

ID	Ref	Division	Section	What's the document t	What's contained within the document?	After business need keep for
1	548			Capital project files, incl	Contains: Plans and drawings for capital projects	Permanent
2	550			Client files	Contains: Client files for people requiring services	Permanent
					Contains: Details of national and regional	
3	551			National/regional strateg	strategies and associated guidance material in	5yrs
4	552			Research/marketing file	Contains: General research and marketing;	3yrs
5	555			Meeting information and	Contains: Minutes and recorded decisions made	5yrs
6	556			Events information	Contains: Details of events taking place across	2yrs
7	558			Key performance indicat	Contains: Data for town centres / economic	5yrs
8	678	Care Services		Carefirst (ACS database	Contains: Database to support the services work	Permanent
					Contains: Care records for the elderly and individuals with 30years upwards who are frail and have mental health illness. It includes the	
9	???	Direct Care Serv	Extra Care Housin	Client Records	referral form from social services, personal	3 years
10	???	Direct Care Serv	Extra Care Housin	Clients cash ledger book	Contains: Individual 7 column cash ledger	7 years
11	???	Direct Care Serv	Extra Care Housin	Careplan	Contains: Individual's service delivery plan which	3 years
					Contains: A numbered 70 paged book which	
12	???	Direct Care Serv	Extra Care Housin	Daily contact book	details who has visited the client and what has	3 years after life of client
					Contains: Messages about clients from doctors, health visitor, hospitals, care managers, pharmacist or others who work with the client.	
13	???	Direct Care Serv	Extra Care Housin	Message book	Will also contain messages to staff from	3 years
					Contains: Details of what medication pharmacist	
14	???	Direct Care Serv	Extra Care Housin	Medication records	has dispensed to client; it changes every month.	3 years
15	???	Direct Care Serv	Extra Care Housin	Handover book	Contains: Information from one carer to another	1 year
16	???	Direct Care Serv	Extra Care Housin	Staff file	Contains: Staff supervision notes; annual leave	Life of staff member and send to HR
					Contains: Agency timesheets and details of who	
17	???	Direct Care Serv	Extra Care Housin	Staff rotas	worked on what shift or what cover staff was	3 years
					Contains: Records relating to an individual's requirement for housing - Where an appointment	
18	492	Housing & Resic	Initial Assessment	Assessed and waiting fo	has been made; non appointments; triage case	5yrs
					Contains: Records relating to an individual's	
19	493	Housing & Resic	Initial Assessment	Assessed and no action	requirement for housing - Where the Council has	5yrs
					Contains: Records relating to increasing funds	
20	498	Housing & Resic	Emergency placerr	Grant monitoring - home	avaiable to the Council; how the coouncil spends	7yrs
21	499	Housing & Resic	Emergency placerr	Grant monitoring - overc	Contains: Accounting for money with CLG; grant	7yrs
					Contains: Records relating to the individuals who	
22	501	Housing & Resic	Support and Reset	Vulnerable adults file	are provided support by the Council; details of	7yrs
					Contains: Records relating to the individuals who	
23	502	Housing & Resic	Support and Reset	Young person file - sup	are provided support by the Council; copy of	7yrs
24	506	Housing & Resic	Housing initiative a	Housing register - case	Contains: Client files containing financial details;	7yrs
					Contains: Records relating to policies and	
25	512	Housing & Resic	General Files (outs	Policies and standard of	procedures as used by the Council to provide	7yrs

26 513	Housing & Resic General Files (outs MAPPA case notes	Contains: Case notes from MAPPA public	Permanent
		Contains: Meetings with Housing Associations	
27 515	Housing & Resic General Files (outs Housing provider and p	and other Third party providers of social housing;	3yrs
28 516	Housing & Resic General Files (outs Budget and monitoring r	Contains: Records relating to the financial funds	7yrs
29 517	Housing & Resic General Files (outs Sensitive information file	Contains: Relating to Children, Adult protection,	Permanent
		Contains: Material produced by the Council for	
30 518	Housing & Resic General Files (outs Public information docur	the promotion or explanation of services	3yrs
		Contains: Completed Affordable Housing	
31 519	Housing & Resic Housing Developrr Live affordable housing :	Scheme Files; Scheme Related email	7yrs
32 522	Housing & Resic Housing Developrr RSL liaison documents	Contains: Registered Local Landlord; housing	7yrs
33 523	Housing & Resic Housing Developrr Programme and pipeline	Contains: Programme and Project Management	7yrs
34 524	Housing & Resic Housing Developrr Programme - settled hor	Contains: Includes project library	7yrs
		Contains: Development; capital from different	
35 525	Housing & Resic Housing Developrr Capital expenditure - de	schemes; funds from planning spend on	Permanent
		Contains: Affordable Housing Change Revenue	
36 526	Housing & Resic Housing Developrr Affordable housing char	Development and Strategy; Revenue derived to	7yrs
37 527	Housing & Resic Housing & Resider Team meeting minutes :	Contains: Minutes and recorded decisions made	3yrs
		Contains: Records relating to the improvement of	
38 538	Housing & Resic Housing Needs Housing needs policies ,	the services provided by the council;	7yrs
39 545	Housing & Resic Residential Service Home repair assistance	Contains: Grants to home owner occupyps details	Permanent
40 546	Housing & Resic Residential Service Documentation related t	Contains: House conditions prosecutions notices	7yrs
41 547	Housing & Resic Residential Service Disabled facilities - grar	Contains: Home repairs assistant; disabled	7yrs
42 ???	Housing & Resic General Files (outs Housing provider & part	Contains: Operational information.	Permanent
43 ???	Housing & Resic General Files (outs Housing provider & part	Contains: Operational information.	3yrs
44 ???	Housing & Resic General Files (outs Housing provider & part	Contains: Operational information.	7yrs
45 ???	Housing & Resic General Files (outs Staff management files	Contains: PADS; training development plans etc.	For term of employment
46 ???	Housing & Resic General Files (outs Gypsy and traveller site	Contains: Properties; site files with each pitch;	Permanent
47 ???	Housing & Resic General Files (outs Illegal encampments	Contains: Details of illegal encampments within	3yrs
48 ???	Housing & Resic General Files (outs Temporary accomodatio	Contains: Individuals placed in temporary	7yrs
49 ???	Housing & Resic General Files (outs Empty properties	Contains: Grants; property; amount of loan; who's	Duration of loan plus 3 years
50 ???	Housing & Resic General Files (outs Licensed caravan sites	Contains: Details of licensed caravan sites within	Permanent
51 ???	Housing & Resic General Files (outs Naturist sites	Contains: Licences for naturist site.	Permanent
52 ???	Housing & Resic General Files (outs Multiple occupation	Contains: Floor plans on housing with multiple	Permanent
53 ???	Housing & Resic General Files (outs Rent accounts	Contains: B&B; leasing; children and family; adult	Permanent
		Contains: Names, addresses, relevant personal	
		medical information, door entry keycodes,	
54 ???	Passenger Tran:Passenger Transp Standalone commercial	exceptionally telephone numbers. Documents	
55 249	Strategy & Performance Carefirst	Contains: Database to support the services work	Permanent
		Contains: Oracle database holds client	
56 250	Strategy & Performance Anite housing database	information on housing register, homeless people	Permanent
		Contains: Residential services in Housing	
57 251	Strategy & Performance Uniform/Housing	Division records home loans; grants; disabled	Permanent

58	252	Strategy & Performance		Staff Plan - homecare	Contains: Home Care rostering; information on customers receiving personal care in their own	Permanent
59	253	Strategy & Performance		Measles	Contains: Equipment ordering and delivering system. Contains financial records; basic name	Permanent
60	254	Strategy & Performance		Easy trackers	Contains: Hosted service externally but links to care first. Monitoring care delivering log-in and	2yrs
61	255	Strategy & Performance		Transys	Contains: Buses for day care centres; managing	Permanent
62	256	Strategy & Performance		Ad hoc access database	Contains: Include databases: Housing development (reference data); Anite housing	7yrs
63	257	Strategy & Performance		Statutory returns	Contains: Care and Housing returns; other	5yrs
64	258	Strategy & Performance		Audits of case files - qu	Contains: Records relating to the quality assessment of Case Files; documents around	5yrs
65	259	Strategy & Performance		Respond - complaints	Contains: Database; Statutory requirement to	Permanent
66	260	Strategy & Performance		Casper	Contains: Appointeeship and deputy-ship client	7yrs
67	261	Strategy & Performance		Correspondence and re	Contains: Business support produce	
68	74	Audit		Correspondence and reports for Assistant	Contains: Strategic Group charged with	3yrs
69	927	Audit Division	Audit	Risk management group	Contains: Records of where children's social care supervised a child's contact with a parent or other	3yrs
70	???	Audit Division	Audit	Supervised contact files	Contains: Supporting documents for an	Retained until the 75th anniversary of the child's
71	929	Audit Division	Audit	Investigation evidence	investigations of any area of council, school or	7yrs (for evidence from date of fraud being ident
72	???	Audit Division	Audit	Audit reports and associ	Contains: Conclusions of internal audits and the	3yrs
73	930	Audit Division	Audit	Audit reports and associ	Contains: Conclusions of internal audits and the	Permanent
74	931	Audit Division	Audit		Contains: A process from the Audit Commission	
75	???	Audit Division	Audit	NFI associated document	taking place every 2 years; National Fraud	3yrs
76	???	Audit Division	Audit	Audit planning document	Contains: Records required in the planning and	3yrs
77	???	Audit Division	Audit	Bromley's audit with Gre	Contains: Details of fraud work; associated	3yrs (for not-proven) and 6yrs (for proven)
78	???	Audit Division	Audit	Manuals CIPFA working	Contains: Procedures and practices (software for	7yrs
79	???	Audit Division	Audit	Audit manual	Contains: Procedures and practices (how we	Permanent
80	???	Audit Division	Audit	Financial regs	Contains: Financial regs including school	Permanent
81	???	Audit Division	Audit	Galileo	Contains: Time management system.	Permanent
82	???	Audit Division	Audit	Meeting minutes	Contains: Meeting minutes for team meeetings	Permanent
83	???	Audit Risk and C	Corporate Perform	Corporate performance	Contains: Performance data	7 years
84	???	Audit risk and C	Corporate Perform	Quaterly AWOT reports	Contains: Performance data	7 years
85	???	Audit Risk and C	Corporate Perform	AWOT performance spr	Contains: Performance data	7 years
86	64	Audit Risk and C	Corporate Perform	LAA claim	Contains: Performance data	7 years
87	65	Audit Risk and C	Corporate Perform	LAA data	Contains: Performance data	7 years
88	66	Chief Executive	Policy & Partnersh	Partnership officer group	Contains: Records relating to the Management of	
				Local Partnerships for the provision of good and		3yrs
				Contains: Records relating to the Management of		
				Local Partnerships for the provision of good and		3yrs
				Contains: Records relating to the Management of		
				Local Partnerships for the provision of good and		3yrs

