

RETENTION AND DISPOSAL POLICY

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This document is subject to change control and any amendments will be recorded below.

Change History

Version	Date	Changes
1.0	May 2009	Removal of documents no longer in use. Update of classification information in line with revised Protective Marking and Handling Policy approved Feb 2009
2.0	September 2009	Amendments and addition of risk assessment documentation.
3.0	May 2012	Updated in accordance with new management structure. H & S retention periods added by PB.
4.0	January 2013	Update H&S retention period wording
5.0	July 2016	Full update in accordance with LGCS and Records Management Society Retention Guidelines for Local Authorities.

Introduction

The purpose of this policy is to:

- provide clear, consistent retention guidelines for documents used throughout the Council
- prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of administration.
- provide consistency for the destruction of records not required permanently after specified periods
- promote improved records management practice throughout the Council

What is a record?

A record is defined as recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of that activity.

Standard Operating Procedure (SOP)

There are some records that do not need to be kept at all. The Standard Operating Procedure defines types of records that staff may routinely destroy in the normal course of their work. SOP applies to information that is either duplicated, unimportant or only of short-term value.

Unimportant records or information includes:

- compliment slips
- catalogues and trade journals
- telephone message slips – unless containing information for file
- non-acceptance of invitations
- trivial e-mail messages or notes that are not related to Council business
- requests for stock information (e.g. maps, plans or advertising material)
- out-of-date distribution lists
- working papers which lead to a final report

Duplicated and superseded material (such as stationery, manual, drafts, forms address books and reference copies of annual reports) may be destroyed under SOP. Electronic copies of documents, where hard copies have been printed off and filed, are also covered. However, SOP should not be applied to records or information that could be used as evidence, for example, to prove that something happened. If you are in any doubt about what information is required please consult with Legal.

How to use this document

The structure of this document identifies the top level function followed by the more specific activity. Types of records have been identified for each activity with a retention period. This retention period may be required by statute or is given as a guide by the Records Management Society of Great Britain. Where a retention period is not stated, then it is up to the owner of the record, in conjunction with the Audit Manager, to decide an appropriate retention period to suit both administrative and internal audit requirements.

Some retention is required to provide evidence of events in the case of dispute. The Limitations Act 1980 specifies time limits for commencing litigation. The majority (but not all) of potential legal claims are statute barred on the expiry of 6 years. For this reason many organisations consider it prudent to retain files or records for a period of 6 years from the date when the subject matter was completed. It is important, though, to keep in mind that in the course of the Council's everyday business many documents are generated that serve no purpose after relatively short periods of time. Many documents will relate to completed matters where, realistically, the risk of subsequent

litigation or other dispute is minimal, if not non-existent. Long-term retention of such documents is counterproductive.

It is also important to understand the difference between original and copy information and to establish ownership of the information. Retention guidelines only apply to original (i.e. prime) documents. As a general rule, copy documents can be destroyed once their administrative use is concluded. Once ownership is established, the record or document is that person's responsibility and it is they who are responsible for safe storage for the required retention period and for disposal of the record in accordance with its protective marking after the retention period has elapsed.

Back-up copies stored on alternative media e.g. microfilm, should also be destroyed at the same time. This is vital in order to ensure compliance with the requirements of the Data Protection Act and Freedom of Information legislation.

Functions and activities	Page
Community safety and emergencies	<u>6-7</u>
. Advice	
. Community safety	
. Emergency planning	
. Emergency service	
. Enforcement	
. Fire prevention	
. Measures against vandalism	
. Training	
Consumer affairs	<u>8-12</u>
. Advice	
. Enforcement	
. Environmental health	
. Investigation, inspections and monitoring	
. Registration, certification and licensing	
Council property	<u>13-15</u>
. Common land	
. Maintenance of council property	
. Property acquisition and disposal	
. Property and land management	
- Fleet Management	
. Property use and development	
Crematoria and cemeteries	<u>16</u>
. Burial identity and location	
. Maintenance of burial grounds	
Democracy	<u>17-18</u>
. Decision making	
. Executive	
. Governance	
. Honours and awards	
. Member support	
. Planning	
. Representation	
- Elections	
Economic development	<u>19</u>
. Business intelligence	
. Promotion	
. Regeneration	
. Sustainability	
. Tourism	

. Training	
Environmental protection	<u>20</u>
. Advice	
. Conservation	
. Monitoring	
Finance	<u>21-23</u>
. Accounts and audit	
. Asset management	
. Council Tax	
. Housing Benefits	
. Financial provisions management	
. Financial transactions management	
. Local taxation	
. National taxation	
. Payroll and pensions	
Health and safety	<u>24</u>
. Community safety	
. Compliance	
. Monitoring	
. Risk management	
Housing	<u>25</u>
. Advice	
. Enforcement	
. Estate management	
. Housing provision	
. Housing stock	
. Managing tenancies	
Human resources	<u>26-30</u>
. Administering employees	
. Employee relations	
. Equal opportunities	
. Monitoring employees	
. Occupational health	
. Recruitment	
. Terms and conditions of employment	
. Training	
. Workforce planning	
Information and communication technology	<u>31-32</u>
. Infrastructure	
. System support	
Information management	<u>33-34</u>
. Access to information	
. Archives	
. Knowledge management	
. Records management	
. Registration	
Legal services	<u>35-36</u>
. Advice	
. Bylaws	
. Land registration	
. Land and highways	
. Litigation	
. Management of legal activities	
. Planning controls	
Leisure and culture	<u>37-38</u>
. Allotments	
. Archives	

. Arts	
. Community facilities	
. Leisure promotion	
. Libraries	
. Museums	
. Parks and open spaces	
. Sports facilities	
. Sports	
. Tourism	
Management	<u>39-41</u>
. Ceremonial	
. Communication support	
. Corporate communication	
. Enquiries and complaints	
. External audits	
. Preparing business	
. Project management	
. Quality and performance	
. Statutory returns	
. Strategic planning	
Planning and building control	<u>42-43</u>
. Building control	
. Covenant control	
. Development control	
. Forward planning	
Procurement	<u>44</u>
. Contracting	
. Market information	
. Tendering	
Risk management and insurance	<u>45</u>
. Claims	
. Insuring against loss	
. Risk management	
Transport and infrastructure	<u>46-49</u>
. Design and construction	
. Harbours and waterways	
. Highway development control	
. Highway enforcement	
. Infrastructure management	
. Public transport	
. Rights of way	
. Road maintenance	
. Road safety	
. School transport	
. Traffic management	
. Transport planning	
Waste management	<u>50</u>
. Fly tipping	
. Street cleaning	
. Waste collection	
. Waste disposal	
. Waste reduction	

