all matters	All records are scanned into Document Imaging Process System. Destroy 7 years after last action. Paper records kept for 3 months then destroyed	<ul style="list-style-type: none"> <li>Notices</li> <li>Objections</li> <li>Applications</li> <li>Correspondence</li> <li>Notices of acquisition and disposition</li> </ul>	Document Retention Policy

6.19	Business Rates and Council tax records of liability, discount, exemption, reliefs, benefits, support and payments sufficient to allow recalculations where there is a statutory duty e.g. revaluation, splits and mergers of hereditaments	Council tax 1 <sup>st</sup> April 1993	<ul style="list-style-type: none"> <li>Name of liable party</li> <li>Calculation of liability</li> </ul>	Rebanding of property requires recalculation of all liable parties accounts to 1 <sup>st</sup> April 1993
6.20	Information collected in respect of claims and awards of Housing Benefit, Council Tax Benefit, local Council Tax support and discretionary Housing Payments.	Calendar Year + 6 Years after the year in which activity on the case ended, including any activity to recover overpayments. In all cases sufficient to satisfy requirements of Benefits Subsidy Audit.	Supplementary records relating to the assessment of benefits	
6.21	<b>Summary Assets Management</b> See <b>Property Management</b> for real property assets. See <b>Transport Management</b> for vehicle assets.			

## Financial Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
6.22	Summary management reporting on the overall assets of the local authorities	<b>Permanent. Offer to Archivist.</b>  Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Schedules of acquisitions</li> <li>Consolidated current asset reports</li> <li>Annual reports</li> <li>Summary of current assets</li> </ul>	Part of full annual report

			<ul style="list-style-type: none"> <li>• Asset registers</li> </ul>	Electronic now – kept on spreadsheets
	<b>Asset Monitoring and Maintenance</b>			
6.23	Management systems that allow the monitoring and management of assets in summary form	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> <li>• Subsidiary asset registers</li> </ul>	IPF system.
6.24	Process of reporting and reviewing assets status	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Routine returns and reports on asset status</li> <li>• Inventories</li> <li>• Stocktaking</li> <li>• Surveys of usage</li> <li>• Acquisition and disposal reports and proposals</li> </ul>	Part of final accounts
6.25	The process of maintaining assets	Destroy 7 years after last action	<ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Painting</li> </ul>	Common practice
6.26	The process of maintaining plant and equipment	Destroy 7 years after sale or disposal of asset	<ul style="list-style-type: none"> <li>• Service records</li> <li>• Plant files</li> </ul>	Common practice

## Financial Management

Ret No	Function Description	Retention Period	Examples of Record	Reason
6.27	<b>Asset Acquisition and Disposal</b> Management of the acquisition (by financial lease or purchase)	Destroy 6 years, if under £50,000 or 12 years if over £50,000 after all obligations/entitlements are concluded	<ul style="list-style-type: none"> <li>• Legal documents relating to the purchase/sale</li> <li>• Particulars of sale documents</li> <li>• Board of survey</li> <li>• Leases</li> </ul>	Statutory

	and disposal (by sale or write off) process for assets		<ul style="list-style-type: none"> <li>• Applications for leases, licences and rental revision</li> <li>• Tender documents</li> <li>• Conditions of contracts</li> <li>• Certificates of approval</li> </ul>	
6.28	<b>Cashiers Records</b>	<p>Destroy 3 years after the end of the financial year</p> <p>Destroy 6 years after the end of the financial year.</p>	<ul style="list-style-type: none"> <li>• Daily cash reconciliation</li> <li>• Cash receipt print-outs</li> <li>• Paying in sheets</li> <li>• Bank paying-in books</li> <li>• Cheque lists</li> <li>• Receipt stubs – Council Tax</li> <li>• Receipt stubs – other</li> <li>• Original copies of bank statements</li> <li>• Petty cash vouchers</li> </ul>	<p>Most transactions are now electronic. Records are kept on system &amp; reports produced/ screens printed at any time.</p> <p>Electronic Now All past copies scanned &amp; kept</p> <p>Limitation Act 1980 Kept by dept's</p>