89	68	Chief Executive	Policy & Partnersh	Policy research and adv	Contains: Various documents from government	1yr
					Contains: Records relating to the Management of	
90	69	Chief Executive	Policy & Partnersh	Local Strategic Partners	Local Partnerships for the provision of good and	3yrs
					Contains: Records relating to the Management of	
91	70	Chief Executive	Policy & Partnersh	Partnership information	Local Partnerships for the provision of good and	7yrs
					Contains: Records relating to the Management of	
92	71	Chief Executive	Policy & Partnersh	Local Strategic Partners	Local Partnerships for the provision of good and	3yrs
					Contains: Framework for governing how	
93	72	Chief Executive	Policy & Partnersh	The Compact	voluntary and statutory sectors work together;	3yrs
					Contains: Records relating to the Management of	
94	73	Chief Executive	Policy & Partnersh	Compact champions net	Local Partnerships for the provision of good and	3yrs
					Contains: May become a partnership; minutes of	
95	76	Chief Executive	Policy & Partnersh	Environmental working g	meetings; Project Information (check with Alistar	3yrs
					Contains: Papers and reports that are submitted	
96	448	Chief Executive	Support Service	Briefing papers for CEX/	to members of the given committees, prior to the	Permanent
97	451	Chief Executive	Support Service	Correspondence with ex	Contains: General correspondence	3yrs
98	452	Chief Executive	Support Service	Budget management do	Contains: Records relating to the financial funds	7yrs
99	453	Chief Executive	Support Service	LPSA budget/spend Inf	Contains: Records relating to Financial	7yrs
100	454	Chief Executive	Support Service	Iproc reports	Contains: Iproc financial reports	Permanent
101	455	Chief Executive	Support Service	Commensura extracts	Contains: Extracts of information from the	7yrs
					Contains: Details of extracts relating to the staff	
102	456	Chief Executive	Support Service	Resourcelink extracts	employee database, containing information about	Permanent
103	457	Chief Executive	Support Service	HR - Staff information	Contains: Records relating to the appointment,	Permanent
104	458	Chief Executive	Support Service	Ideas Aloud reports- app	Contains: Record of details of ideas from staff	3yrs
105	459	Chief Executive	Support Service	Service review documen	Contains: Records relating to the planning for	7yrs
106	461	Chief Executive	Support Service	Best practice and guidar	Contains: Created externally in relation to a	7yrs
107	462	Chief Executive	Support Service	Corporate strategies	Contains: IMS; customer services performance	7yrs
108	463	Chief Executive	Support Service	Core strategies	Contains: Foundation Strategies	7yrs
109	464	Chief Executive	Support Service	Research documents	Contains: Specific project; evidence of decision	3yrs
110	???	Chief Executive	Support Service	Ideas aloud reports- not	Contains: Record of details of ideas not approved	3yrs
111	202	Communication	Communications	Press releases	Contains: Press releases created by the council	3yrs
					Contains: Details of all communication activities	
					that have taken place regarding particular service-	
112	203	Communication	Communications	Communications Plans	-led projects across the council; also contains	3yrs
					Contains: Project details and strategies created	
					by the council in regard to partnership working	
113	204	Communication	Communications	Communications strateg	(for police, NHS, PCT etc); also contains	3yrs
					Contains: Records relating to the planning for	
114	206	Communication	Communications	Internal Comms strategy	the provision of services as provided by the	3yrs
					Contains: Borough briefing is for all staff and the	
115	207	Communication	Communications	Borough briefing	public to understand the complexities of services	3yrs
116	208	Communication	Communications	In Touch - internal public	Contains: A newsletter/briefing for all internal	3yrs

117 210	Communication	Communications	Media enquiries	Contains: Log on One Bromley of all questions and answers regarding media enquiries from	3yrs
118 211	Communication	Communications	Photographs and digital	Contains: Various historical and current publications and reference material regarding projects created by the Communications Team	3yrs
119 213	Communication	Communications	Comms - leaflets and pc	Contains: Organised in Committee Files - in	3yrs (then offer to Archivist)
120 214	Communication	Communications	Press cuttings	Contains: Manuals, including policies regarding	3yrs
121 99	Human Resources Division		HR procedure	Contains: For non-corporate training eg	Permanent
122 102	Human Resources Division		Training case files	Contains: Applications from candidates; comments of board; sift details; interview sheets;	Keep for 6 years
123 103	Human Resources Division		Recruitment files by job	Contains: Includes job descriptions, person	6mths (unless non-EU national, then retain perm
124 104	Human Resources Division		Job evaluation	Contains: Statistical information to	Permanent
125 105	Human Resources Division		Management information	Contains: This is about leavers in departments (their supervision notes are sent from the	5yrs
126 106	Human Resources Division		Management information	Contains: Staff health reports	Permanent
127 107	Human Resources Division		Occupational health - c	Contains: Return for national pension scheme for	Permanent
128 108	Human Resources Division		Annual teachers service	Contains: Returns on social workers and staff	Permanent
129 109	Human Resources Division		Social workers and schc	Contains: One-off reports prepared in response to particular Fol requests made to the council	Permanent
130 110	Human Resources Division		FOI requests - reports	Contains: Equal Opportunities/Diversity Group	3yrs
131 113	Human Resources Division		Corporate opportunities	Contains: Departmental representatives and	3yrs
132 114	Human Resources Division		Departmental/trade unio	Contains: Investor in People - Minutes regarding investing in people across various business	5yrs
133 115	Human Resources Division		Investors in People Gro	Contains: Investor in People - Associated paperwork regarding investing in people across	3yrs
134 116	Human Resources Division		Investors in People Gro	Contains: Minutes and recorded decisions made	3yrs
135 117	Human Resources Division		Health and safety - corr	Contains: Minutes and recorded decisions made	7yrs
136 118	Human Resources Division		Health and safety - com	Contains: Single Status pay and grading review analysis and background papers and policy	7yrs
137 120	Human Resources Division		Single status pay and gr	Contains: Environmental services departmental	Permanent
138 121	Human Resources Division		Training panels	Contains: A range of documentation from letter of acceptance of role; contract; personal reports;	7yrs
139 123	Human Resources Division		Personal files	Contains: Personal, Post information. Job	Permanent
140 124	Human Resources Division		HR database	Contains: Tell Liberator when changes that affect individual's pension. Use to seek pension and	Permanent
141 125	Human Resources Division		Pensions database	Contains: Record of when carried out and on	Permanent
142 126	Human Resources Division		CRB check database	Contains: Spreadsheet for those not EU nationals	Permanent
143 127	Human Resources Division		Right to live and work ct	Contains: Kept for employment tribunals	Permanent
144 128	Human Resources Division		Consultancy case work	Contains: On the day, 3 month evaluation, in-	Permanent
145 129	Human Resources Division		Training evaluation	Contains: Associated paperwork for all staff	3yrs
146 134	Human Resources Division		Personal files - schools		Permanent

			Contains: Key documentations for the way we adhere to health and safety within Bromley Council; associated guidance material from	7yrs
147 135	Human Resources Division	Health and Safety - poli	Contains: Details of Health and Safety inspections that have taken place across the	Permanent
148 136	Human Resources Division	Health and safety - insp	Contains: Details of all accidents that have taken	Permanent
149 137	Human Resources Division	Accident forms	Contains: Records relating to job descriptions	Permanent
150 898	Human Resourc	Word Processing	Contains: Cooperate training plan- annual.	3yrs
151 ???	Human Resources Division	Young people files	Contains: CRB certificate for LBB employees	Permanent
152 ???	Human Resources Division	CRB certificate	Contains: Date/duration; type of exposure.	40yrs
153 ???	Human Resources Division	Young people files-other	Contains: Date/duration; type of exposure.	40yrs
154 ???	Human Resources Division	Exposure to group 3 & 4	Contains: Date/ duration; type of exposure.	5yrs
155 ???	Human Resources Division	Exposure that may lead	Contains: Date/duration; type; nature & result of	5yrs
156 ???	Human Resources Division	Maintenance examinatic	Contains: Date/duration; type of exposure and	Permanent
157 ???	Human Resources Division	Exposure monitoring rec	Contains: Record of drill test or inspection.	2yrs
158 ???	Human Resources Division	Electrical, gas, water an	Contains: Name of attendee; date and title of	5yrs
159 ???	Human Resources Division	H & S training records	Contains: PPE regs.	6yrs
160 ???	Human Resources Division	Issue of personal protec	Contains: Health and safety consultation with	5yrs
161 ???	Human Resources Division	Safety committee minut	Contains: A brief description of the works carried out and completed; Residual hazards and how they have been dealt with (for example, surveys or other information such as buried services, Asbestos etc); Key structural principles incorporated in the design if the structure (i.e. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and / or roofs, particulate where these may preclude placing	Permanent
162 ???	Human Resourc	Health and Safety CDM	Contains: Individual staff level data since 2009 for every member of staff in Bromley schools.	Permanent
163 ???	Human Resources Division	Young people files-other	Contains: Email accounts for past employees	1 month
164 ???	Human Resourc	Organisational Dev	Contains: For any generic project in OIP. Sets	7yrs
165 577	Organisational Improvement	Email accounts	Contains: Report may be briefing document or may require decisions or recs to improvement	7yrs
166 578	Organisational Improvement	Scoping document and t	Contains: What; How much; When; Why; How	7yrs
167 579	Organisational Improvement	Report	Contains: If they do the work contains finance /	7yrs
168 580	Organisational Improvement	Business case	Contains: Complaints register; phone calls; e-	Ongoing until closure of system, plus 3 years
169 934	Organisational Improvement	Project doc	Contains: Records relating to the individuals who	7 years
170 147	Access and Inclusion	Respond database	Contains: Assessments, other reports, basic	Date of birth plus 26yrs
171 150	Access and Incl	Student Loans - case file	Contains: Records relating to the individuals who	Date of birth plus 26yrs
172 151	Access and Incl	Sensory support	Contains: Records relating to the individuals who	Permanent
173 155	Access and Inclusion	Specialist Support	are provided support by the Council; Looked after	Permanent
		Case files		
		Disabled Children - look		