Complete Listing with Retention Guidance

Class	Series	Records	Retention Period	Rationale
Community safety and emergencies				
. Advice				
. . Contingency planning			Destroy - 2 years after advice superseded	
. . Fire safety planning				
. . Home security				
. Community safety				
. . CCTV surveillance				
. . Community wardens				
. . Crime reduction				
. . Neighbourhood Watch				
. Emergency planning				
. . Emergency agencies			Destroy when superseded	
. . Emergency call-outs				
. . Emergency calls - 999				
. . Emergency plan		Development	Permanent - offer to archivist	RGLA 9.11
. . Emergency plan		Tests	Destroy - 10 years after closure	RGLA 9.12
. . Emergency warnings				
. Emergency service				
. . Notifications			Destroy - 2 years after matter is concluded	RGLA 9.19
. . Special service provision				
. Enforcement				
. . Fire safety legislation			Destroy - 2 years after matter is concluded	RGLA 9.19
. . Fire safety legislation		Prosecution	Destroy - 7 years from last action	Police and Criminal Evidence Act. RGLA 9.21
. Fire prevention				

Complete Listing with Retention Guidance - Community safety and emergencies

Class	Series	Records	Retention Period	Rationale
. . Fire certification				The Regulatory Reform (Fire Safety) Order 2005 will become law on 1 October 2006 and will abolish the requirements for Fire Certificates RGLA 9.20
. . Fire hydrants inspections			Destroy - 7 years from last action	
. . Fire safety			Destroy - 2 years after advice superseded	
. . Fire safety inspections			Destroy - 7 years from last action	RGLA 9.20
. . Incident monitoring		Major incident	Permanent - offer to archivist	RGLA 9.13
. . Incident monitoring		Minor incident	Destroy - 7 years after closure	RGLA 9.14
. . Inspections			Destroy - 7 years from last action	RGLA 9.20
. . Investigations				
. Measures against vandalism				
. . Flyposting				
. . Removal of graffiti				
. Training				
. . Training exercises			Destroy - 10 years after closure	RGLA 9.12

Complete Listing with Retention Guidance - Consumer affairs

Class	Series	Records	Retention Period	Rationale
Consumer affairs				
. Advice			Destroy - 7 years after creation	
. . Campaigns				
. Enforcement				
. . Prosecution of offences	Case files - organisation	Dangerous and wild animals	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Case files - organisation	Health and safety at work	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Case files - organisation	Inspections		
. . Prosecution of offences	Case files - organisation	Weights and measures	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. Environmental health				
. . Animal control				
. . Repatriation of deceased persons				
. Investigation, inspections and monitoring	Case files - organisation	Cadaver Certificates		
. . Inspections	Case files - organisation	Equipment inspection records	Destroy - 6 years after disposal of the equipment	
. . Inspections	Case files - organisation	Food standards inspection forms	Destroy - 7 years after inspection	
. . Investigations	Case files - organisation			
. . Investigations	Case files - organisation	Nuisances		
. . Monitoring	Case files - organisation			
. . Monitoring	Case files - organisation	Air pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Animal health	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food hygiene	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food hygiene, home care	Destroy - 3 years from last action	RGLA 9.3

Complete Listing with Retention Guidance - Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Monitoring	Case files - organisation	Food safety	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food standards	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Hazardous substances	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Land pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Private water suppliers	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	River pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Weights and measures	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Swimming pools	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Product safety	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Infectious diseases		
. . Monitoring	Case files - organisation	Responsive	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Nuisances	Destroy - 3 years from last action	Environmental Protection Act 1990. RGLA 9.3
. Registration, certification and licensing				
. . Entertainment and drinks		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Food premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licence premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Animal boarding licences		Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963. RGLA 9.16

Complete Listing with Retention Guidance - Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Licensing	Animal breeding licences		Destroy - 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16
. . Licensing	Auction premises licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Building materials licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Butchers licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Caravan and camp site licences		Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
. . Licensing	Cemetery licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Cooling towers		Destroy - 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
. . Licensing	Credit licensing		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Crematoria licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Dangerous wild animals licences		Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
. . Licensing	Entertainment licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Food business licences		Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
. . Licensing	Food licences		Destroy - 2 years after registration lapses	Food Safety Act 1990. RGLA 9.16

Complete Listing with Retention Guidance - Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Licensing	Hackney licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Highway projection licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Hoarding licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Infectious diseases licensing and use		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Late hours catering licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Liquor licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Lottery registration		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Massage and special treatment licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Non medicinal poisons licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Nursing agencies licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Other hazardous substances		Permanent - offer to archivist	RGLA 9.17
. . Licensing	Personal licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Pet shop licences		Destroy - 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
. . Licensing	Petroleum		Permanent - offer to archivist	Petroleum (Regulation) Acts 1928 and 1936
. . Licensing	Premises licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Premises licences	Club premises certificates	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Premises licences	Temporary event notices.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16

Complete Listing with Retention Guidance - Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Licensing	Private hire licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Public entertainment licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Riding establishment licences		Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
. . Licensing	Sale of explosives licences		Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
. . Licensing	Scrap metal licences		Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16
. . Licensing	Sex establishments		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Shops		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Scaffold licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Skip licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Street collections and lotteries licences		Destroy - 2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
. . Licensing	Street trading licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
. . Licensing	Zoo licences		Destroy - 2 years after registration lapses	The Zoo Licensing Act 1981. RGLA 9.16
. . Sex establishments		Register		

Complete Listing with Retention Guidance - Council property

Class	Series	Records	Retention Period	Rationale
Council property				
. Common land				
. . Grazing		Grazing permits		
. . Registration		Register	Permanent - offer to archivist	
. Maintenance of council property				
. . Maintenance		Instruction manuals	Destroy - 7 years after last action	RGLA 7.27
. . Planned maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
. . Refurbishment	Case files - property	Tenders and contracts	Destroy - 7 years after conclusion of transaction	RGLA 8.7
. . Responsive maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
. Property acquisition and disposal				
. . Acquisitions	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Acquisitions	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Deeds	Case files - property			
. . Disposal	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Case files - property	Sale or write-off of property	Destroy - 15 years after obligations or entitlements are concluded	RGLA 8.3
. Property and land management				

