

## Retention and Disposal Policy

Information Type	Definition	Example	Retention Period	Notes
Admin - Internal		Minutes of internal meetings	2 years	
Admin - Corporate		Service plans, Strategies	Destroy when out of date but ensure PTES library has one copy	
Admin - External		Minutes of meetings with external organisations	5 years unless related to a project, then follow project guidelines	
Admin - Partnership Agency		Minutes of meetings with partner agencies	Permanent	
Assets - Acquisition and Disposal	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Legal documents relating to purchase/sale, Particulars of sale documents, Board of survey, Leases, Applications for leases, licenses and rental revision, Tender documents, Conditions of contracts, Certificates of approval	6 years (if under £50,000) or 12 years (if over £50,000) after all obligations/entitlements are concluded	Statutory
Assets - Monitoring	Management systems that allow the monitoring and management of assets in summary form	Subsidiary asset registers	7 years after the conclusion of the financial transaction that the record supports	Common Practice
Assets - Reviewing	Process of reporting and reviewing assets status	Routine returns and reports on asset status, Inventories, Stocktaking, Surveys of usage, Acquisition and disposal reports and proposals	2 years after administrative use is concluded	Common Practice
CCTV Footage		Footage from school buses, Footage from business centres	16 days unless required for evidential purposes	

Comments and Complaints	The management of enquiries and complaints directed to the council; the management of responses to these comments and complaints	Indexes, Registers, Reports, Returns, Correspondence, Ombudsman, Printed material, Form letters	Offer to County Records Office for review. Keep compliments for 12 months.	
Consultation leading to Significant Policies	The process of consulting the public and staff in the development of significant policies of the local authority		5 years from closure	Common Practice
Consultation leading to Minor Policies	The process of consulting the public and staff in the development of minor policies of the local authority		1 year from closure	Common Practice
Contracts - Ordinary	The process involved in the development and specification of a contract		6 years after the terms of contract have expired. See Quality Procedures 014 and 022	Statutory For project files containing drafts leading to a final version, these records can be destroyed
Contracts Under Seal	The process involved in the development and specification of a contract		12 years after the terms of contract have expired. See Quality Procedures 014 and 022	Statutory For project files containing drafts leading to a final version, these records can be destroyed
Countryside Recreation Records			Permanent	Common Practice

Digital Photographs			Only save what is actually required. Destroy when no longer required to reduce pressures on disk space. Name and catalogue photographs for ease of retrieval. Avoid duplication. Contact IT Services for advice on editing and cataloguing.	
Equipment Maintenance	The process of maintaining plant and equipment	Service records, Plant files	7 years after sale or disposal of asset	Common Practice
Financial - Annual Reporting	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Consolidated annual reports, Consolidated financial statements, Statement of financial position, Operating statements, General ledger	Offer to County Records Office for review	Common Practice
Financial - Anything involving European funding			3 years after the end of the EU programme under which the project was funded	NB EU programmes often do not finish on time and care must be taken in identifying the date of closure. Take advice from the government office.
Financial - Approvals Process for Purchase	Management of the approvals process for purchase, including investigations	Appointments and delegations, Audit investigations, Arrangements for the provision of goods and/or services	7 years after the end of the financial year in which the records were created	Statutory
Financial - National Insurance	Processes involved in the collection of National Insurance Numbers	Notification and input records	2 years after the employee ceases employment	Common Practice

Financial - Payroll	Accountable processes relating to payment of employees	Authority sheets, Payroll deduction authorities, Payroll disbursement, Employee pay records, Employee taxation records	7 years after the conclusion of the financial transaction that the record supports	Statutory
Financial - Periodic Reporting	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period	Consolidated monthly and quarterly reports & financial statements, Working papers for the preparation of the above, Monthly accrual statements, Cashflow statements, Creditor listings and reports, Debtor listings and reports	Destroy when administrative use is concluded	Common Practice
Financial - Receipt, Expenditure and Write Offs	Identification of the receipt, expenditure and write offs of public monies	Allowances, Work orders, Invoices, Credit card statements, Cash books, Receipts, Cheque counterfoils, Bank statements, Subsidiary ledgers, Journals, Vouchers, Funding bids, WCC grant funding to external organisations	6 years after the conclusion of the financial transaction that the record supports	Statutory This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue
Financial - Reconciliation	Processes that balance and reconcile financial accounts	Reconciliation, Summaries of accounts	2 years after administrative use is concluded	Common Practice
Financial - Taxation Records		Taxation records, Motor vehicle logs, Fringe benefits tax records, Group certificates	5 years after the end of the financial year in which the records were created	Statutory
Health and Safety - Injury Records	Process that records injuries to adults	Accident books	3 years from closure	Statutory
Health and Safety - Inspecting Equipment	Process of inspecting equipment to ensure it is safe	Equipment inspection records	6 years from destruction of the equipment	Statutory
Health and Safety - Risk Assessment	Process to assess the level of risk at work	Risk assessment	3 years from last assessment	Statutory