			Contains: Records relating to the individuals who	
174	156	Access and Inclusion	Disabled Children - Plac	are provided support by the Council; social care
175	157	Access and Inclusion	Bromley Children and F	Contains: Case workers and individual services,
176	158	Access and Inclusion	Children and family cent	Contains: Services, case workers
			Contains: Database for managing education	
177	159	Access and Inclusion	Capita One	programme; includes a module on child support
178	468	Access and Inclusion	Exclusion records	Contains: Details of exclusions from schools
			Contains: This may include the Referral form,	
			Case Notes, Correspondence, Court Summons	
			or Legal Papers, Attendance Reports,	
179	474	Access and Incl	Education Welfare	Student File
			Attendance Reports, ASBO, Case Conference	Date of birth plus 26yrs
180	679	Access and Incl	Education Welfare	Home educated - by par
			Contains: Annual check by Education Welfare	Date of birth plus 26yrs
181	700	Access and Incl	Education Welfare	Child protection training
			Contains: Attendance register; training for school	Permanent
182	709	Access and Incl	Education Welfare	Finance data
			Contains: Purchase Orders	7yrs
183	712	Access and Incl	Education Welfare	Child employment permi
			Contains: Application form and photo (permit only	5yrs
			Contains: This may contain the application form,	
184	713	Access and Incl	Education Welfare	Child performance licen
			photo, birth certificate, letters from School and	Permanent
			Contains: This contains the application form,	
185	714	Access and Incl	Education Welfare	Chaperone licence
			Photo and References. CRB check for child	3yrs
186	715	Access and Incl	Management	Personnel files
			Contains: Supervision notes	Permanent
187	717	Access and Incl	Management	Guidance leaflet
			Contains: Information about service general	3yrs following update
188	719	Access and Incl	Management	Policy documents
			Contains: Information about the service	3yrs following update
189	721	Access and Incl	Management	Budgets
			Contains: Records relating to the financial funds	7yrs
			Contains: Referral Form, Test or Assessment	
190	722	Access and Incl	Education Psychol	Student File
			paperwork, Observation Notes, Consultation	Date of birth plus 26yrs
191	723	Access and Incl	Education Psychol	School files
			Contains: This may contain Record of planning	7yrs
192	724	Access and Incl	Management	Personnel files
			Contains: Supervision notes	Permanent
193	729	Access and Incl	Management	Guidance leaflet
			Contains: Information leaflets	3yrs following update
194	732	Access and Incl	Management	Policy documents
			Contains: Information about CYP policy changes	3yrs following update
195	734	Access and Incl	Management	Budgets
			Contains: Records relating to the financial funds	7yrs
			Contains: Referral form (personal data);	
			Statement of special educational needs;	
196	735	Access and Incl	Special Education	Student file
			Educational placement details; Caseworker	Date of birth plus 26yrs
197	736	Access and Incl	Admissions	School visits
			Contains: Notification from school	3yrs
198	737	Access and Incl	Behaviour Service	Exclusions - permanent
			Contains: Exclusion letter to parent, discussion	7yrs
199	738	Access and Incl	Behaviour Service	Respite centres - altern
			Contains: Admission register; attendance	Permanent
200	739	Access and Incl	Behaviour Service	Hospital tuition
			Contains: Attendance register	Permanent
201	740	Access and Incl	Behaviour Service	Home tutors
			Contains: Attendance register	Permanent
202	741	Access and Incl	Behaviour Service	Home educated
			Contains: Tutor goes to a pupil's home	Permanent
203	742	Access and Incl	Bromley Children F	Creche workers
			Contains: Personnel data (sessional workers) -	Permanent
204	743	Access and Incl	Bromley Children F	Finance
			Contains: Purchase orders/AP2's; maintenance	7yrs
205	759	Access and Incl	Management	Budgets
			Contains: Records relating to the financial funds	7yrs

			Contains: Referral form, case notes, correspondence, court summons or legal papers, attendance reports, ASBO, case conference notes, meeting or review notes and common	Date of birth plus 26yrs
206 767	Access and Incl Education Welfare	Student file - looked after	Contains: Referral form, test or assessment paperwork, observation notes, consultation notes and reports, correspondence (schools; parents),	Date of birth plus 26yrs
207 865	Access and Incl Education Psychol	Student file - looked after	Contains: Individual room risk assessments for Children and Family Centres	
208 ???	Access and Incl Bromley Early Inte	Daily risk assessment fo		
209 770	Learning and Ac BEBP	Educational visits forms	Contains: Form B2.32 - Forms completed by schools to notify LBB of planned school trips	When the youngest child attains an age of 25
210 774	Learning and Ac BEBP	Educational visits co-ord	Contains: Details/names of educational visit co-	When the youngest child attains an age of 25
211 775	Learning and Ac BEBP	Educational visits co-ord	Contains: Details of training received by	When the youngest child attains an age of 25
212 776	Learning and Ac BEBP	Educational Visits Signif	Contains: Details of significant incidents that	When the youngest child attains an age of 25
213 779	Learning and Achievement	Educational visits trip re	Contains: Educational visits trip registration	When the youngest child attains an age of 25
214 782	Learning and Ac Standards & Achiv	Advice - LBB duty of car	Contains: Record of advice offered to schools over the phone or by e-mail, covering a variety of	5yrs
			Contains: A home grown database which helps the Local Authority team locate the information easily when necessary. This is not a supported	
215 788	Learning and Ac BEBP	Educational visits datab		When the youngest child attains an age of 25
216 848	Learning and Ac BEBP	Local authority procedur	Contains: Details of working with the local	7yrs
217 849	Learning and Ac Standards & Achiv	Documents for training u	Contains: Documents for training use and as	3yrs
218 850	Learning and Ac Standards & Achiv	Information on providers	Contains: Details of what courses covers, e.g.	3yrs
			Contains: Details to help plan/ consider new	
219 851	Learning and Ac Standards & Achiv	Reference/ advertising n	courses including sector based information e.g.	3yrs
220 852	Learning and Ac Standards & Achiv	Project files	Contains: Details of specific courses and arrangements of courses, for adults working with	3yrs
			Contains: Training records for individuals	
221 853	Learning and Ac Standards & Achiv	Training records	receiving training that work with children; staff	Permanent
222 854	Learning and Ac Standards & Achiv	ICT manuals	Contains: Related to team specific databases	7yrs
			Contains: Details on work experience,	
223 855	Learning and Ac Standards & Achiv	Details of co-ordinators i	educational visits and flexible learning includes	3yrs
			Contains: Form D, Form C, Form B for regular	
224 856	Learning and Ac BEBP	Education visits adminis	repeat visits all other form Bs held in Admissions	Permanent
			Contains: Details of agreements with schools	
225 859	Learning and Ac BEBP	Agreements	related to provision of courses by Bromley 14-	3yrs
			Contains: Student files (filed by school) details of student attending flexible learning programme	
226 860	Learning and Ac BEBP	Student files	courses, extended work experience, specialised	Permanent
227 861	Learning and Ac BEBP	Information on compani	Contains: Details on company including visit	Permanent

			Contains: Information about people who have offered to be mentors or volunteer in schools.	
228 862	Learning and Ac BEBP	Mentor and volunteer re	Includes copies of CRB forms completed, CRB	Permanent
229 863	Learning and Ac Standards & Achiv	Finance information, ord	Contains: All financial information; contracts and	Permanent
			Contains: TOIL/flexi sheet; copy of annual leave record; monthly supervision record; progress reports; evaluation of Professional Practice	7yrs
230 ???	Learning and Ac Bromley Youth Su	Staff files	Contains: Contact sheets; contains sensitive information; LAC; residential home, mother in	Permanent
231 ???	Learning and Ac Bromley Youth Su	Young people files	Contains: Assessment profiles (APIR), referral forms; review notes and outcomes; personal development plans; confidentiality agreements;	Permanent
232 ???	Learning and Ac Bromley Youth Su	Young people files-other	Contains: Application Form; Contract; Variation to	Permanent
233 ???	Learning and Ac Bromley Youth Su	CVSO grant funded proj	Contract letter; Contract Delivery Plan; Contains: Application form; Scoring form; Letters of confirmation of contract; Signed conditions	7yrs
234 ???	Learning and Ac Bromley Youth Su	LDA grant funded projec	forming part of Contract; Contract Delivery Plan;	7yrs
235 ???	Learning and Ac Bromley Youth Su	LDA contract file 2008-1	Contains: Contract information; meeting notes;	Permanent
236 ???	Learning and Ac Bromley Youth Su	Connexions personal ad	Contains: Rationale behind where Connexions	Permanent
237 ???	Learning and Ac Bromley Youth Su	Local management com	Contains: Meeting minutes for team meeetings	3yrs
238	Learning and Ac Bromley Youth Su	Management team mee	Contains: Meeting minutes for managers	3yrs
239	Learning and Ac Bromley Youth Su	NEET strategy group	Contains: Meeting notes for bids for grants;	7yrs
240	Learning and Ac Bromley Youth Su	Positive activities for yol	Contains: Meeting minutes for meetings chaired	3yrs
			Contains: Meeting notes; letters; emails relating	
241	Learning and Ac Bromley Youth Su	Connexions transition fil	to transfer of statutory duties and staff from	7yrs
242	Learning and Ac Bromley Youth Su	Contracts	Contains: Contratcs on delivery of projects;	Permanent
			Contains: CCIS (client caseload information system) held by connexions south london sub	
243	Learning and Ac Bromley Youth Su	IYSS care	regional unit. It retains data from 6 south london	Permanent
			Contains: CCIS (client caseload information system) held by connexions south london sub	
244	Learning and Ac Bromley Youth Su	Paper copies of IYSS/ C	regional unit. It retains data from 6 south london	6yrs
245	Learning and Ac Bromley Youth Su	Duke of Ediburgh award- youth membership		3 years
246	Learning and Ac Bromley Youth Su	Duke of Ediburgh award	Contains: Parental consent to enrol.	3 years
247	Learning and Ac Bromley Youth Su	Duke of Ediburgh award	Contains: Entry to employment.	3 years
			Contains: Individual pupil level data since 2001	
248 939	Research and Statistics	School census	for each child in Bromley schools. Multiple fields	Permanent
249 941	Research and Statistics	Attendance stats	Contains: Attendance stats at individual pupil	Permanent
250 944	Research and Statistics	Attainment information	Contains: Attainment information at individual	Permanent
251 945	Research and Statistics	Statutory returns	Contains: 5-10 years statutory returns; majority of	Permanent
252 948	Research and Statistics	FoI analysis	Contains: Ad hoc requests	Permanent
253 ???	Research and Statistics	Research and statistics	Contains: Pieces of various research; looked	Permanent
254 867	Safeguarding and Social Care	Foster carers files	Contains: Records of foster carers approved by	Files for foster carers are retained for 15 years a