## Property and Land Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
7.1	<p><b>Property and Land Management</b></p> <p>Reports to management on overall property of the local authority</p>	Retention for life of building or until report is updated	<ul style="list-style-type: none"> <li>• Consolidated property and buildings annual reports</li> <li>• Summary of leased property</li> <li>• Summary of local authority's owned property</li> </ul>	Common Practice

			<ul style="list-style-type: none"> <li>• Site register</li> <li>• Register of leases</li> </ul>	
7.2	<b>Property Acquisition and Disposal</b> (see also <b>Conveyancing</b> ) Management of the acquisition (by financial lease or purchase) process for real property	Retain for life of property or building plus 12 years. Offer material re major significant properties to Archivist for review	<ul style="list-style-type: none"> <li>• Plans</li> <li>• Transfer</li> </ul>	Common Practice
7.3	Management of the disposal (by sale or write off process for real property	Destroy 15 years after all obligations entitlements are concluded. Offer material re major significant properties to Archivist for review	<ul style="list-style-type: none"> <li>• Legal Documents relating to the sale</li> <li>• Particulars of sale documents</li> <li>• Board of Survey</li> <li>• Tender documents</li> <li>• Conditions of Contract</li> </ul>	Common Practice
	<b>Property Development and Renovation</b>			
7.4	Management Buildings and estates of “specialist interest”	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Project specifications</li> <li>• Plans</li> <li>• Installation manuals</li> <li>• Certificates of approval</li> </ul>	Common Practice

## Property and Land Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
7.5	Management All other buildings and estates	Retain for life of property or building	<ul style="list-style-type: none"> <li>• Project specifications</li> <li>• Plans</li> <li>• Installation manuals</li> <li>• Certificates of approval</li> <li>• Land Remediation Project</li> </ul>	Common Practice For <b>asbestos</b> see health and safety under <b>General Public Services</b>

	<b>Leasing and Occupancy</b>			
7.6	The process of managing leased property	Destroy 12 years after the expiry of the lease	<ul style="list-style-type: none"> <li>Lease agreements</li> <li>Rental expenditure authorities</li> <li>Valuation queries</li> <li>Applications for leases, licences and rental revision</li> </ul>	Common Practice
7.7	<b>Housing Provision</b> The process of managing public sector housing	Destroy after 6 years	<ul style="list-style-type: none"> <li>Stock monitoring records</li> </ul>	Common Practice
	<b>Systems Management</b>			
7.8	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority	Retain for life of system then destroy		
7.9	The process to implement a system used to support the activities of the local authority	Destroy 7 years after last action	<ul style="list-style-type: none"> <li>Implementation plan</li> </ul>	

## Property and Land Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
7.10	The process to support and administer a system used to support the activities of the local authority	Destroy 5 years after last action		

7.11	<b>Transport Management</b> The process of acquisition and disposal of vehicles through lease or purchase	Destroy 12 years under seal and 6 years under hand after the disposal of the vehicle	<ul style="list-style-type: none"> <li>• Leases</li> <li>• Contracts</li> <li>• Quotes</li> <li>• Approvals</li> <li>• Fleet authorisation numbers</li> </ul>	
7.12	The process of managing allocation and maintenance of vehicles	Destroy 12 years after the sale or disposal of the vehicle if under seal and 6 years under hand	<ul style="list-style-type: none"> <li>• Approvals as drivers</li> <li>• Allocations and authorisations for vehicles</li> <li>• Maintenance</li> </ul>	
7.13	The process of recording vehicle usage	Destroy 6 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> <li>• Vehicle usage reports</li> </ul>	
7.14	The process of recording drivers usage	Destroy 6 years after closure	<ul style="list-style-type: none"> <li>• Vehicle log book</li> </ul>	
	<b>Insurance</b>			
7.15	<b>Policy Management</b> The summary management of insurance arrangements	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Insurance register</li> </ul>	