Performance Management - Assessment	The process of assessing the quality, efficiency, or performance of a local authority service or unit	Assessment form	2 years from closure	Common Practice
Performance Management - Monitoring and Reviewing	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Best Value Review	5 years from closure	Common Practice
Personnel - Administering Employees	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment regulations	Medical clearance, Letter of appointment, Letter of acceptance, Details of assigned duties, Probation reports, Medical examinations, Personal particulars, Educational qualifications, Declarations of pecuniary interests, Secrecy undertakings, Employment contracts	6 years from date of last pension payment	Common Practice
Personnel - Records	Summary management systems that allow the monitoring and management of employees in summary form	Employment Registers, Registers of personnel files, Personal History cards, Superannuation history card, Salary master record	Offer to County Records Office for review	Common Practice
Personnel - Recruitment	The selection of an individual for an established position	Advertisements, Applications, Referee Reports, Interview Reports, Unsuccessful Applicants	1 year after recruitment has been finalised	Common Practice
Personnel - Staff Termination	The process of termination of staff through voluntary redundancy, dismissal and retirement	Resignation, Redundancy (Section 188), Dismissal, Death, Retirement	6 years after termination. If a pension is paid, 6 years after last payment	Common Practice

Planning - Area Development	The process of controlling development of areas through applications for planning permission	Planning application files and plans, Correspondence relating to any objections, Hearing papers, Planning application register	Transfer planning application register to County Records Office once the register has been completed (or at arranged intervals if it is held electronically). Refer all other records to County Records Office for sampling	Common Practice
Planning - Building Inspections	The process of inspecting building work for the purpose of ensuring compliance	Certificate of final inspection, Building inspection records, Diaries	10 years after the issue of a certificate of final inspection	Common Practice
Planning - Comments and Objections	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Waste Planning application consultation, Mineral Planning applications consultation, Objections, Inquiries (public etc), Archaeological (advice/conditions)	15 years after decision. Offer controversial/high profile schemes to County Records Office	Common Practice
Planning - Controls	The activity of establishing planning scheme controls and providing for them to be amended	Successful Waste Planning application, Successful Mineral Planning applications, Amendments to definitive map, Mineral Register, Applications for extra mineral extraction, Land Use surveys	Offer to County Records Office for review	Common Practice
Planning - Enforcing Regulations	The process of enforcing building or land regulations		3 years after compliance with enforcement notice	
Planning - Listed Building Applications	The process of approving building applications in relation to listed or other significant buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates	Offer to County Records Office for review	Common Practice

Planning - Other Building Applications	The process of approving building applications	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates, Objections	15 years after construction completed	Common Practice
Planning - Recording Information	The activity of recording information on historical buildings, monuments and ecology at a specific site	Sites and Monuments records, Ecological records, Species records, Historically listed buildings, Definitive map, Commons registration	Offer to County Records Office for review	Common Practice
Planning - Regulating use of Land and Buildings	The process of regulating the planned use of land or buildings		15 years after closure	Common Practice
Planning - Scheme Regulation	The summary management of planning scheme regulation	Building Control registers	Offer to County Records Office for review	Common Practice
Planning - Strategic Plans	The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure the implementation of the Structure Plan	Structure Plan, Local Plan, Town Centre plans, Unitary Development plans	Offer to County Records Office for review after plan is superseded	Common Practice
Press Releases		Press release database	3 years	Common Practice
Projects		Traffic calming scheme	Within the project folder, the file that has to be retained for the longest dictates how long the whole project file is held. See Quality Procedure 029 issue 3 for further guidance on keeping project files	

Property - Lease Management	The process of managing leased property	Lease agreements, Rental expenditure authorities, Valuation queries, Applications for leases, licences and rental revision	15 years after the expiry of the lease	Common Practice
Property - Occupancy Management	The process of managing the occupancy of property	Requests for works, cleaning, etc, Tenant files, Register of key holders, Register of contractors and suppliers	7 years after the conclusion of the transaction that the record supports	Common Practice
Public Transport Information	The activities involved in the management and provision of public transport	Timetables and routes, Maps, Fares, Customer and industry liaison	3 years after superseded or last action	Common Practice
Publications	The published work of the local authority		Destroy after administrative use is concluded. One copy from the initial print run should go directly to the archive	Common Practice
Publications - Design	The process of designing setting information for publication		3 years from last action	Common Practice
Publications - Media	Media publications concerning local authorities	Press cuttings, Media reports	Offer to County Records Office for review	Common Practice
Research			Permanent Keep active until published, then archive	
Road Maintenance	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels	Street Works Register	12 years after action completed	Common Practice