255 868	Safeguarding and Social Care	Prospective foster/adopt	Contains: Records for prospective foster/adoptive	Retained for 10 years after refusal or withdrawal
256 869	Safeguarding and Social Care	Prospective foster/adopt	Contains: Records for prospective foster/adoptive	Retained until the 75th anniversary of the child's
257 870	Safeguarding and Social Care	Carefirst case records -	Contains: Carefirst case records for looked after	Retained until the 75th anniversary of the child's
258 871	Safeguarding and Social Care	Looked after children file	Contains: Records on children who are looked	Retained until the 75th anniversary of the child's
259 876	Safeguarding and Social Care	Adopters files	Contains: Files relating to a person who is	100yrs (from date of Adoption Order)
260 880	Safeguarding and Social Care	Adoption file	Contains: Records of children who are adopted	100yrs (from date of Adoption Order)
261 886	Safeguarding and Social Care	Birth records counselling	Contains: Information fo adopted adults wishing	100yrs (from date of Adoption Order)
			Contains: Records of children who have been	
262 923	Safeguarding and Social Care	Child protection files	subject of a child protection conference and child	Retained until the 75th anniversary of the child's
263 924	Safeguarding and Social Care	Childrens life story book	Contains: Details of children's life story.	Retained until the 75th anniversary of the child's
264 925	Safeguarding and Social Care	Legal files	Contains: Legal files including 1st Statement	Retained until the 75th anniversary of the child's
265 926	Safeguarding and Social Care	No further action papers	Contains: Referrals into Children's Social Care	18yrs (plus 8yrs after child's 18th birthday)
			Contains: Records of where children's social care	
266 932	Safeguarding and Social Care	Supervised contact files	supervised a child's contact with a parent or other	Retained until the 75th anniversary of the child's
267	Safeguarding and Social Care	Children in need files	Contains: Records of Children in need (not	18yrs (plus 8yrs after child's 18th birthday)
268 160	Strategy and Performance	YOIS youth offending in	Contains: Details of youth offenders; with	Permanent
269 265	Strategy and Performance	Sentinel recording syste	Contains: If there is a racial element to bullying at	Permanent
270 267	Strategy and Performance	QES youth services sys	Contains: Details of youth services provided by	Permanent
271 269	Strategy and Performance	Connections 14-19 data	Contains: Database system to manage services	Permanent
			Contains: Breakdown of statistical information	
272 270	Strategy and Performance	Statistical data (from sys	relating to the work of the Children and Young	Permanent
			Contains: Records relating to the planning for	
273 271	Strategy and Performance	Children's plan	the provision of services as provided by the	Permanent
			Contains: Details of the provision of information	
274 272	Strategy and Performance	Information provision, tr	and training to all staff within the Children and	7yrs
275 273	Strategy and Performance	Access databases - tea	Contains: School workforce census; with names	Permanent
276 275	Strategy and Performance	Internal management m	Contains: Minutes and recorded decisions made	3yrs
277 276	Strategy and Performance	Mailing lists	Contains: CYP database; Councillors; Staff;	Permanent
278 277	Strategy and Performance	Workforce Develop	Improvement and efficie	7yrs
279 279	Strategy and Performance	Workforce Develop	Schools circulars - guide	3yrs
280 403	Strategy and Performance	Workforce Develop	Staff files	7yrs
281 406	Strategy and Performance	Workforce Develop	Staff - database	Permanent
282 407	Strategy and Performance	Workforce Develop	Governors - database	Permanent
			Contains: Database detailing the Govenors of	
			Contains: Database that details the Chairs	
283 410	Strategy and Performance	Workforce Develop	Chairs of Governors - d	Permanent
284 411	Strategy and Performance	Workforce Develop	Local councils - databas	Permanent
285 412	Strategy and Performance	CYP lists	Contains: Establishment list; internal telephone	3yrs
286 413	Strategy and Performance	Job descriptions and pe	Contains: Records relating to the appointment,	Permanent
			Contains: First identifiable personal information	
			for members of the public who come into contact	
			with children at family centres; incl names, date	
287 933	Strategy and Performance	Information System	Management informati	3yrs
288 936	Strategy and Performance	Education management	Contains: Details of the system that manages the	Permanent

289	?	Customer and Support Services	Impress banking account	Contains: Department petty cash accounts; ESD have their own cheque books etc which my team	7yrs
290	79	Customer and Support Services	Procedure records	Contains: Processes (procedures) cancellation and default scenarios for using Environment's	3yrs
291	80	Customer and Support Services	Prosecution files	Contains: If client has not paid, a bailiff receives details of the person owing the council funds;	7yrs
292	81	Customer and Support Services	Physical evidence	contains forms and warrant details; Appeals,	3yrs
293	891	Customer and S Word Processing	Child protection files	Contains: Various signature-based documents;	Retained until the 75th anniversary of the child's
294	892	Customer and S Word Processing	Accident report forms	Contains: Records of children who have been subject of a child protection conference and child	Permanent
295	895	Customer and S Word Processing	Contracts and specificat	including staff accidents; accidents on council	Permanent
296	897	Customer and S Word Processing	Health and safety inspec	Contains: Records relating to contracts awarded by the Council for the provision of specific goods	Permanent
297	899	Customer and S Word Processing	Letters	Contains: Documents on health and safety inspection carried-out to ensure contract with	Permanent
298	901	Customer and S Word Processing	Mailmerge lists	Contains: General letters produced by the council	3yrs
299	902	Customer and S Word Processing	Business continuity/maj	Contains: List of groups of residents; schools etc	Permanent
300	903	Customer and S Word Processing	Procedure manual	Contains: Records relating to how the council will react to any given catastrophe or major incident;	Permanent
301	?	Customer and S -	Permit applications	Contains: Records relating to the planning for the	3yrs
302	?	Customer and S -	Blue badge	Contains: Information on parking outside a	3yrs
303	???	Parking Services	Financial records	Contains: Applications with documents to prove a person is unfit (high rate mobility tax fund) and	7yrs
304	82	Public Protection	Database (infectious dis	Contains: Financial records of the income received from parking in various forms of statement, which are reconciled to Liberate	7 years
305	?	Public Protection	Output from Altia softwa	Contains: Database that details occurrences of diseases that require reporting to a central	Permanent
306	86	Public Protection	Public protection docum	Contains: Financial investigation	3 years unless goes to court then 6yrs post conv
307	89	Public Protection	CCTV ASBO and fly tipp	Contains: Records relating to Financial Transactions - committed by a given individual that is subject to investigation by the Council; Individuals' bank statements for financial investigation; Noise recordings - memory sticks .dat Files; Digital photographs - at moment	Permanent
308	92	Public Protection	Strategies, policies and	can't/don't attach into Uniform; Records relating	Permanent
309	95	Public Protection	Consultation responses	Contains: Records relating to visual evidence that	3yrs
310	96	Public Protection	Anti-social case files	Contains: Records relating to the planning for the provision of services as provided by the	3yrs

311	688	Public Protection	Licensing files - premise	Contains: Records relating to licenses as issued	7yrs
312	689	Public Protection	Licensing files - person	Contains: Records relating to licenses as issued	7yrs
313	690	Public Protection	Licensing files - animal	Contains: Records relating to licenses as issued	7yrs
314	583	Street Scene and Waste Services	Waste Services - Collection	Contains: Council owned property managed by third party; records relating to the award,	7yrs (unless under seal, then permanent)
315	584	Street Scene and Area Management	Monitoring eg street cleaning	Contains: Council owned property managed by third party; Council owned property managed by	3yrs
316	585	Street Scene and Area Management	Area Management - minor	Contains: Council owned property managed by third party; records that relate to small or minor	7yrs (unless under seal, then permanent)
317	586	Street Scene and Street Environment	Environmental crimes	Contains: Records relating to the occurrence of	7yrs for all contract related documentation (unless)
318	587	Street Scene and Street Environment	Street Scene - technical	Contains: Links to customer care call centre / temp hiring licences / buskers / vehicular access	3yrs
319	589	Street Scene and Transport and Highways	Road safety	Contains: Cycle training / advance driving / car seat fitting training (ie to Halfords (or the like)	3yrs
320	594	Street Scene and Parks and Greens	Consultation documents	Contains: Public consultations undertaken across	3yrs
321	596	Street Scene and Divisional	Contracts	Contains: Records relating to contracts awarded by the Council for the provision of specific goods	7yrs (unless under seal, then permanent)
322	598	Street Scene and Divisional	Health and safety	Contains: Health and Safety documentation,	Permanent
323	599	Street Scene and Area Management	Planned maintenance	Contains: Planned maintenance taking place or	7yrs
324	681	Street Scene and Waste services	Waste services - disposal	Contains: Records relating to the award, monitoring and enforcing of contracts awarded by	7yrs (unless under seal, then permanent)
325	682	Street Scene and Waste services	Waste services - recycling	Contains: Documents specific to waste recycling	3yrs
326	683	Street Scene and Area Management	Minor works	Contains: Schedule of rates items, i.e. reports,	7yrs (unless under seal, then permanent)
327	685	Street Scene and Street Environment	Public rights of way	Contains: Maps of public rights of way, related documentation inc reports, works done and	Permanent
328	686	Street Scene and Street Environment	Street environment - nuisance	Contains: Related documentation including reports, investigations, works done and contract	7yrs (unless under seal, then permanent)
329	687	Street Scene and Street Environment	Street environment - maintenance	Contains: Related documentation inc reports,	7yrs (unless under seal, then permanent)
330	794	Street Scene and Parks and Greens	Local authority procedures	Contains: Details of working with the local	7yrs
331	795	Street Scene and Parks and Greens	Arboricultural contract	Contains: Contracts for services that deal with trees, shrubs or bushes for which the Council has	7yrs (unless under seal, then permanent)
332	796	Street Scene and Parks and Greens	Playgrounds contract	Contains: Records relating to the award, monitoring and enforcing of contracts awarded by	7yrs (unless under seal, then permanent)
333	797	Street Scene and Parks and Greens	Security contract	Contains: Records relating to the award, monitoring and enforcing of contracts awarded by	7yrs (unless under seal, then permanent)
334	798	Street Scene and Parks and Greens	Minor contracts	Contains: Records relating to the award, monitoring and enforcing of contracts awarded by	7yrs (unless under seal, then permanent)
335	800	Street Scene and Parks and Greens	Park accidents - insurance	Contains: Information about accidents that have taken place in Bromley-owned parks and green	Permanent
336	801	Street Scene and Parks and Greens	Parks strategy consultation	Contains: Records relating to the planning for	3yrs
337	802	Street Scene and Parks and Greens	Floral bedding contract	Contains: Records relating to contracts awarded by the council for the provision of specific goods	7yrs (unless under seal, then permanent)