Complete Listing with Retention Guidance - Council property

Class	Series	Records	Retention Period	Rationale
. . Accessibility	Case files - property		Destroy - 7 years from closure	
. . Building surveys		Surveys		
. . Certification	Case files - property			
. . Distribution and allocation of properties				
. . Energy management				
. . Energy management	Case files - property			
. . Equipment disposal				
. . Facilities management				
. . Farm management				
. . Feasibility		Feasibility studies		
. . Fleet management		Allocation and maintenance of vehicles	Destroy - 7 years after disposal of the vehicle	RGLA 8.15
. . Fleet management		Recording drivers usage	Destroy - 7 years after closure	RGLA 8.17
. . Fleet management		Recording vehicle usage	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
. . Fleet management		Vehicle records, lease or purchase	Destroy - 7 years after disposal of the vehicle	RGLA 8.14
. . Health and safety	Case files - property	System processes	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Internal agreements	Case files - property			
. . Land and property history	Case files - property		Destroy - 12 years from life of property	RGLA 8.2
. . Leasing	Case files - property	Managing leased property	Destroy - 15 years after expiry of the lease	RGLA 8.8
. . Leasing	Case files - property	Managing the occupancy of property	Destroy - 7 years after conclusion of transaction	RGLA 8.9
. . Management		Estates of special interest	Permanent - offer to archivist	RGLA 8.5
. . Management		Other buildings and estates	Retain for life of the building	RGLA 8.6
. . Maps and directions	Case files - property			

Complete Listing with Retention Guidance - Council property

Class	Series	Records	Retention Period	Rationale
. . Property services	Case files - property		Permanent - offer to archivist	RGLA 8.1
. . Property strategy				
. . Replacement programme	Case files - property	Inventories		
. . Scheduling				
. . Security				
. . Usage statistics				
. . Valuations	Case files - property	Valuations on disposal	Destroy - 6 years from end of financial year after disposal of property	
. Property use and development	Case files - property		Destroy - 7 years after completion	
. . Car parking				
. . Design and construction	Case files - property			
. . Traveller sites			Destroy - 3 years after closure	
. . Warehousing and storage				

Complete Listing with Retention Guidance - Crematoria and cemeteries

Class	Series	Records	Retention Period	Rationale
Crematoria and cemeteries				
. Burial identity and location				
. . Registration		Cemetery plans, burial plot layout	Permanent - offer to archivist	RGLA 9.24
. . Registration		Summary management systems, registers	Permanent - offer to archivist	RGLA 9.24
. . Bookings		Applications	Destroy - 5 year after last action	RGLA9.25
. . Exhumations			Permanent - offer to archivist	RGLA9.24
. . Interment Service		Regulation of burials and cremations	Destroy - 5 year after last action	RGLA9.25
. . Licensing		Permits	Destroy - 5 year after last action	RGLA9.25
. . Memorial management				
. Maintenance of burial grounds				
. . Planned Maintenance			Destroy - 21 years after maintenance completed	
. . Redundant Churchyards			Destroy - 21 years after maintenance completed	
. . Responsive Maintenance			Destroy - 21 years after maintenance completed	

Complete Listing with Retention Guidance - Democracy

Class	Series	Records	Retention Period	Rationale
Democracy				
. Decision making				
. . Council and committee meetings		Minutes	Permanent - offer to archivist	RGLA 1.4
. . Council and committee meetings		Committee Clerks Notebooks	Destroy after date of confirmation of the minutes	RGLA 1.5
. . Delegations				
. . Independent Remuneration Panel				
. . Meeting - cabinet		Minutes	Permanent - offer to archivist	RGLA 1.4
. . Member panels			Permanent - offer to archivist	RGLA 1.4
. . Referenda				
. . Scrutiny Panel			Permanent - offer to archivist	RGLA 1.4
. Executive				
. . Statutory appointments		Appointment files	Permanent - offer to archivist	RGLA 6.24
. . Statutory appointments		Vacancy files	Destroy - 2 years after date of appointment	RGLA 6.25
. Governance				
. . Constitution		Constitution	Permanent - offer to archivist	RGLA 1.4
. Honours and awards				
. . Honours submissions			Destroy - 5 years after last action	RGLA 1.8
. . Lord lieutenancy				
. Member support				
. . Gifts and hospitality		Register	Destroy - 18 months after member leaves office	
. . Register of Interests		Register		
. Planning				
. . Cross departmental consideration			Destroy - 3 years from closure	RGLA2.3
. . Forward Plan			Permanent - offer to archivist	RGLA2.1

Complete Listing with Retention Guidance - Democracy

Class	Series	Records	Retention Period	Rationale
. . Strategic Plan		Minutes	Permanent - offer to archivist	RGLA2.2
. . Strategic Plan		Reviews	Destroy - 5 years from closure	RGLA2.7
. Representation				
. . Constituencies				
. . Elections				
. . Elections		Ballot papers - European elections	Destroy 1 year after election	European Parliamentary Elections Regulations 1999
. . Elections		Ballot papers - local elections	Destroy 6 months from close of poll	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2
. . Elections		Consolidated returns of votes received	Destroy 6 months from close of poll	RGLA 1.3
. . Elections		Summary certification of those eligible to vote	Permanent - offer to archivist	Representation of the People Regulations 1986. RGLA 1.1
. . Elections		Electoral Register		
. . Emparishment				
. . Lists of councillors		Council diaries, members details		
. . Lists of meetings				
. . Nominations				
. . Political parties' papers			Destroy - 3 years after last action	RGLA 1.9