## Property and Land Management

Ref No	Function Description	Retention Period	Examples of Record	Reason
7.16		Destroy 7 years after the terms of the policy have expired	<ul style="list-style-type: none"> <li>• Insurance policies</li> <li>• Correspondence</li> </ul>	

	The process of insuring local authority officers (see <b>also Employers Liability</b> ), property, vehicles and equipment against negligence, loss or damage			
7.17	The process of renewing insurance policies	Destroy 7 years after insurance policy has been renewed	<ul style="list-style-type: none"> <li>• Insurance policy and renewal records</li> <li>• Correspondence</li> </ul>	
7.18	<b>Claims Management</b> The process that records insurance claims against the local authority or local authority officers	Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	<ul style="list-style-type: none"> <li>• Claims records</li> <li>• Correspondence</li> </ul>	

## General Public Services

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Health and Safety</b>			
8.1	<b>Inspections and Assessments</b> Process of inspecting equipment to ensure it is safe	Destroy 6 years from destruction of the equipment	<ul style="list-style-type: none"> <li>• Equipment inspection records</li> <li>• Lifting Equipment records</li> </ul>	Health & Safety at Work etc. Act 1974 & associated legislation



8.2	Process of carrying out monitoring to ensure that the process is safe	Retain 3 years from last action	<ul style="list-style-type: none"> <li>Monitoring results</li> <li>Inspection records</li> <li>Maintenance records</li> </ul>	Provision and Use of Work Reg's 1998 Management of Health & Safety at Work 1999 (Reg 5)
8.3	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Destroy 40 years from last action	<ul style="list-style-type: none"> <li>Property asbestos files</li> </ul>	Management of Health & Safety at Work Regulations
8.4	Process to ensure safe systems of work	Retain 3 years from last assessment	<ul style="list-style-type: none"> <li>Safe Working Procedures</li> </ul>	Corporate Health and Safety Policy  Common Practice
8.5	Process to assess the level of risk	Retain 3 years from last assessment	<ul style="list-style-type: none"> <li>Risk Assessment</li> </ul>	Corporate Health and Safety Policy
8.6	Processes that permit work	Retain 1 year from last action	<ul style="list-style-type: none"> <li>Completed Permits to Work</li> </ul>	Corporate Health and Safety Policy  Common Practice

## General Public Services

Ref No	Function Description	Retention Period	Examples of Record	Reason
8.7	Process that records injuries to adults	Destroy after 3 years	<ul style="list-style-type: none"> <li>Accident reports and books</li> </ul>	Reporting of injuries and Dangerous Occurrence Regulations 2013, Social Security Act 1975

8.8	Process that records injuries to children	Destroy after 25 years	<ul style="list-style-type: none"> <li>Accident reports and books</li> </ul>	Reporting of injuries and Dangerous Occurrence Regulations 2013, Social Security Act 1975
	<b>Emergency Planning</b>			
8.9	Process to develop the emergency/ disaster plan for the local community	Current copy kept until superseded	<ul style="list-style-type: none"> <li>Emergency Plan</li> <li>Departmental Emergency Plan</li> </ul>	
8.10	<b>Major Incident</b> Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	<b>Permanent. Offer to Archivist</b> Transfer to place of deposit after administrative use is concluded.		
8.11	Activities that report on all minor incidents in the local community	Destroy 7 years after closure		