338 803	Street Scene and Parks and Greenspace Sponsorship contract	Contains: Records relating to contracts awarded by the council for the provision of specific goods	7yrs (unless under seal, then permanent)
339 804	Street Scene and Parks and Greenspace Parks and Greenspace	Contains: Team meeting minutes specific to	3yrs
340 805	Street Scene and Parks and Greenspace Sponsorship and grants	Contains: Grants applied for	3yrs
341 806	Street Scene and Street Environment Contracts - rights of way	Contains: Records relating to contracts awarded by the Council for the provision of specific goods	7yrs (unless under seal, then permanent)
342 807	Street Scene and Street Environment Contract - nuisance vehicles	Contains: Records relating to the service to	7yrs (unless under seal, then permanent)
343 808	Street Scene and Street Environment Street traders' files	Contains: Documents recording details of all street traders, their registered trading	3yrs
344 809	Street Scene and Street Environment Bromley charter market	Contains: Records relating to traders that are	3yrs
345 810	Street Scene and Street Environment Bromley town centre market	Contains: Records relating to traders that are	3yrs
346 811	Street Scene and Street Environment Fixed penalty notices	Contains: Records relating to the occurrence of	7yrs
347 812	Street Scene and Street Environment Temporary highway licences	Contains: Links to customer care call centre /	3yrs
348 813	Street Scene and Street Environment Divisional correspondence	Contains: Letters received by members of the	3yrs
349 814	Street Scene and Street Environment Public liability claims	Contains: Public liability claims received from the	7yrs after public obligation complete
350 815	Street Scene and Street Environment Prosecutions	Contains: Records relating to the occurrence of	7yrs
351 816	Street Scene and Street Environment Road adoptions	Contains: Maps of road adoptions	Permanent
352 817	Street Scene and Street Environment Weighbridge	Contains: Financial documents, tonnage,	Permanent
353 818	Street Scene and Street Environment Land registry searches	Contains: Log of all land registry searches carried	Permanent
354 819	Street Scene and Street Environment Fly-tipping reports	Contains: Volume of fly tipping reports carried out, number issued as schedule of rates,	3yrs
355 820	Street Scene and Street Environment Temp staff appointments	Contains: Staff documentation for temporary	7yrs
356 821	Street Scene and Street Environment Online ordering	Contains: Iproc orders and receipts	7yrs
357 822	Street Scene and Street Environment Contractor payments	Contains: Records relating to payments that are	7yrs (unless under seal, then permanent)
358 823	Street Scene and Street Environment Customer reports	Contains: Volume of customer enquiries	3yrs
359 824	Street Scene and Street Environment Purchasing card	Contains: Records relating to Financial	7yrs
360 825	Street Scene and Area Management Contract documents/tenders	Contains: Street cleansing contract and tender	7yrs (unless under seal, then permanent)
361 826	Street Scene and Area Management Progress meetings - contracts	Contains: Records relating to contracts awarded by the Council for the provision of specific goods	7yrs (unless under seal, then permanent)
362 828	Street Scene and Area Management DMT notes/team meetings	Contains: Minutes and recorded decisions made	3yrs
363 830	Street Scene and Area Management Policy documents	Contains: Records relating to policies and procedures as used by the Council to provide	3yrs
364 831	Street Scene and Area Management Projects (BBB)	Contains: Ad hoc projects undertaken by area	3yrs
365 832	Street Scene and Area Management Staffing matters	Contains: Records relating to the appointment,	7yrs
366 833	Street Scene and Area Management Winter service - plans	Contains: Winter service policy relating to	3yrs
367 834	Street Scene and Area Management Drain clearing development	Contains: Records relating to the improvement of	7yrs (unless under seal, then permanent)
368 835	Street Scene and Area Management Street cleansing development	Contains: Records relating to the improvement of	7yrs (unless under seal, then permanent)
369 836	Street Scene and Area Management Highway maintenance development	Contains: Records relating to the improvement of	7yrs (unless under seal, then permanent)
370 837	Street Scene and Area Management Street friends	Contains: Project Plan, supporting documentation	3yrs
371 838	Street Scene and Area Management Commercial literature	Contains: Applications for vehicle crossovers etc	3yrs
372 839	Street Scene and Area Management FCMG meetings/documents	Contains: Minutes and recorded decisions made	3yrs
373 840	Street Scene and Area Management Enforcement matters	Contains: Enforcement related documents,	7yrs (unless under seal, then permanent)
374 841	Street Scene and Area Management Process mapping	Contains: All processes are mapped using	3yrs

375	Street Scene and Waste services	Waste tonnage info	Contains: Monthly data citing waste tonnages for collection and disposal - reporting quarterly to	7yrs
376	Street Scene and Waste services	Waste audits	Contains: Waste audit documents	7yrs
377	Street Scene and Waste services	Tender records	Contains: Tendering documents for waste	3yrs
378	Street Scene and Waste services	Internal audit docs	Contains: Internal audit documents.	7yrs
379	Street Scene and Waste services	Procedure guidance	Contains: Procedure manuals/telephone	3yrs
380	Street Scene and Waste services	Coney Hill contract	Contains: Records relating to the award, monitoring and enforcing of contracts awarded by	7yrs for all contract related documentation (unless
381	Street Scene and Waste services	Coney Hill contract tend	Contains: Coney Hill Contract for landfill.	3yrs
382	Street Scene and Divisional	Divisional business cont	Contains: Divisional business continuity plan.	3yrs
383	Street Scene and Divisional	Divisional service plan	Contains: Divisional service plan.	3yrs
384	Street Scene and Divisional	Divisional portfolio plan	Contains: Divisional Portfolio Plan.	3yrs
385	Street Scene and Divisional	Divisional risk assessme	Contains: Divisional risk assessments.	3yrs
386	Street Scene and Divisional	Divisional fire risk asses	Contains: Divisional fire risk assessment.	3yrs
387 ???	Transport and H Network Managem	Road Safety - accidents	Contains: Reports on road traffic accidents	7yrs
388 590	Transport and H Transport	Traffic	Contains: Implementing Improvements; traffic	7yrs
389 591	Transport and H Network Managem	Transport and highways	Contains: Maps; maintenance of roads; ownership of rights of way; private roads (they	Permanent
390 592	Transport and H Network Managem	Transport and highways	Contains: Co-ordinating holes ie digging the streets up by Bga; maintain list of assets;	7yrs
391 593	Transport and H Transport	Transport and highways	Contains: Mayors plan; bids for funding from TFL	7yrs
392 ???	Transport and H Network Managem	New Roads and Street v	Contains: Sheets of paper giving details of	6yrs
393 ???	Transport and H Network Managem	New Roads and Street v	Contains: Details of the inspection conducted; outcome; pass; fail; who it belongs to and	6yrs
394 ???	Transport and H Network Managem	New Roads and Street v	Contains: Copies of public liability etc and	6yrs
395 91		Committee reports	Contains: Minutes and recorded decisions made	Permanent
396 122		Performance appraisal (Contains: Generic documentation across all business areas; sets direction for individuals in	7yrs
397 209		Communications - Depa	Contains: A newsletter for each department with internal information relevant to all staff within the	3yrs
398 342		Leave cards	Contains: The cards used by a manager and a member of their staff to ensure that leave has	7yrs
399 344		Team meeting minutes	Contains: Minutes and recorded decisions made	3yrs
400 345		Freedom of Information	Contains: Replies to Freedom of Information (FoI) enquiries - whether received verbally,	3yrs
401 346		Finance records	Contains: Records relating to Financial Transactions of students; iprox receipts; credit	7yrs
402 358		Criminal Records Board	Contains: Employee enhanced CRB check -	Permanent
403 382		Reference information	Contains: Reference information; pamphlets;	3yrs
404 427		Contract files	Contains: Records relating to contracts awarded by the Council for the provision of specific goods	Termination of contract + 12yrs
405 ???		Finance	Contains: Records relating to financial	7yrs
406 610		Routine staff corresponc	Contains: Relates to appointment and conduct of	Permanent

407 928		Procedures	Contains: Background information on auditable areas of a department's work ie information	3yrs
408		Committee papers - Bac	Contains: Background papers	6yrs
409 347	Adult Education BAEC	Audit Internal / External	Contains: Records relating to both the internal or external audits performed on the organisation;	7yrs
410 348	Adult Education BAEC	Complaints and complir	Records relating to complaints or compliemnts received by the Council in relaton to services	3yrs
411 350	Adult Education BAEC	Funding (skills funding a	Contains: Records Relating to the level of funds available to the Council from LSC and Skills	7yrs
412 351	Adult Education BAEC	Individual Learner Reco	Contains: Personal details on courses student	7yrs
413 352	Adult Education BAEC	Governor Mgt Statemen	Contains: Paperwork/ Minutes kept by an	7yrs
414 353	Adult Education BAEC	Finance and General Pu	Contains: Minutes and recorded decisions made by the given board, panel or group; subgroup of	7yrs
415 354	Adult Education BAEC	Minutes and Agenda	Contains: SMT senior management system	5yrs
416 355	Adult Education BAEC	Finance Control and Mo	Contains: About feedback to the former Learning	7yrs
417 356	Adult Education BAEC	Tutors personal files - er	Contains: Written reports on strengths and	7yrs
418 357	Adult Education BAEC	Reports on tutors- Perfo	Contains: The tutors schedule of work eg what courses they teach and how much they get paid	7yrs
419 359	Adult Education BAEC	Nurseries	Contains: Records of children including SEN	Permanent
420 362	Adult Education BAEC	Internal maintenance co	Contains: BAEC responsible for internal	Permanent
421 363	Adult Education BAEC	Reception - visitor's Boo	Contains: Visitor's book with names and	2yrs
422 364	Adult Education BAEC	Outsourced catering	Contains: Lease agreements; till roll; click	7yrs
423 366	Adult Education BAEC	Summer language stude	Contains: Spare classroom accomodation is let	7yrs
424 560	Building Control	Building regulation appli	Contains: Applications to make alterations to	Permanent
425 ???	Building Control	Administration of compe	Contains: Minimum 3 years of hard copy applications. Deficient application files, invalid application, fees, outstanding application, all in filing cabinets. Update box for files waiting to be	Permanent
426 ???	Building Control	Administration of approv	Contains: Letter headed or plain paper, colour	Permanent
427 ???	Building Control	Plan examination under	Contains: Information leaflets, pamphlets and folders includes information on structural	Permanent
428 ???	Building Control	Consultations with the fi	Contains: Application forms, notes and	Permanent
429 ???	Building Control	Site inspections under th	Contains: Building regulations legislation	Permanent
430 ???	Building Control	Associated reporting on	Contains: Building regulations approved	Permanent
431 ???	Building Control	Enforcement of the builc	Contains: British or EN standards, structural	Permanent
432 ???	Building Control	Demolitions	Contains: Building regulation full plans and	Permanent
433 ???	Building Control	Dangerous structures	Contains: Dangerous structure files,	Permanent
434 ???	Building Control	Recharge works for plan	Contains: Initial notice files	Permanent
435 ???	Building Control	Solicitors and public enc	Contains: Customer survey returns, solicitors or	Permanent
436 414	Culture, Libraries and Leisure Divisi	Library database	Contains: Database containing data on library stock (for audit), stock usage, locations and user	Permanent
437 415	Culture, Libraries and Leisure Divisi	Archive database	Contains: Database containing data on archive material, usage, locations and depositor data	Permanent