Complete Listing with Retention Guidance - Economic development

Class	Series	Records	Retention Period	Rationale
Economic development				
. Business intelligence				
. . Business listing		Business directory		
. . European development				
. . Marketing		Economic data	Destroy 20 years after collected	New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years. Need to retain to analyse time series.
. Promotion				
. . Advice to business				
. . Business awards		Grants	Destroy 7years after scheme to which grant relates is completed	
. . Business development		Fairs		
. . Business development		Business associations	Destroy after 7 years	
. . Film and television development				
. . International relations		Twining		
. . List of properties				
. . Markets				
. . Voluntary sector development				
. Regeneration				
. . Community development				
. . Regional development				
. . Rural development				
. . Strategy				
. . Town centre management				
. Sustainability				
. . Sustainable development				
. Tourism				
. . Tourism development				
. Training				
. . Workforce support				

Complete Listing with Retention Guidance - Environmental protection

Class	Series	Records	Retention Period	Rationale
Environmental protection				
. Advice				
. . Biodiversity			Permanent, offer to archivist after administrative use	
. . Campaigns			Permanent, offer to archivist after administrative use	
. Conservation				
. . Countryside conservation			Permanent, offer to archivist after administrative use	
. . Forest management			Permanent, offer to archivist after administrative use	
. . Heritage conservation			Permanent, offer to archivist after administrative use	
. . Nature conservation			Permanent, offer to archivist after administrative use	
. . Urban conservation			Permanent, offer to archivist after administrative use	
. . Woodland management			Permanent, offer to archivist after administrative use	
. Monitoring				
. . Coastal erosion			Permanent, offer to archivist after administrative use	
. . Environmental impact assessment			Permanent, offer to archivist after administrative use	
. . Environmentally sensitive areas			Permanent, offer to archivist after administrative use	

Complete Listing with Retention Guidance - Finance

Class	Series	Records	Retention Period	Rationale
Finance				
. Accounts and audit				
. . Internal auditing		Audit Service Documents	Until superceded	
		Audit Reports	Current year plus previous 3 years	
		Working Papers	Current year plus previous 3 years	
		Investigation files	Current year plus previous 3 years	
. . Reporting		Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Permanent - offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
. . Reporting		Periodic financial reports: Monthly and quarterly reports	Destroy when administrative use is concluded	RGLA 7.2
. Asset management				
. . Maintaining assets		Asset registers		
. . Maintaining assets		Maintaining plant and equipment	Destroy - 7 years after sale or disposal of asset	RGLA 7.27
. . Maintaining assets		Maintenance	Destroy - 7 years after last action	RGLA 7.28
. . Maintaining assets		Overall assets	Permanent - offer to archivist	RGLA 7.24
. . Maintaining assets		Reporting and reviewing asset status	Destroy - 2 years after use is concluded	RGLA 7.26
. . Maintaining assets		Summary reports	Destroy - 7 years after the transaction was concluded	RGLA 7.25
. Financial provisions management				
. . Borrowing			Destroy - 7 years after the loan has been repaid	RGLA 7.14
. . Borrowing		Loan register	Permanent - offer to archivist	RGLA 7.15

Complete Listing with Retention Guidance - Finance

Class	Series	Records	Retention Period	Rationale
. . Budget		Annual budget	Permanent - offer to archivist	RGLA 7.11
. . Budget		Developing annual budget: Draft budgets, departmental estimates	Destroy - 2 years after budget adopted	RGLA 7.12
. . Budget		Reporting actual vs. planned revenue and expenditure	Destroy after next year's budget has been adopted	RGLA 7.13
. . Credit union management				
. . Debt management				
. . Donations				
. . Funding bids				
. . Strategy and planning				
. Financial transactions management				
. . Authorisation				
. . Expenditure		Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
. . Expenditure		Travel expenses	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.5
. . Fraud		Investigation files	3 years after the investigation has been finalised	
. . Funding applications				
. . Income				
. . Internal recharging				
. . Investments				
. . National insurance numbers		Notification and input records	Destroy 2 years after the employee ceases employment	RGLA 7.8

Complete Listing with Retention Guidance - Finance

Class	Series	Records	Retention Period	Rationale
. . Reconciliation		Balance and reconcile financial accounts	Destroy 2 years after administrative use is concluded	RGLA 7.6
. . Refunds				
. Local taxation				
. . Benefits and subsidies	Council tax and benefit files		Housing Benefit – 6 years after last claim paid, any overpayment recovery or fraud action is completed. Council Tax – 6 years after liability ended and account cleared.	
. . Business rates	Account files			
. . Council tax	Council tax and benefit files			
. . Property valuation		Other valuation information	Destroy - 10 years after valuation was made	RGLA 7.20
. . Property valuation		Rateable property information	Permanent - offer to archivist	RGLA 7.21
. . Property valuation		Valuation lists	Permanent - offer to archivist	RGLA 7.20
. National taxation				
. . Tax payments		Tax correspondence	Destroy - 7 years after last action	RGLA 7.22
. . Tax payments		Taxation records	Destroy 5 years after the end of the financial year	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7
. Payroll and pensions				
. . Pay		Payment of employees	Destroy 7 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
. . Pay		Summary pay reports	Destroy after administrative use is concluded	RGLA7.10
. . Pensions			Destroy - 6 years from last pension payment	RGLA6.2

Complete Listing with Retention Guidance - Health and safety

Class	Series	Records	Retention Period	Rationale
Health and safety				
. Compliance				
. . Strategy and planning		System processes	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Strategy and planning		Health and Safety Policy		
. . Training				
. Monitoring				
. . Accidents and incident reporting				
. . Accidents and incident reporting		Accident books - adult	Destroy - 3 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9
. . Accidents and incident reporting		Accident books - children	Destroy -25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.10
. . Asbestos inspections			Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. . Equipment		Safety inspections	Destroy - 6 years after equipment is de-commissioned	
. . Hazardous substances		COSSH inspections	Permanent - offer to archivist	Control of Substances Hazardous to Health Regulations 2002
. . Health and safety inspections				
. . Radiation		Radon Monitoring	Destroy - 40 years from last action	The Ionising Radiations Regulations 1985. RGLA 9.5
. Risk management				
. . Risk assessments			Destroy - 3 years after last assessment	Management of Health and Safety at Work Regulations 1992. RGLA 9.7