## General Public Services

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Enforcement Certification and Prosecution</b>			
8.12	The administration of applications, registration, certification and licences in	Destroy 6 years after registration/entitlement/licence lapses, expires, surrender etc.	<ul style="list-style-type: none"> <li>Taxi Drivers and vehicles (Private and Hackney)</li> </ul>	Statutory Note: may want <b>archival review</b> in cases of

	relation to local authorities' registration requirements		<ul style="list-style-type: none"> <li>• Gambling Act</li> <li>• Licensing Act 2003</li> <li>• Sex Establishments</li> <li>• Second Hand Goods</li> <li>• Scrap Metal Dealers</li> <li>• Motor Salvage Operators</li> <li>• Stage Hypnotism</li> <li>• Caravan Licensing</li> <li>• House to House/Street Collection</li> <li>• Street Trading</li> <li>• Animal licences</li> <li>• Skin piercing and cosmetic treatments</li> </ul>	licensing of children in entertainment
--	--	--	---	--

## General Public Services

Ref No	Function Description	Retention Period	Examples of Record	Reason
	<b>Enforcement Certification and Prosecution</b>			
8.13	The administration of applications, registration, certification and licences in relation to local authorities' registration requirements	Destroy 6 years after registration or entitlement lapses	<ul style="list-style-type: none"> <li>• Applications for animal registration</li> <li>• Applications for registration of a business premises</li> <li>• Applications for release of animals impounded</li> <li>• Registers</li> </ul>	Statutory Note: may want <b>archival review</b> in cases of licensing of children in entertainment

8.14	The process involved in licensing sites for the holding or use of toxic or hazardous substances (including petroleum, agricultural chemical products or herbicides)	Permanent.	<ul style="list-style-type: none"> <li>Contaminated land register</li> </ul>	
8.15	<b>Notification</b> The process of issuing notices to citizens with respect to particular responsibilities	Destroy 6 years after the matter is concluded	<ul style="list-style-type: none"> <li>Animal impounding notices</li> </ul>	
8.16	<b>Prosecution</b> The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Destroy 6 years from last action	<ul style="list-style-type: none"> <li>Prosecution/sanction files</li> </ul>	

## General Public Services

Ref No	Function Description	Retention Period	Examples of Record	Reason
8.17	<b>Cemeteries and Crematoria</b> Summary management systems that record the location of burials and identity of deceased individuals	Permanent.	<ul style="list-style-type: none"> <li>Register of interments</li> <li>Cemetery register</li> <li>Cemetery plans</li> </ul>	
8.18	The process of regulation of burials and cremations	Destroy 6 years after last action	<ul style="list-style-type: none"> <li>Permits</li> <li>Applications</li> <li>Orders</li> </ul>	Common Practice and Statutory
	<b>Waste Management</b> The provision of hard waste removal, destruction and waste reduction services by the local authority to ratepayers			

8.19	<b>Collection</b> The process of arranging the collection or transportation of household waste	Destroy 2 years after last action		Common Practice
8.20	The process of arranging the collection or transportation of controlled waste	Destroy 6 years after last action		Common Practice and Statutory
8.21	<b>Disposal of Waste</b> The summary management of sites used for the disposal of waste within the local authority	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded.		
8.22	The process of the short- term storage of household waste	Destroy 10 years after site closure	<ul style="list-style-type: none"> <li>• Transfer sites</li> </ul>	Common Practice
8.23	The process involved in managing the use, type and amount of waste to be disposed at a specific site	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Waste site plans</li> </ul>	Common Practice

## Planning and Land Use

Ref No	Function Description	Retention Period	Examples of Record	Notes
	<b>Planning Scheme Development and Amendment Planning Scheme Development</b>			
9.1	<b>Planning Policy &amp; Implementation -</b> The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local plans to ensure the	Destroy draft documents 5 years after Local Plan is adopted. Destroy adopted plan 5 years after it is replaced by new plan and keep one copy for historic record	<ul style="list-style-type: none"> <li>• Local Plan</li> <li>• Area Action Plans</li> <li>• Supplementary Planning Documents</li> </ul>	

	implementation of the Development Plan for Rossendale and other associated planning guidance.			
9.2	<b>Consultation of Planning Policy and Implementation -</b> Consultation in respect of Local Plans and other planning policy guidance relevant to Rossendale	Destroy 5 years after Local Plan/LDF/SPD / other planning document is adopted	<ul style="list-style-type: none"> <li>• Consultation documents and replies</li> <li>• Inquiries and objections made by members of public</li> <li>• Hearing documents</li> </ul> Evidence base work including land-use and ecological surveys	Contains contact information

**Comment:**

As stated above, information / data relating to representations made on the Local Plan will be collated and retained until 5 years after the Local Plan is formally adopted then destroyed. Information that has resulted in a change in the Local Plan or other planning guidance may be stored for longer period if there is sufficient reason for it.