438 416	Culture, Libraries and Leisure Divisi	Museum database	Contains: Database containing data on museum	Permanent
439 417	Culture, Libraries and Leisure Divisi	Accession/donation acq	Contains: Record of donated items that have been received by a museum or an archive for	Permanent
440 418	Culture, Libraries and Leisure Divisi	Service and collection d	Contains: Documentation planning and implementing service development and	Permanent
441 424	Culture, Libraries and Leisure Divisi	Room hire bookings	Contains: Room hire booking paper work with	7yrs
442 426	Culture, Libraries and Leisure Divisi	Parish record surveys	Contains: Surveys of records held in Anglican Parish Churches which will eventually be	Permanent
443 431	Culture, Libraries and Leisure Divisi	Procurement files	Records relating to procurements.	Keep until warranty or service contract on procur
444 432	Culture, Libraries and Leisure Divisi	Invoices - issue figures	Contains: Records relating to Financial	6yrs
445 434	Culture, Libraries and Leisure Divisi	Financial authorisation	Contains: Records relating to Financial	6yrs
446 437	Culture, Libraries and Leisure Divisi	Publications	Contains: Material produced by the Council for	7yrs (then offer to Archivist)
447 438	Culture, Libraries and Leisure Divisi	Property	Contains: Files relating to property management	Permanent
448 440	Culture, Libraries and Leisure Divisi	Complaints	Contains: Records relating to complaints received by the Council in relaton to services	7yrs
449 441	Culture, Libraries and Leisure Divisi	Insurance	Contains: Insurance contracts and cover details	Length of the insurance policy (or any outstandir
450 442	Culture, Libraries and Leisure Divisi	ICT development - gene	Contains: Details of general correspondence	3yrs (then offer to Archivist)
451 231	Planning Division	Local land charges - see	Contains: Searches regarding land charges	Permanent
452 232	Planning Division	Street naming and numt	Contains: Official record plus property street	Permanent
453 233	Planning Division	Planning files	Contains: Details of planning applications and the	Permanent
454 235	Planning Division	Uniform	Contains: Reports on income and local land	Permanent
455 238	Planning Division	Planning and building cc	Contains: Details of planning and building control	Permanent
456 239	Planning Division	Customer satisfaction re	Contains: Spreadsheet & Report	7yrs, then offer to Archivist
457 240	Planning Division	Planning performance re	Contains: Details of performance reports for sections within Planning Division to help improve	1yr
458 241	Planning Division	Meeting minutes	Contains: Minutes recording decisions made by the given board, panel or group. Can also	2yrs
459 243	Planning Division	Oracle Uniform address	Contains: Details of addresses for people using	Permanent
460 244	Planning Division	Land charges - register	Contains: A register of land charges for residents	Permanent
461 246	Planning Division	Historic Planning - regist	Contains: Planning Index cards- Planning data (all records of planning applications kept on index cards); Microfiche-drawings with planning data	Permanent
462 680	Planning Division	Child protection training	Contains: Attendance register; training for school	Permanent
463 ???	Planning Division	Affadavits	Contains: Affidavits/ witness statements required for prosecutions e.g in the case of legal proceedings concerning a breach of an effective enforcement noticw. Use a standard format in	4yrs (for building operation) and 10yrs (for chang
464 952	Planning Division	Development Plan	Pre-application correspc business is looking to achieve ie building a new	7yrs

			Contains: Application form; location plan; drawings; photographs taken by applicant; access statement; design statement/ traffic stmt/ Environmental statement; acknowledge letter to applicant; copy of receipt; clarification letters/ response; list of external consultees; external consultation responses; list of internal	
465 ???	Planning Division	Development Plan	Planning files- archived	Permanent
466 ???	Planning Division		Customer satisfaction re	Permanent
467 ???	Planning Division		Planning appeals	Permanent
			Contains: Refused applications- exercise to right	
			Contains: Written notice from council telling individual/ business to stop building work without	
468 ???	Planning Division		Enforcement notice	Permanent
469 ???	Planning Division		Tree preservation orders	Permanent
470 ???	Planning Division		Conservation area cons	Permanent
471 ???	Planning Division		Listed building consents	Permanent
472 ???	Planning Division		Advertisement consents	Permanent
			Contains: Planning files including current	
473 ???	Planning Division		Planning application files	Permanent
			Contains: planning appeals, conversation area consents,	
			Contains: Planning files including planning	
474 ???	Planning Division		Planning application files	Permanent
			Contains: appeals, conversation area consents, listed	
			Contains: Boxed planning files including planning	
475 ???	Planning Division		Bulk planning files 2005	Permanent
			Contains: appeals, conversation area consents, listed	
			Contains: Boxed planning files including planning	
476 ???	Planning Division		Bulk planning files 2008	Permanent
477 ???	Planning Division		Historic delegation agen	Permanent
478 ???	Planning Division		Planning decision notice	Permanent
479 ???	Planning Division		Historic plans sub-comr	Permanent
480 ???	Planning Division		Microfilmed planning file	Permanent
481 ???	Planning Division		Drum cards	Permanent
482 ???	Planning Division		Biggin Hill airport files	Permanent
483 ???	Planning Division		Pre 1965 Orpington plan	Permanent
484 ???	Planning Division		Journal of planning law	Permanent
485 ???	Planning Division		Microfilmed planning file	Permanent
486 ???	Planning Division		Pre 1965 Bromley, Beck	Permanent
487 1	Property Division	Valuation and Esta	Applications - leases, lic	Permanent
488 3	Property Division	Valuation and Esta	Certificates of Approval	Permanent
			Contains: Records relating to contracts awarded	
489 4	Property Division	Valuation and Esta	Conditions of contracts	Permanent
			by the Council for the provision of specific goods	
			Contains: Guides to the installation, use and	
490 7	Property Division	Valuation and Esta	Installation manuals	Permanent
491 8	Property Division	Valuation and Esta	Land acquisitions	Permanent
492 9	Property Division	Valuation and Esta	Lease agreements	Permanent
493 11	Property Division	Valuation and Esta	Objections	Permanent
			Contains: Objections to housing applications	

494	12	Property Division	Valuation and Estate Particulars of Sale	Contains: Particulars of Sale Documents	Permanent
495	13	Property Division	Valuation and Estate Plans	Contains: Valuation plans	Permanent
496	14	Property Division	Valuation and Estate Project files	Contains: Project Files - Building Projects,	Permanent
497	16	Property Division	Valuation and Estate Rental expenditure authority	Contains: Records relating to Financial	Permanent
498	18	Property Division	Valuation and Estate Requests for Work	Contains: Templates and e-mail requests for	3yrs
499	20	Property Division	Valuation and Estate Valuation Lists	Contains: List of valuations by house	Permanent
500	21	Property Division	Valuation and Estate Valuation Queries	Contains: List of valuation queries	Permanent
501	22	Property Division	Valuation and Estate Work orders	Contains: Requests; with financial information	7yrs
502	215	Property Division	Cyclical maintenance	Contains: Service and Inspection - Regular and	Permanent
				Contains: Service and Inspection - Emergency	
503	216	Property Division	Reactive maintenance	and unplanned maintenance; Contract/service	Permanent
504	217	Property Division	Maintenance records	Contains: Individual property files (facilities	Permanent
505	218	Property Division	Planned maintenance	Contains: Project files (include valuation papers -	Permanent
				Contains: Details of maintenance activities taken	
506	219	Property Division	Maintenance database	place within Bromley Council; Establish	Permanent
507	223	Property Division	Global planning	Contains: Decision-making, reports and	Permanent
				Contains: Database that records work done by or	
508	226	Property Division	Facilities management	to be done to maintain premise or property	Permanent
				Contains: Records relating to complaints or	
509	229	Property Division	Complaints and Complaints	complaints received by the Council in relation to	5yrs
510	230	Property Division	Maps and Plans	Contains: Details of property maps inside and	Permanent
				Contains: Details of tenders that companies have	
511	???	Property Division	Tender documentation	- submitted as part of a public finance initiative but	Termination of contract + 12yrs
512	566	Sport leisure and recreation	Council property/third party	Contains: Council owned property managed by	Permanent
				Contains: Plans and drawings relating to sports	
513	568	Sport leisure and recreation	Plans/drawings	and leisure facilities held under the Renewal and	Permanent
514	574	Sport leisure and recreation	Budgets	Contains: Records relating to the financial funds	7yrs
515	281	Councillors	Democratic Support Annual Report (getting it	Contains: Public document; stats; committee	Permanent
516	282	Councillors	Democratic Support Ombudsman Case Paper	Contains: Legal Paperwork; complaints and	12yrs
517	284	Councillors	Democratic Support Standards (complaints and	Contains: Complaints from anybody based on the	Permanent
518	285	Councillors	Democratic Support Decision Notices	Contains: From Standards above; public	Permanent
				Contains: Anyone who lives, works and studies in	
519	286	Councillors	Democratic Support E-petitions and petitions	the borough can submit a petition. Needs 25	Permanent
				Contains: General working papers; how a	
520	288	Councillors	Democratic Support Members support and in	councillor learns how to do things. Papers	7yrs
521	289	Councillors	Democratic Support Acceptance of office for	Contains: Councillors sign to do the job; abide by	7yrs
522	290	Councillors	Democratic Support Declaration on party gro	Contains: A councillor declares which party or	7yrs
523	291	Councillors	Democratic Support Declaration of Interest F	Contains: A councillor declares which party or	7yrs
524	292	Councillors	Democratic Support Declaration of interest re	A large paper document of aggregated paper	Permanent
525	293	Councillors	Democratic Support Councillor information fo	Contains: Biographical; contact details; phone	7yrs
526	295	Councillors	Democratic Support Standard attendance list	Contains: Attendance by councillors at standard	7yrs
				Contains: Records relating to Financial	
527	296	Councillors	Democratic Support Remuneration of Council	Transactions by councillors; spreadsheets	7yrs