Complete Listing with Retention Guidance - Housing

Class	Series	Records	Retention Period	Rationale
Housing				
. Advice				
. . Advice to homeowners and tenants				
. Enforcement				
. . Assessment- housing standards				
. . Safety inspections				
. Estate management				
. . Business premises				
. . Car parking surveys				
. . Garage application				
. . Garage rental	Tenant file			
. . Housing inspections				
. . Neighbour disputes				
. Housing provision				
. . Allocations				
. . Assessment - housing needs				
. . Homelessness				
. . Hostel providers				
. . Housing applications				
. . Housing applications		Unsuccessful applications	Destroy - 7 years from closure	RGLA3.27
. . Housing applications		Council housing register	Permanent - offer to archivist	RGLA3.26
. . Housing exchanges		Mutual exchange list		
. . Housing stock requirements			Destroy - 4 years after last action	RGLA8.10
. . Landlord accreditation				
. . Sheltered housing				
. Housing stock				
. . Demolition	Property file			
. . Emergency maintenance	Property file			
. . Housing grants	Property file	Grants over £ 50,000	Destroy - 12 years after last payment	Limitations Act 1980. RGLA 7.19
. . Housing grants	Property file	Grants under £ 50,000	Destroy - 6 years after last payment	Limitations Act 1980. RGLA 7.19
. . Leases	Property file			
. . Planned maintenance	Property file			

Complete Listing with Retention Guidance - Housing

Class	Series	Records	Retention Period	Rationale
. . Private housing grants	Property file			
. . Property adaptations	Property file			
. . Repairs and renovation	Property file			
. . Risk assessment		Asbestos Register	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. . Unauthorised occupants				
. Managing tenancies			Destroy - 12 years from termination of tenancy	RGLA3.28
. . Adaptations	Property file			
. . Adaptations grants	Property file			
. . Advice	Tenant file			
. . Agreements	Tenant file	Ordinary Tenancy	Destroy - 6 years after tenancy has expired	Limitations Act 1980
. . Agreements	Tenant file	Tenancy under seal	Destroy - 12 years after tenancy has expired	Limitations Act 1980
. . Approving alterations	Property file			
. . Assessment - housing needs	Tenant file			
. . Breaches	Tenant file			
. . Evictions	Tenant file			
. . Housing repairs	Tenant file			
. . Insurance				
. . Rent arrears	Tenant file		Destroy 7 years after closure	RGLA 7.18
. . Rent setting				
. . Right to buy	Tenant file		Destroy - 12 years after sale of house	RGLA7.17
. . Temporary accommodation	Tenant file			
. . Tenancies	Tenant file			
. . Welfare services	Tenant file			

Complete Listing with Retention Guidance - Human resources

Class	Series	Records	Retention Period	Rationale
Human resources				
. Administering employees				
. . Counselling	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . Absence monitoring	Employee files		Destroy - 3 years from end of current tax year	
. . Discipline	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . Discipline	Employee files	Final warnings	Destroy - 18 months after warning	RGLA 6.7
. . Discipline	Employee files	No warning given	Destroy immediately	RGLA 6.8
. . Discipline	Employee files	Oral warnings	Destroy - 6 months after warning	RGLA 6.7
. . Discipline	Employee files	Warnings involving children	Keep on personnel file permanently	RGLA 6.7
. . Discipline	Employee files	Written warnings	Destroy - 12 months after warning	RGLA 6.7
. . Disclosure of interest				
. . Employee details	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . Employment conditions	Employee files		Destroy 2 years after employee ceases employment	
. . Grievances	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . Individual training records	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . Individual training records	Employee files	Proof of completion	Destroy - 7 years after course completed	RGLA6.21
. . Induction			Destroy - 2 years after closure	
. . Job evaluation				
. . Leave	Employee files		Destroy - 2 years after action completed	RGLA6.13

Complete Listing with Retention Guidance - Human resources

Class	Series	Records	Retention Period	Rationale
. . Medical assessments	Employee files		Destroy - 75 years after date of birth	RGLA6.10
. . Maternity/paternity	Employee files		Destroy - 3 years from end of current tax year	
. . Reporting				
. . Termination			Destroy - 6 years from termination of employment	RGLA 6.16
. Employee relations				
. . Disciplinary matters reporting				
. . Trade union liaison		Strategy	Permanent - offer to archivist	RGLA 6.5
. . Trade union liaison		Routine matters	Destroy - 2 years after use is concluded	RGLA 6.6
. Equal opportunities				
. . Equalities and diversity				
. . Equalities and diversity		Investigations	Destroy - 5 years after action completed	RGLA 6.9
. Monitoring employees				
. . Performance appraisal		Probationary reports and performance plans		
. . Reporting			Destroy - 5 years after action completed	RGLA 6.12
. . Staff directory			Permanent - offer to archivist	RGLA 6.1
. Occupational health				
. . Absence reporting			Destroy - 2 years after action completed	RGLA 6.13
. . Occupational health		Staff health records	Destroy - 75 years after date of birth	RGLA6.10
. . Occupational health	Employee files	Training	Destroy - 50 years after training completed	RGLA6.19
. . Personal risk assessments	Employee files			
. . Sickness monitoring	Employee files		Destroy - 6 years from termination of employment	RGLA 6.4

Complete Listing with Retention Guidance - Human resources

Class	Series	Records	Retention Period	Rationale
. . Major injuries			Destroy - 40 years after termination of employment	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
. Recruitment				
. . Authorisation			Destroy - 5 years after recruitment finalised	
. . Job descriptions			Destroy - 2 years after superseded	
. . Recruitment			Destroy - 6 years from termination of employment	RGLA6.4
. . Recruitment	Position	Unsuccessful candidates	Destroy - 6months after recruitment finalised	
. . Recruitment	Position		Destroy - 1 year after recruitment finalised	RGLA 6.11
. . Recruitment process				
. . Secondment	Secondment files		Destroy - 6 years from termination of employment	RGLA6.4
. . Volunteers	Volunteer files		Destroy - 6 years from termination of employment	RGLA6.4
. Terms and conditions of employment				
. . Staff benefits				
. . Staff facilities				
. . Staff recognition				
. . Terms and conditions				
. Training				
. . Driver training				
. . Reporting				
. . Support training				
. . Training courses	Training course files	Course administration	Destroy - 2 years after action completed	RGLA 6.17
. . Training courses	Training course files	Courses concerning children	Destroy - 35 years after course completed, or last entry	RGLA 6.18