**Planning and Land Use**

Ref No	Function Description	Retention Period	Examples of Record	Notes
9.3	<b>Urban Design &amp; Conservation –</b> Information on Heritage Conservation & Urban Design Matters.	Permanent  Permanent	<ul style="list-style-type: none"> <li>• Schedule of Ancient Monuments</li> <li>• Listed building records General Files for Listed Buildings &amp; some specific building files, Buildings at Risk Information</li> </ul>	

		<p>Permanent</p> <p>Retain for 7 years</p> <p>Retain for 5 years then destroy after administrative use concluded</p> <p>Retain for 7 years after completion</p>	<ul style="list-style-type: none"> <li>• Conservation areas including Article 4 directions – from date of designation, correspondence notes etc</li> <li>• Historic Parks &amp; Gardens all matters relating to correspondence notes etc</li> <li>• Historic Building Grants for individual properties including CAPS &amp; HERS</li> <li>• Urban Design general information in subject index eg Public Art mainly correspondence notes etc</li> <li>• Files on individual Improvement Schemes (Implementation)</li> </ul>	
--	--	---	--	--

## Planning and Land Use

Ref No	Function Description	Retention Period	Examples of Record	Notes
9.4	<b>Building Control</b> – Building Control Matters	<p>Electronically archive Building Regulation Full Plans and Building Notice Files and plans 3 years after expiry of decision date</p> <p>Retain electronic registers Permanent</p>	<ul style="list-style-type: none"> <li>• Building Regulation Full plans &amp; Building Notices Files, plans and electronic register (plans &amp; files received between 1987 to date)</li> <li>• Approved inspector Files, plans &amp; electronic register</li> <li>• Fensa electronic register</li> </ul>	

		<p>Destroy hardcopy financial files 7 years after administrative use concluded</p> <p>Destroy other hardcopy files 15 years after administrative use has concluded</p>	<ul style="list-style-type: none"> <li>• Cavity Fill applications and electronic register</li> <li>• Dangerous Buildings files and electronic register</li> <li>• Demolition Notices files &amp; electronic register</li> </ul>	
9.5	Development Control - Planning Applications	Permanent	<ul style="list-style-type: none"> <li>• Planning application files and plans</li> <li>• Appeal Documents</li> <li>• Planning application register</li> </ul>	

## Planning and Land Use

Ref No	Function Description	Retention Period	Examples of Record	Notes
9.6	<b>Development Control - Enforcement &amp; Complaints</b>	<p>Permanent</p> <p>Retain for 5 years</p>	<ul style="list-style-type: none"> <li>• Enforcement Notices</li> <li>• Planning Contravention Notices</li> <li>• Breach of Condition Notices</li> <li>• Section 215 Notices</li> <li>• Stop Notices</li> <li>• Enforcement Appeals</li> <li>• Complaints (C files)</li> </ul>	These records contain confidential information
9.7	<b>Development Control – Tree Preservation Orders</b>	Permanent	<ul style="list-style-type: none"> <li>• Tree Preservation Orders</li> </ul>	



			<ul style="list-style-type: none"> <li>• Requests for work to protected trees</li> </ul>	
9.8	<b>Development Control and Forward Planning</b> - General Correspondence letters	Retain for 5 years then destroy after administrative use concluded	<ul style="list-style-type: none"> <li>• Requests for information on specified sites</li> <li>• Determinations</li> <li>• Pre-application advice</li> <li>• S.106 information requests</li> </ul>	