528 297	Councillors	Democratic Service Related Party Transactions	Contains: Councillors have to declare contractual	Permanent
529 298	Councillors	Democratic Service Appointment to outside	Contains: Appointments of Councillors to bodies that are not resident within Council Boundaries, Contains: Council / policy development & scrutiny / executive / portfolio with decision sheets/ sub-	Permanent
530 299	Councillors	Democratic Service Meetings - formal paper	Contains: Details of standards assessment	Permanent
531 300	Councillors	Democratic Suppo Standards assessments	Contains: Minutes and recorded decisions made	Permanent
532 301	Councillors	Democratic Service Adoption panels	Contains: Members application panels; interview	Permanent
533 302	Councillors	Democratic Service Councillor/member Inter	Contains: Appeals made to Councillors; personal	Permanent
534 303	Councillors	Democratic Service Appeal	Contains: SEN admissions or exclusions	Permanent
535 304	Councillors	Democratic Service Education appeal	Contains: Minutes and recorded decisions made by the given board, panel or group. Available on	Permanent
536 305	Councillors	Democratic Service Signed minutes paper	Contains: Background manual in creating an FOI	3yrs
537 306	Councillors	Democratic Suppo Agenda and backing pa	Contains: Constitution; How the council is run; public rolling document; financial regulation; has	Permanent
538 309	Councillors	Democratic Service Council - constitution	Contains: Database of all Freedom of Information	Permanent
539 311	Councillors	Democratic Suppo FOI database FIRM req	Contains: Complaints stats; from departments	Permanent
540 312	Councillors	Democratic Service Statistical returns	Contains: Minutes and recorded decisions made by the given board, panel or group. Available on	Permanent
541 ???	Councillors	Democratic Service Signed minutes paper	Contains: Final stage of complains from anybody	7yrs
542 280	Democracy and	Democratic Suppo Stage 3 complaints Rec	Contains: Records relating to all births registered in the geographical location for the Council has	Permanent
543 23	Democratic and	Registrars Section Birth registrations	Contains: Deaths within LBB; death register;	Permanent
544 24	Democratic and	Registrars Section Death registrations	Contains: Licensing of venues for ceremonies; correspondence and details; information space;	Permanent
545 28	Democratic and	Registrars Section Licence information	Contains: Budget Information; income;	Permanent
546 30	Democratic and	Registrars Section Finance Info	Contains: Team minutes; return to work;	6mths
547 313	Democratic and	Customer Contact Correspondence - gene	Contains: Invoices for ervices ordered eg IT work	7yrs
548 314	Democratic and	Customer Contact Correspondence - financ	Contains: Records relating to Financial	7yrs
549 315	Democratic and	Customer Contact Receipt books	Contains: Details of trees with a historical	Permanent
550 317	Democratic and	Customer Contact Tree preservation order	Contains: Electronic marriage, births, deaths and	Permanent
551 318	Democratic and	Registrars Section Registers (electronic fro	Contains: Records held on OneBromley relating	Permanent
552 330	Democratic and	Bromley Knowledg Infrastructure training	Contains: Records relating to policies and	Permanent
553 331	Democratic and	Bromley Knowledg Policy - advertising on th	procedures as used by the Council to provide	Permanent
554 332	Democratic and	Bromley Knowledg Web pages dynamic	Contains: Accessibility policy; dynamically	7yrs
555 334	Democratic and	Bromley Knowledg Paper copies of all conte	Contains: All the content from the website.	3yrs
556 340	Democratic and	Bromley Knowledg Advertising / thlrd party	Contains: Third party invoices held by Resources	7yrs
557 341	Democratic and	Bromley Knowledg Performance and review	Contains: Details of performance and review of teamsites (the Sharepoint application for storing	3yrs
558 343	Democratic and	Bromley Knowledg Project documents	Contains: Platform change documentation;	3yrs
559 368	Democratic and	Customer Contact Parking - permits	Contains: Application Form	3yrs
560 369	Democratic and	Customer Contact Parking - disabled badg	Contains: Appplication Form free parking in the	3yrs
561 370	Democratic and	Customer Contact Parking - fines	Contains: Parking fines	7yrs

562	475	Democratic and Education Welfare	Appointment forms of re	Contains: Forms for appointment of Registrars to	Permanent
				Contains: For registration after 12 months in	
563	477	Democratic and Education Welfare	Registrar General's auth	accordance with sections 7 & 21 of Births and	2yrs
				Contains: Paperwork relating to death register;	
564	478	Democratic and Education Welfare	Books recording issue o	Notifications of disposals of bodies of deceased	5yrs
565	481	Democratic and Education Welfare	Marriage notices	Contains: Correspondence and documentation	5yrs
566	482	Democratic and Education Welfare	Marriage of minors	Contains: Forms of consent to marriage of minors	Permanent
				Contains: Handbook Caveats against the grant of	
567	483	Democratic and Education Welfare	Handbook caveats	a superintendent registrar's certificate or	5yrs
				Contains: Notifications of the issue of	
568	485	Democratic and Registrars Section	Notifications of licence f	Superintendent registrar's certificate or certificate	Permanent
569	486	Democratic and Registrars Section	Requisitons for certificat	Contains: Issued under certain Acts of Parliament	2yrs
				Contains: Issued for the purposes of the 1st	
570	487	Democratic and Registrars Section	Support and resettlement	Schedule to the Industrial Assurance and	5yrs
				Contains: Letters to customers containing	
571	601	Democratic and Registrars Section	Requisitions	personal information; Requisitions to persons	5yrs
				Contains: Concerns from Registrars regarding	
572	602	Democratic and Registrars Section	Forms of reports of deat	causes of death; Forms of reports of deaths to	Permanent
				Contains: Disposal of bodies; Certificates of	
573	603	Democratic and Registrars Section	Certificates of disposal	disposal: 1. before or after registration of death.	Permanent
574	605	Democratic and Registrars Section	Cash Book	Contains: Records relating to Financial	7yrs
575	606	Democratic and Registrars Section	Paying in book/slip	Contains: Records relating to Financial	7yrs
576	607	Democratic and Registrars Section	Receipt books	Contains: Records relating to financial	7yrs
577	608	Democratic and Registrars Section	Registrar general's certifi	Contains: Details of the Registrar General's	Permanent
578	609	Democratic and Registrars Section	Forms of account - office	Contains: Records relating to Financial	7yrs
				Relating to registration of births, marriages and	
				deaths, correction of errors, birth re-registration	
579	611	Democratic and Registrars Section	Routine Correspondence	not made (Form LA1 and GRA 185 and copy	Permanent
				Contains: Relating to false information given to	
580	612	Democratic and Registrars Section	Routine correspondence	registration officers, falsification and forgery of	7yrs
581	614	Democratic and Registrars Section	Routine correspondence	Contains: Correspondance with customers re:	7yrs
				Contains: An issued certificate is lost and another	
582	615	Democratic and Registrars Section	Statutory declaration req	needs to be issued; issued under the Industrial	7yrs
583	627	Democratic and Customer Contact	BSSD Customer letters	Contains: Letter goes on system as referral;	3yrs
584	628	Democratic and Customer Contact	Sickness spreadsheet 2	Contains: Staff sickness	3yrs
585	629	Democratic and Customer Contact	Taxi card labels	Contains: Details of taxi services in card form	3yrs
586	630	Democratic and Customer Contact	Taxi card letter	Contains: Details of taxi services and associated	3yrs
				Telephony input to qualify call eg Missed bins	
587	634	Democratic and Customer Contact	Call qualifications	information but to more depth eg What sort of	1yr
588	635	Democratic and Customer Contact	Carefirst meeting notes/	Contains: Records about adults	Permanent
589	637	Democratic and Customer Contact	GMT meeting notes	Contains: Minutes and recorded decisions made	3yrs
590	639	Democratic and Customer Contact	I interview folder	Contains: Interview folder; associated material	6mths