Complete Listing with Retention Guidance - Human resources

Class	Series	Records	Retention Period	Rationale
Training course files	Training materials	Training course materials	Destroy - 1 year after course superseded	RGLA 6.20
. . Training courses	Training course files	Training materials	Destroy - 2 years after action completed	RGLA 6.17
. . Training plan		Corporate training plan		
. Workforce planning				
. . Workforce development planning		Financial rewards	Destroy - 7 years after action completed	RGLA 6.15
. . Workforce development planning		Strategy	Destroy - 3 years after action completed	RGLA 6.14

Complete Listing with Retention Guidance - Information and communication technology

Class	Series	Records	Retention Period	Rationale
Information and communication technology				
. Infrastructure				
. . Disposal		Assets under £ 50,000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal		Assets over £ 50,000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Fault reporting				
. . Licensing				
. . Help Desk Support				
. . Information security				
. . Network maintenance				
. . Server maintenance				
. . Spatial data management				
. . Storage				
. . Strategy				
. . Web development				
. System support				
. . Change Control	System log		Destroy - 2 years after system no longer used	
. . Configuration management	System log		Destroy - 2 years after system no longer used	
. . Data Management	System log		Destroy - 2 years after system no longer used	
. . Design and Construction	System log		Destroy - 2 years after system no longer used	
. . Development	System log		Destroy - 2 years after system no longer used	
. . Implementation	System log		Destroy - 2 years after system no longer used	
. . Integration and interfaces	System log		Destroy - 2 years after system no longer used	
. . Maintenance	System log		Destroy - 2 years after system no longer used	

Complete Listing with Retention Guidance - Information and communication technology

Class	Series	Records	Retention Period	Rationale
. . Manuals	System log		Destroy - 2 years after system no longer used	

Complete Listing with Retention Guidance - Information management

Class	Series	Records	Retention Period	Rationale
Information management				
. Access to information				
. . Data protection		Subject Access Request	Destroy when information no longer required	
. . Data protection		Notification	Destroy - 3 years after previous notification	
. . Environmental information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. . Freedom of information		Publication Scheme	Permanent - offer to archivist	
. Archives				
. . Archives management		Records catalogue		
. Knowledge management				
. . Information asset management		Information asset register		
. . Information asset management		Record surveys		
. . Information asset management		Circulation lists		
. Records management				
. . Compliance		Classification schemes	Permanent - offer to archivist	RGLA 2.10
. . Forms development		Standard templates		

Complete Listing with Retention Guidance - Information management

Class	Series	Records	Retention Period	Rationale
. . Forms development				
. . Image capture				
. . Retention scheduling		Disposal certificates	Destroy - 12 years after last action	RGLA 2.12
. . Tracking		Issues log		
. Registration				
. . Statutory registers		Register	Permanent - offer to archivist unless specific legislation requires otherwise	Limitations Act 1980

Complete Listing with Retention Guidance - Legal services

Class	Series	Records	Retention Period	Rationale
Legal services				
. Advice				
. . Advice to the public				
. . Provision of legal advice			Destroy - 6 years after last action, major precedent - offer to archivist for review	Limitations Act 1980. RGLA 4.2
. . Witness support				
. Bylaws				
. . Enactment			Permanent - offer to archivist	RGLA 9.22
. . Enforcement			Destroy - 2 years after matter is concluded	RGLA 9.23
. Land and highways				
. . Acquisition		Road adoptions		
. . Disposal				
. Land registration				
. . Land charges		Searches		
. . Land charges		Registers		
. Litigation				
. . Civil	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Commercial	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Criminal	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Debt recovery	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Precedent cases				

Complete Listing with Retention Guidance - Legal services

Class	Series	Records	Retention Period	Rationale
. Management of legal activities				
. . Archive deposits		Agreements		
. . Agreements		Agreements	Destroy - 6 years after agreement ends	RGLA 4.3
. . Conveyancing	Deeds	Conveyance	Destroy - 12 years after closure	Limitations Act 1980. RGLA 4.4
. . Conveyancing	Deeds	Easements		
. . Conveyancing		Tenancy Agreements	Destroy - 12 years from termination of tenancy	RGLA 3.28
. . Copyright		Intellectual Property Rights		
. . Drafting		Pro-forma agreements		
. . Trusts				
. Planning controls				
. . Certificate of Lawful Use or Development		Certificate	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Certificate of Lawful Use or Development		Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980
. . Section 106 agreements		Agreement	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Section 106 agreements		Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980

Complete Listing with Retention Guidance - Leisure and culture

Class	Series	Records	Retention Period	Rationale
Leisure and culture				
. Allotments				
. . Allotments				
. Archives				
. . Archive development				
. . Cataloguing		Accession register	Permanent - offer to archivist	RGLA 2.11
. . Deposits				
. . Loans				
. . Membership				
. . Research				
. Arts				
. . Arts development				
. . Clubs and societies				
. Community facilities				
. . Equipment				
. . Grants				
. . Venues				
. Leisure promotion				
. . Countryside events		Programmes and events		
. . Exhibitions		Programmes and events		
. . Inclusion				
. . Parks and gardens events		Programmes and events		
. . Play scheme				
. Libraries				
. . Book ordering				
. . Bookings				
. . Bookings		Internet bookings		
. . Catalogue		Stock management	Destroy - 2 years after administrative use concluded	
. . Fines				
. . Library development				
. . Loans				
. . Membership				
. . Support for schools				

Complete Listing with Retention Guidance - Leisure and culture

Class	Series	Records	Retention Period	Rationale
. Museums			Destroy - 10 years after closure	
. . Deposit				
. . Loans				
. . Museum catalogue				
. . Museum development				
. Parks and open spaces				
. . Maintenance				
. . Playgrounds				
. Sports facilities				
. . Bookings				
. . Bookings		Facilities		
. . Bookings		Classes		
. . Equipment hire				
. . Membership				
. . Membership		Golf courses		
. . Membership		Leisure centres		
. Sports				
. . Sports development				
. . Clubs and societies				
. Tourism				
. . Tourist accommodation				
. . Tourist accommodation		Accreditation process		
. . Tourist accommodation		Registers		
. . Visitor information				
. . Visitor information		Maps and directions		