## Local Land Charges

Ref No	Function Description	Retention Period	Examples of Record	Notes
10.1	Register of Local Land Charges	Permanent. Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Electronic and paper documents</li> </ul>	Local Land Charges Act 1975
10.2	Copies of completed searches	6 years from completion		Common Practice
10.3	General correspondence relating to Local Land Charges	6 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Correspondence</li> </ul>	Common Practice
10.4	Cashiers Receipts for cheques received	Shall be retained for 21 days to allow for reconciliation of payments received	<ul style="list-style-type: none"> <li>• Paper documents and electronic</li> </ul>	A copy of F Ticket is held by Central Admin for a period of 7 years.

10.5	NLIS and TM Choice statements of electronic payments received by BACS. Used daily to reconcile payments received	Retain for 5 years then destroy after administrative use concluded	<ul style="list-style-type: none"> <li>Received by email.</li> </ul>	The statements are emailed to Finance who keep for a period of 7 years.

## Infrastructure and Transport

Ref No	Function Description	Retention Period	Examples of Record	Reason
11.1	<p><b>Infrastructure Management and Maintenance</b></p> <p>The activity of providing municipal services in relation to infrastructure within the local authority</p>	Destroy 7 years after last action	<ul style="list-style-type: none"> <li>Street files</li> <li>Street records</li> </ul> <p>Requests for:</p> <ul style="list-style-type: none"> <li>Naming of streets</li> <li>Numbering of houses</li> <li>Street Signs</li> </ul>	

# INDEX

## A

Accession registers	2.9
Accident book & reports – Injuries to adults	8.7
Accident book and reports – Injuries to children	8.8
Accounts, summaries of	6.5
Acquisition and disposal of assets - certificates of approval	6.27
Acquisition and disposal of assets - Board of Survey	6.27
Acquisitions, schedule of	6.24
Advice – Legal	4.2
Agenda – Council	1.7
Agenda – External Committees	1.10
Agreements	4.3
Allowances – Financial	6.3
Animal impounding notices	8.15
Animal registration	8.13
Annual budget	6.10
Application for leases, licences and rental revision	6.27
Application Forms – Employee (record of forms – requested)	5.1
Application Forms – Employee (record of forms received too late)	5.1
Appointment to outside bodies	1.11
Approvals as drivers	7.12
Asbestos files relating to people	8.3
Asset acquisition and disposal – legal documents relating to the sale	7.3
Asset acquisition and disposal - particulars of sale	6.27
Asset Management Plan	2.4
Asset monitoring – inventories	6.24
Asset monitoring – stocktaking	6.24
Asset monitoring – surveys of usage	6.24
Asset registers	6.22
Attendance Records	5.5
Audit investigations	6.2

## B

Background papers (committee)	1.7
-------------------------------	-----

Ballot papers	1.3
Ballot paper accounts	1.3
Bank statements	6.3
Best Value Review	2.20
Breach of Condition Notices	9.6
Budget – quarterly statements	6.12
Building Control, register of	9.4
Building management – project specifications	7.5
Building Regulations	9.4
Buildings at Risk	9.3
Business plans	2.1
Business premises, registration of	8.13
Business Rates	6.18
	6.19
	6.20
	6.21
Bye-laws – The process of making local laws	4.18

## C

Candidate details	1.6
Candidate election expenses	1.5
Cash books	6.3
Cavity Fill	9.4
Cemeteries and Crematoria - Applications	8.18
Cemetery plans	8.17
Cemetery register	8.17
Certificates of approval - Management of buildings	7.5
Charitable bodies	7.6
Cheque counterfoils	1.11
Cheque counterfoils	6.3
Civic and Royal – photographs	2.27
Civic and Royal – visitor's book	2.27
Civil litigation – case file	4.1
Committee Agendas	1.7
	1.9
Committee Minutes	1.7
	1.9
Committee Minute Books	1.7
	1.9
Committee papers	1.7
Community Plan	2.4
Community Safety Plan	2.4
Community Strategy	2.4
Complains, register of	2.15
Complaints – Planning	9.6