Staff Monitoring - Attendance	Process of monitoring staff leave and attendance	Sick leave, Jury service, Study leave, Special and personal leave, Attendance books, Flexitime sheets, Leave applications, Clock on/off cards, Annual leave	2 years after action completed	Common Practice
Staff Monitoring - Performance		Probation reports, Performance plans	5 years after action completed	Common Practice
Statutory Returns	The process of preparing information to be passed on to central government as part of statutory requirements	Reports to central government	7 years from closure	Common Practice
Systems - Administration	The process to support and administer a system used to support the activities of the local authority		5 years after last action	
Systems - Development	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	
Systems - Implementation	The process to implement a system used to support the activities of the local authority	Implementation Plan	7 years after last action	
Tender	The process involved in the issuing and return of a tender	Opening notice, Tender envelope	1 year after start of contract	Common Practice
Traffic Controls and Information Systems team Correspondence			6 years	
Traffic Management - Correspondence			4 years	

Traffic Management - Design Files	The design files for all traffic signal and controlled crossings schemes	Basic information and certification for the scheme, Record of the scheme, Decisions made, Safety considerations, Modifications to the scheme, Reasons for modifications	5 years after the date of decommissioning	
Traffic Management - Planning	The activity of planning and programming the continued flow, diversion or reduction of traffic	Traffic orders	7 years after action completed	Common Practice
Traffic Management - Works Instructions			4 years	
Training	Routine staff training processes, not occupational health and safety related	Course individual staff assessment	2 years after action completed	Common Practice
Training - Health and Safety	Occupational health and safety training	OH&S training register	10 years after training completed. Individual course assessment records should be destroyed once the training has been renewed every 3 years	Common Practice
Training - Materials			1 year after course is superseded	Common Practice
Training - Proof of Completion		Certificates, Awards, Exam Results	7 years after action completed	Common Practice
Transport - Comments and Complaints	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Enquiries, consultation documents, objections and correspondence	7 years after decision. Offer controversial/high profile schemes to County Records Office	Common Practice

Transport - Design and Construction	The activity of planning, designing, programming and constructing roads, streets, bridges and tunnels		Offer to County Records Office for review	Common Practice
Transport - Enforcing Regulations	The process of enforcing infrastructure and transport regulations		50 years after enforcement notice. 3 years after compliance with enforcement notice	Common Practice
Transport - Location of Rights of Way	The activity of recording location of highways, bridle paths and rights of way	Definitive map, Correspondence concerning enquiries and disputes	Offer to County Records Office for review	Common Practice
Transport - Planning Scheme Controls	The activity of establishing planning scheme controls and providing for them to be amended and modified	Amendments to definitive map, Road adoption	Offer to County Records Office for review	Common Practice
Transport - Strategy	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Structure plan, Local transport plan	Offer to County Records Office for review	Common Practice
Vehicles - Acquisition	The process of acquisition and disposal of vehicles through lease or purchase	Leases, Contracts, Quotes, Approvals, Fleet authorisation numbers	7 years after the sale or disposal of the vehicle	
Vehicles - Allocation and Maintenance	The process of managing allocation and maintenance of vehicles	Approvals as drivers, Allocations and authorisations for vehicles, Maintenance	7 years after the sale or disposal of the vehicle	
Vehicles - Drivers Usage	The process of recording drivers' usage	Vehicle log book	7 years after closure	
Vehicles - Usage	The process of recording vehicle usage	Vehicle usage reports	3 years after sale or disposal of vehicle	
Waste - Controlled Collection	The process of arranging the collection or transportation of controlled waste		6 years after last action	Common Practice

Waste - Disposal	The summary management of sites used for the disposal of waste within the local authority		Offer to County Records Office for review	Common Practice
Waste - Household Collection	The process of arranging the collection or transportation of household waste		2 years after last action	Common Practice
Waste - Site Management	The process involved in managing the use, type and amount of waste to be disposed of at a specific site	Waste site plans	Offer to County Records Office for review	Common Practice
Waste - Storage	The process of the short-term storage of household waste	Transfer sites	10 years after site closure	Common Practice