Complete Listing with Retention Guidance - Management

Class	Series	Records	Retention Period	Rationale
Management				
. Ceremonial				
. . Civic and royal events		Visitors book, tapes, photographs	Permanent - offer to archivist	RGLA 2.24
. . Civic and royal events		Planning and organising an event	Destroy - 7 years after use	RGLA 2.25
. . Corporate gifts				
. Communication support				
. . Interpreting and translation		Translation		
. . Mail processing				
. . Publication		Publications		
. . Publications received		Publications		
. . Staff communications				
. Corporate communication				
. . Campaigns				
. . Corporate branding				
. . Corporate publicity				
. . Graphic design		Designing setting information	Destroy - 3 years from last action	RGLA 2.19
. . Marketing		Marketing planning and campaigns	Permanent - offer to archivist	RGLA 2.23
. . Media cuttings		Media cuttings	Permanent - offer to archivist	RGLA 2.22
. . Media liaison		Interaction with Media	Destroy - 3 years from closure	RGLA 2.21
. . Media releases				
. . Media releases				
. . Public relations				
. . Public relations		Media reports	Permanent - offer to archivist	
. . Public relations		Published work	Destroy after use is concluded - one copy to archive	RGLA 2.20
. . Public relations		Statistics, trends and customer satisfaction data	Destroy - 10 years after use concluded	
. Enquiries and complaints				

Complete Listing with Retention Guidance - Management

Class	Series	Records	Retention Period	Rationale
. . Appeals				
. . Complaints		Reports and correspondence	Permanent - offer to archivist	RGLA 2.14
. . Complaints		Registers	Permanent - offer to archivist	RGLA 2.13
. . Complaints				
. . Complaints to Ombudsman	Complaint files			
. . Compliments				
. . Customer profiling		Customer profiles		
. . Customer satisfaction		Customer satisfaction surveys		
. . Stage 1 complaints	Complaint files		Destroy - 2 years after use is concluded	RGLA 2.16
. . Stage 2 complaints	Complaint files		Destroy - 6 years after use is concluded	RGLA 2.15
. External audits				
. . Audits				
. Preparing business				
. . Meetings				
. . Officer representation				
. . Partnership and agency working		Business for partnership and agencies where local authority owns the record	Permanent - offer to archivist	RGLA 1.6
. . Partnership and agency working		Business for partnership and agencies where local authority does not own the record	Destroy - 3 years after last action	RGLA 1.7
. Project management				
. . Closure	Project files	Lessons learned		
. . Governance	Project files	Project initiation document		
. . Governance	Project files	Unit or team plans		
. . Initiation and delivery	Project files	Issues log		
. . Start up	Project files	Business case		
. Quality and performance				
. . Assessments			Destroy - 2 years from closure	RGLA 2.18

Complete Listing with Retention Guidance - Management

Class	Series	Records	Retention Period	Rationale
. . Best value reviews			Destroy - 5 years from closure	RGLA 2.17
. . Inspections		Process maps		
. . Process mapping				
. . Statutory returns				
. . Reports to government			Destroy - 7 years from closure	RGLA 2.5
. Strategic planning				
. . Business cases				
. . Corporate initiatives			Destroy - 5 years after initiative ends	
. . Organisational structure				
. . Policies and procedures			Permanent - offer to archivist	RGLA 2.6
. . Public consultation		Minor policies	Destroy - 1 year from closure	RGLA 2.9
. . Public consultation		Significant policies	Destroy - 5 years from closure	RGLA 2.8
. . Service level agreements				

Complete Listing with Retention Guidance - Planning and building control

Class	Series	Records	Retention Period	Rationale
Planning and building control				
. Building control				
. . Application processing	Application files		Destroy after 3 years if rescinded otherwise permanent - offer to archivist	Building Act 1984
. . Application processing		Pre application discussion		
. . Building regulations				
. . Registration		Building control register	Permanent - offer to archivist	RGLA 10.8
. . Unauthorised works				
. Covenant control				
. . Policies				
. . Covenant controls	Covenant control files			
. Development control				
. . Application processing	Appeals files		Destroy - 6 years from conclusion of appeal	Limitations Act 1980
. . Application processing	Application files		Destroy - 10 years after planning permission expires	
. . Application processing	Application files	Decision notices	Permanent - offer to archivist	RGLA 10.6
. . Application processing		Pre application discussion		
. . Conservation areas		Sites and Monuments Register		RGLA 10.3
. . Enforcement		Enforcement notices	Destroy 3 years after compliance with enforcement notice	RGLA 10.13
. . Hedges				
. . Registration		Planning Register	Permanent - offer to archivist	RGLA 10.6
. . Planning obligations				
. . Tree		Tree works	Destroy - 5 years after application decision	

Complete Listing with Retention Guidance - Planning and building control

Class	Series	Records	Retention Period	Rationale
. . Tree		Tree preservation orders	Permanent - offer to archivist	RGLA 10.6
. Forward planning				
. . Economic regeneration				
. . Heritage listing				
. . Housing development				
. . Local plan				
. . National planning policy				
. . Natural environment		Policies	Permanent - offer to archivist	RGLA 10.7
. . Natural environment			Destroy - 7 years after administrative use concluded	RGLA 10.7
. . Planning policy				
. . Planning schemes		Consultation	Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist	RGLA 10.5
. . Regional plan				
. . Regional plan		Mineral Plan	Permanent - offer to archivist	RGLA 10.4
. . Regional plan		Waste Plan	Permanent - offer to archivist	RGLA 10.4
. . Regional plan		Structure Plan	Permanent - offer to archivist	RGLA 10.1
. . Sustainable development				
. . Urban centre planning				

Complete Listing with Retention Guidance - Procurement

Class	Series	Records	Retention Period	Rationale
Procurement				
. Contracting				
. . Approved suppliers				
. . Contract awards				
. . Contract awards	Contract files	Ordinary contracts	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Contract files	Contracts under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Contract files	Post tender negotiation	Destroy - 1 year after the term of the contract has expired	RGLA4.11
. . Contract awards	Contract files	Service level agreements, compliance reports, performance reports	Destroy - 2 years after the term of the contract has expired	RGLA4.13
. . Contract management		Contract monitoring		
. . Requisition		Purchase orders	Destroy - 7 years after the end of the financial year	RGLA 7.3
. Tendering				
. . Tenders	Tender files	Opening notice, tender envelope	Destroy - 1 year after start of contract	RGLA 4.7
. . Tenders	Tender files	Ordinary tender	Destroy - 6 years after the term of the contract has expired	
. . Tenders	Tender files	Pre-tender advice	Destroy 2 years after contract let or not proceeded with	RGLA 4.5
. . Tenders	Tender files	Tender for contract under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8
. . Tenders	Tender files	Unsuccessful tenders	Destroy - 1 year after start of contract	RGLA4.10
. . Tendering policies				