Conservation areas	9.3	Council Agenda and Reports	1.7 & 1.9
Consolidated annual reports	6.1	Council minutes	1.7-1.9
Consolidated current asset reports	6.24	Council reports	1.7, 1.9-1.10
Consolidated financial statements	6.1		
Consolidated property & buildings Annual reports	7.1	Council Tax	6.16-6.20
Consultation	2.6	Credit card statements	6.3
	9.2	Creditor listings	6.4
Contaminated land	8.14	Criminal case file	4.1
Register/pollution		Current Assets, summary of	6.22
Contract – clarification of	4.13		
Contract – extension of	4.16	<b>D</b>	
Contract development	4.7	Dangerous Buildings	9.4
Contract management – changes To requirements	4.16	Debtor listings	6.4
Contract management - Compliance reports	4.15	Delegated Powers (Personnel)	5.1
Contract management – minutes And papers of meetings	4.16	Demolition Notices	9.4
Contract management - Performance reports	4.15	Departmental budgets	6.10
Contract management – service Level agreements	4.15	Departmental Emergency Plan	8.9
Contract management – signed Contract	4.14	<b>D</b> contd.	
Contracts – disputes on payment	4.16	DBS – Disclosure Records	5.4
Contracts – expressions of interest	4.6	Disciplinary records	5.6
Conveyancing files	4.5	Disposal certificates	2.10
Corporate Plans	2.1	Draft budgets	6.10
Correspondence – bye-laws	4.18	Draft estimates	6.10
Correspondence – Council	2.16	Draft-rough minutes	1.8
	2.17		
Correspondence – Development Control	9.8	<b>E</b>	
Correspondence – enquiries	2.16	Ecological Surveys	9.2
Correspondence – housing	3.3	Election expenses (candidates)	1.5
Correspondence – insurance	7.16	Emergency Housing	3.3
	7.17	Election Notices	1.3
Correspondence – Rates and Council Tax	6.17-6.20	Electoral Register	1.1
Correspondence – tenancy	3.3	Emergency Plan	8.9
Council – precedent	2.4	Employees – pay records	6.9
Council – printed material	2.19	Employee records	5.5
Council – procedure	2.4	Employees – summary pay Reports	6.9
Council background papers	1.7	Enforcement Notices	9.6
Temporary accommodation application forms	3.2	Equal Opportunity Monitoring Records	5.3
Temporary accommodation, register of Council letters – form letters	3.1	Equipment inspection records	8.1
	2.19	Expressions of Interest	4.6
		<b>F</b>	
		Fensa Electronic Register	9.4
		Financial – operating statements	6.1

Financial – reconciliation	6.5	Insurance policies	7.16
Financial – vouchers	6.4		7.17
Financial – work orders	6.3	Insurance policy renewal	7.17
Financial Management – general Ledger	6.1	Insurance register	7.15
Financial position, statement of	6.1		
Financial Statements	6.1	<b>J</b>	
Financial transactions – journals (annual)	6.4	Job Advertisement	5.2
Financial transactions - Notification & input records	6.7	Job Outline	5.2
		Job Specification	5.2
Financial transactions - Management – appointments and delegations	6.2	<b>L</b>	
<b>G</b>		Land Use Surveys	9.2
Goods and/or services -	6.2	Leased Property, summary of	7.1
		Leases	7.1
			7.11
		Leases, register of	7.1
		Leasing – rental expenditure	7.6
		Authorities	
		Leave records	5.5
		Legal Advice	4.2
		Licences	4.17
			6.27
			7.6
			8.12-8.13
		Licensing of animals – certificates	8.13
		Listed buildings	9.3
		Listed buildings – project	7.5
		Specifications	
		Loan files	6.13
		Loans Register	6.14
		Local Authorities’ owned property, Summary of	7.1
		Local Plan	9.1
<b>H</b>		<b>M</b>	
Heritage Conservation	9.3	Maintaining Assets – cleaning	6.25
Historic Building Grants	9.3	Maintenance and monitoring	6.23
Historic Parks & Gardens	9.3	Records	8.2
Homelessness	3.4	Major Incident	8.10
	3.7	Management of buildings -	7.5
Housing – application for	3.2	Installation manuals	7.4
Temporary accommodation		Medical Screening Records (employee)	5.7
<b>I</b>		Minutes – Committee	1.7
Information Audit – authorised lists	2.8		
Of file headings			
Information Management - Classification schemes	2.8		
Information Management - Depositor files	2.9		
Information Management - Register of	2.8		
Inspection records	8.2		
Insurance claims – records	4.1		
Insurance policies	7.16		
	7.17		

Minutes, strategic management Team	1.8
Minute taking	2.2
	1.8

## N

Naming of streets	11.1
National Mobility Scheme	3.4
Notices of acquisition and Disposition	6.18
Numbering of houses	11.1

## O

Ombudsman	2.18
Organisation charts	2.4

## P

Parks – Historic and Gardens	9.3
Partnership Agreements	4.3
Payroll – authority sheets	6.9
Payroll deduction authorities	6.9
Payroll disbursement	6.9
Permits to work	8.6
Personnel Files	5.1
Personnel files, register of	5.1
Planning application files	9.5

### P contd

Planning application plans	9.5
Planning application register	9.5
Planning Contravention Notices	9.6
Planning Inquiries and Objections	9.2
Plans – development control	9.5
Plant and equipment - Plant files	6.26
Plant and equipment – service Records	6.26
Policy	2.4
Postal/Proxy Application Forms	1.1
Post details	5.2
Post tender negotiation minutes	4.13
Press cuttings	2.24
Property Management – requests For works	9.7
Property management – site Register	7.1

Prosecution/sanction files	8.16
Public Inquiry	9.2

## Q

Quality and performance Management – assessment form	2.20-2.21
--	-----------

## R

Racial Harassment	3.4
Receipts	6.3
Recruitment and Selection	5.2
Register of interments	8.17
Requests for work to protected (Tree Preservation Orders)	9.7
Risk assessment	8.5

## S

Safe Working Procedures	8.4
Section 215 Notices	9.6
Service Level Agreements	4.3
Sites and monuments records	9.3
Social Needs Panel Casework	3.4
Staff registers	5.1
Strategy plans	2.1
Street Files	11.1
Street naming and numbering	11.1
Street records	11.1
Street signs	11.1
Stop Notices	9.6
Subsidiary assets, register of	6.23
Supplementary Planning Guidance	9.1
Systems management - Implementation plan	7.9

## T

Taxation	6.6
Taxation – group certificates	6.6
Taxation – motor vehicle logs	6.6
Taxation records	6.6
Temporary Accommodation	3.1-3.4
	3.6
	4.17
	6.15

### T contd

Tenancy	3.2
	3.4
	4.17
	6.15
Tenancy - transfer of	3.3
Tenancy – sealed agreements	4.17
Tenancy – signed agreements	4.17
Tenancy Relations	3.4
Tenders – documents	4.11
	4.12
Tenders – evaluation criteria	4.10
Tenders – issuing	4.8
Tenders – opening notice	4.8
Tenders – quotations	4.11
	4.12
Tenders – specification	4.7
Transport management – fleet	7.11
Authorisation numbers	
Tree Preservation Orders	9.7

## **U**

Unsuccessful job applications	5.2
Urban Design	9.3

## **V**

Valuation lists	6.18
Vehicle log book	7.14
Vehicles – allocations and	7.12
Authorisations	
Voting	1.2

## **W & Y**

Warden Staff – temporary	3.8
Temporary accommodation	
Waste management – transfer	8.22
Sites	
Waste site plans	8.23