Complete Listing with Retention Guidance - Risk management and insurance

Class	Series	Records	Retention Period	Rationale
Risk management and insurance				
. Claims				
. . Claims processing		Claims records	Destroy - 7 years after all obligations and entitlements are concluded	Limitations Act 1980. RGLA 8.21
. Insuring against loss				
. . Insurance		Insurance policies	Destroy - 7 years after the terms of the policy have expired	RGLA8.19
. . Insurance		Renewals	Destroy - 5 years after the policy has been renewed	RGLA8.20
. . Insurance		Summary arrangements	Permanent - offer to archivist	RGLA8.18
. Risk management				
. . Business continuity planning				
. . Education		Campaigns		
. . Risk assessment		Risk register		
. . Risk assessment		Valuations		

Complete Listing with Retention Guidance - Transport and infrastructure

Class	Series	Records	Retention Period	Rationale
Transport and infrastructure				
. Design and construction				
. . Roads and highways			Permanent - offer to archivist	RGLA 11.7
. . Traffic management schemes				
. Harbours and waterways				
. . Boat moorings				
. . Port facilities				
. . Port facilities		ETA notification		
. . Port facilities		Import notification		
. . Registration		Watercraft		
. Highway development control				
. . Highway adoption			Permanent - offer to archivist	RGLA 11.3
. . Highway extent queries			Permanent - offer to archivist	RGLA 11.2
. . Highway extinguishment			Destroy - 7 years after extinguishment. Offer order and map to archivist	
. . Notification				
. . Planning control			Destroy 7 years after decision. Offer controversial or high profile schemes to archivist	RGLA 11.4
. . Road classification				
. Highway enforcement				
. . Advertising hoarding				
. . Highways			Destroy - 3 years after compliance with enforcement notice	RGLA 11.5
. . Parking				
. . Parking fines				
. . Road reinstatement				
. . Scaffolding				
. . Speeding fines				

Complete Listing with Retention Guidance - Transport and infrastructure

Class	Series	Records	Retention Period	Rationale
. . Weight limits . Infrastructure management . . Cycle routes . . Geotechnical services . . Maintenance . . Markings and signage . . Public conveniences . . Service providers . . Street furniture			Destroy - 7 years after last action	RGLA 11.8
	. . Street naming and numbering			
	. . Surveys			
	. . Taxi ranks			
	. Public transport			
	. . Community transport			
	. . Concessions			
	. . Public transport plan		Destroy - 3 years after superseded or last action	RGLA 11.11
	. . Timetable			
	. Rights of way			
. . Enquiries				
. . Locations		Permanent - offer to archivist.		
. . Orders		Destroy - 6 years from conclusion of transaction		
. . Planning applications				
. . Ploughing and cropping				
. . Searches				
. Road maintenance				
. . Bridge inspections				
. . Drains and gullies				
. . Emergency maintenance		Destroy - 12 years after action completed	RGLA 11.9	
. . Hazard removal				
. . Inspections				
. . Kerbs				
. . Planned maintenance		Destroy - 12 years after action completed	RGLA 11.9	

Complete Listing with Retention Guidance - Transport and infrastructure

Class	Series	Records	Retention Period	Rationale
. . Scheduled maintenance			Destroy - 12 years after action completed	RGLA 11.9
. . Verge maintenance				
. Road safety				
. . Accident investigations			Destroy - 7 years after use.	
. . MOT testing				
. . Road safety awareness				
. . Safety audits			Destroy - 7 years after use.	
. . School crossing patrols				
. . Speed cameras				
. School transport				
. . School transport services				
. Traffic management				
. . Abnormal loads			Destroy - 2 years after consent given.	
. . Gritting and snow clearance				
. . Monitoring				
. . Parking		Permits		
. . Parking sites				
. . School routes				
. . Street lighting				
. . Traffic calming				
. . Traffic reduction				
. . Traffic orders		Approval	Destroy - 7 years after action completed	RGLA 11.6
. . Traffic orders		Implementation	Destroy - 5 years after action completed	
. . Traffic orders		Planning and Investigation	Destroy - 5 years after action completed	
. . Weather forecasting		Weather data		
. Transport planning				
. . Development control				
. . Strategy and planning		Transport strategy		
. . Strategy and planning		Local transport plan	Permanent - offer to archivist	RGLA 11.1
. . Transport modelling				

Complete Listing with Retention Guidance - Transport and infrastructure

Class	Series	Records	Retention Period	Rationale
. . Transport modelling		Traffic counts	Destroy - 2 years after last use	
. . Travel plans		Employer travel plans	Destroy - 5 years after use	
. . Travel plans		School travel plans	Destroy - 5 years after use	

Complete Listing with Retention Guidance - Waste management

Class	Series	Records	Retention Period	Rationale
Waste management				
. Fly tipping				
. . Fly tipping				
. Street cleaning				
. . Pest control				
. . Road cleansing				
. Waste collection			Destroy - 2 years after last action	RGLA9.26
. . Abandoned vehicles			Destroy - 2 years after last action	RGLA9.26
. . Bulk			Destroy - 2 years after last action	RGLA9.26
. . Controlled			Destroy - 6 years after last action	RGLA9.27
. . Domestic			Destroy - 2 years after last action	RGLA9.26
. . Trade			Destroy - 2 years after last action	RGLA9.26
. Waste disposal				
. . Waste sites		Management of sites	Permanent - offer to archivist	RGLA9.28
. . Waste sites		Short term storage	Destroy - 10 years after site closure	RGLA9.29
. . Waste sites		Equipment	Destroy - 6 years after use	
. . Waste sites		Inspections	Destroy - 6 years after inspection	
. . Waste sites		Permits	Destroy - 7 years after permit expires	
. . Waste sites development		Waste site plans	Permanent - offer to archivist	RGLA 9.30
. Waste reduction				
. . Composting				
. . Recycling			Destroy - 5 years after use	