591	645	Democratic and Customer Contact	Rubbish - pictures	Contains: Fly tipping pictures; pictures of collection of rubbish taken by staff in regard to	3yrs
592	649	Democratic and Customer Contact	Statistic spreadsheets	Contains: Rolling log of statistical information	Permanent
593	906	Democratic and Planning, Litigation	2003 BVPI general survey	Contains: Resident feedback about the council	Permanent
594	907	Democratic and Democratic Services	2005 Residents survey	Contains: Resident feedback about the council	Permanent
595	908	Democratic and Democratic Services	2006 Best value general	Contains: Resident feedback about the council	Permanent
596	909	Democratic and Democratic Services	2008 Place survey (Ipsos)	Contains: Resident feedback about the council	Permanent
597	910	Democratic and Democratic Services	2003 Budget consultation	Contains: Resident feedback about the council	Permanent
598	911	Democratic and Democratic Services	2004 local priorities (consultation)	Contains: Resident feedback about the council	Permanent
599	912	Democratic and Democratic Services	2005 local priorities (effective)	Contains: Resident feedback about the council	Permanent
600	913	Democratic and Democratic Services	2005 customer access (survey)	Contains: Resident feedback about the council	Permanent
601	914	Democratic and Democratic Services	2005 opening hours review	Contains: Resident feedback about the council	Permanent
602	915	Democratic and Democratic Services	2006 assessing value for money	Contains: Resident feedback about the council	Permanent
603	916	Democratic and Democratic Services	2006 engaging residents	Contains: Resident feedback about the council	Permanent
604	917	Democratic and Democratic Services	2007 getting the message	Contains: Resident feedback about the council	Permanent
605	918	Democratic and Democratic Services	2007 Biggin Hill pool (LEA)	Contains: Resident feedback about the council	Permanent
606	919	Democratic and Democratic Services	2008 Composting for all	Contains: Resident feedback about the council	Permanent
607	920	Democratic and Democratic Services	2010 composting for all	Contains: Resident feedback about the council	Permanent
608	921	Democratic and Democratic Services	2009 communications and our services; (facts international) - reports	Contains: Resident feedback about the council	Permanent
609	922	Democratic and Democratic Services	2009 Orpington library (facts international)	Contains: Voicemail messages on Solidus and the council switchboard will be recorded for	Permanent
610	951	Democratic and Customer Contact	Call recording / voice messages	Contains: Records relating to the financial funds	35days
611	162	Exchequer and Revenues	Budget monitoring files	Contains: Records relating to Financial	7yrs
612	163	Exchequer and Revenues	Preparation of estimates	Contains: Details of financial transactions and	7yrs
613	164	Exchequer and Revenues	Project files	Contains: Minutes and recorded decisions made	7yrs
614	165	Exchequer and Revenues	Agendas and notes	Contains: Records relating to contracts awarded by the Council for the provision of specific goods	3yrs
615	166	Exchequer and Revenues	Contracts	Contains: Details of the creation and/or deletion	Permanent
616	167	Exchequer and Revenues	Post creation and deletion	Contains: Requests for information regarding	Permanent
617	168	Exchequer and Revenues	Queries on Freedom of Information	Freedom of Information Act from general public -	3yrs
618	171	Exchequer and Revenues	Budget adjustments and	Contains: Records relating to the financial funds	7yrs
619	172	Exchequer and Revenues	Contract monitoring	Contains: Records relating to the management of services and goods supplied to the Council under a	Permanent
620	173	Exchequer and Revenues	Academy calculation	Contains: Calculations of housing benefits owned	Permanent
621	174	Exchequer and Revenues	Council tax register	Contains: Academy owned by Capita; details the individual paying the council tax; the charge;	Permanent
622	175	Exchequer and Revenues	NNDR Academy - Capita	Contains: Database	Permanent
623	176	Exchequer and Revenues	Imaging system	Contains: Run by Northgate; holds and creates	Permanent
624	177	Exchequer and Revenues	Payroll System - Capita	Contains: The payroll system for paying staff	Permanent
625	178	Exchequer and Revenues	Pension System - Capita	Contains: The pension system for staff working across Bromley's borough; contains sensitive	Permanent

626	179	Exchequer and Revenues	Tribunal appeals	Contains: Tribunal appeals; associated	13mths
627	181	Exchequer and Revenues	Client Files	Contains: Respite, Domiciliary Care, Residential	7yrs
628	182	Exchequer and Revenues	Care first	Contains: Database for retaining client	Permanent
629	183	Exchequer and Revenues	Invoices paid	Contains: Records relating to Financial	7yrs
				Contains: Database system to manage services	
630	184	Exchequer and Revenues	Confirm	as provided by the Council - Property and	Permanent
				Contains: Housing System Database records	
631	185	Exchequer and Revenues	Anite - Housing Teams	Contains: details of Tenants tenancies, rents and	Permanent
632	186	Exchequer and Revenues	Temporary Accommoda	Contains: Details of client and housing	Permanent
633	188	Exchequer and Revenues	Bromley Scheme for Ad	Contains: Records awaiting data entry	Permanent
634	189	Exchequer and Revenues	Procedures	Contains: Records relating to policies and	Permanent
635	190	Exchequer and Revenues	Policies	Contains: Records relating to policies and	Permanent
636	191	Exchequer and Revenues	Reference material	Contains: Department of Health guidance	3yrs
637	192	Exchequer and Revenues	Deferred payment agree	Contains: Agreements made by people to repay	Until loan repaid, then 7yrs
638	193	Exchequer and Revenues	Financial records (Orac	Contains: Paid invoices raise general debtors	7yrs
639	194	Exchequer and Revenues	I-proc I-procurement	Contains: Commitment system information;	Permanent
				Contains: Design and technical specification of	
640	195	Exchequer and Revenues	Confirm database	Database systems to manage services as	Permanent
641	196	Exchequer and Revenues	Uniform - Property Data	Contains: Used by Property Services now in	Permanent
642	197	Exchequer and Revenues	Financial controls budge	Contains: Records relating to Financial	7yrs
				Contains: Database system to record and	
				monitor financial transctions in relation to funds	
643	198	Exchequer and Revenues	Budget database	available with the Council; In-house bespoke	7yrs
644	199	Exchequer and Revenues	Payroll Query Protocols	Contains: Payroll Query Protocols to run against	7yrs
645	200	Exchequer and Revenues	Statements - Database	Contains: Database containing domiciliary care	Permanent
646	201	Exchequer and Revenues	Balance sheet	Contains: Various balances sheets on council	7yrs
				Contains: Records relating to unsuccessful	
647		Exchequer and Revenues	Unsuccessful tenders	tenders made to the Council for the provision of	One full year from completion of tender (in origin
648	651	Finance	Investment documents	Contains: Records relating to financial	7yrs
649	652	Finance	Bank statements	Contains: A summary of all financial transctions	7yrs
650	653	Finance	Cash books	Contains: Records relating to financial	7yrs
651	654	Finance	Cheque counterfoils	Contains: Records relating to financial	7yrs
652	655	Finance	Credit card statements	Contains: Records relating to financial	7yrs
				Contains: Records relating to financial	
653	656	Finance	Expenses	transactions - monies spent by staff in completion	7yrs
654	657	Finance	Invoices	Contains: Details of invoices received for the	7yrs
				Contains: Records relating to financial	
655	658	Finance	Annual journals	transactions within 'journals' created by the	7yrs
656	659	Finance	Purchase ledger	Contains: Records relating to financial	7yrs
657	660	Finance	Purchase orders	Contains: Records relating to financial	7yrs
658	662	Finance	Receipts	Contains: Records relating to financial	7yrs
659	663	Finance	Sales ledger	Contains: Records relating to financial	7yrs
660	664	Finance	Annual subsidiary ledge	Contains: Records relating to financial	7yrs

661	665	Finance	Sundry cheques	Contains: Records relating to financial	7yrs
662	666	Finance	Tax returns	Contains: Tax returns	7yrs
663	667	Finance	Timesheets	Contains: Records of the periods of time that are	7yrs
				Contains: Records relating to financial	
664	668	Finance	Utility bills	transactions; citizen's utility bills to prove their	3yrs
665	669	Finance	VAT returns	Contains: Value Added Tax (VAT) returns	7yrs
666	670	Finance	Vouchers	Contains: Records relating to financial	7yrs
667	672	Finance	Cash flow statement	Contains: Records relating to financial	7yrs
668	673	Finance	Consolidated revenue a	Contains: Records relating to financial	7yrs
669	674	Finance	Housing revenue accou	Contains: Records relating to financial	7yrs
670	675	Finance	Collection fund	Contains: Records relating to financial	7yrs
671	676	Finance	Consolidated balance st	Contains: Records relating to financial	7yrs
672	677	Finance	Statement of total move	Contains: Records relating to financial	7yrs
				Contains: A waiver that permits staff not to	
				perform the tender process because a supplier	
673	31	Information Syst Systems Developn	Financial regulation wai	has a specific goods/application that is unique in	Permanent
				Contains: Project documentation; follows Prince	
674	32	Information Syst Systems Developn	ISD project documents	2 documentation approach; also for projects with	3yrs
675	33	Information Syst Systems Developn	Tenders and quotations	Contains: Details of suppliers; tender	Permanent
676	34	Information Syst Systems Developn	Configuration, specificat	Contains: Manuals and Guides for infrastructure	Permanent
				Contains: Bug reports, user documentation,	
677	38	Information Syst Systems Developn	Configuration document	configuration documentation, source code and	Permanent
678	40	Information Syst Systems Developn	Strategic plans, busines	Contains: Records relating to the planning for	Permanent
				Contains: Database system to manage services	
679	44	Information Syst Systems Developn	ICT service requests	as provided by the ; with linked documents on	Permanent
680	49	Information Syst Systems Developn	Maps	Contains: Overview of Bromley borough's maps	Permanent
				Contains: Modern.gov - a website for managing	
681	52	Information Syst Systems Developn	Committee system web	committee reports and associated Councillor	Permanent
				Contains: Modern.gov - a website for managing	
682	53	Information Syst Systems Developn	Committee System web	committees and associated paperwork but	Permanent
				Contains: The intranet for all Bromley Council	
				staff; contains teamsites; contains content from	
683	54	Information Syst Systems Developn	Intranet	most business areas across the council and	3yrs
684	56	Information Syst Systems Developn	Business continuity and	Contains: Records relating to how the Council will	Permanent
685	57	Information Syst Systems Developn	Authorising officers data	Contains: ICT Authorised User List	Permanent
				Contains: Method used by Bromley Council staff	
686	58	Information Syst Systems Developn	Key fobs	to access their IT from home or out of the office;	Permanent
				Contains: Records relating to contracts awarded	
687	60	Information Syst Systems Developn	SLAs and contracts sect	by the Council for the provision of specfic goods	Permanent
688	141	Information Syst Business Consulta	Code of connection doc	Contains: Controls, statement of compliance,	3yrs
				Contains: Minutes and recorded decisions made	
				by the given board, panel or group; Bromley's	
689	143	Information Syst Business Consulta	Information and commu	Information, Knowledge and Security board;	7yrs

690	144	Information Syst Business Consulta	Information security inci	Contains: Records relating to breaches in	7yrs
				Contains: Record of user activity; visitors;	
691		Information Systems Division	Web server logs	contains IP address; name of computer; requests	1yr
692	372	Legal Services [Commercial Team	Property files	Contains: Details of properties across the	Permanent
693	373	Legal Services [Commercial Team	Contract files	Contains: Advice, negotiation, completion Sue	Permanent
694	374	Legal Services [Commercial Team	Employment files	Contains: Advice, case preparation, hearing /	Permanent
695	375	Legal Services [Commercial Team	Highway files	Contains: Advice, orders, agreements Sue Fraser	Permanent
696	376	Legal Services [Commercial Team	Litigation files	Contains: Advice, issuing and pursuing	Permanent
697	377	Legal Services [Commercial Team	CPO	Contains: CPO files	Permanent
				Contains: Advice to staff; advice to the public;	
698	378	Legal Services [Commercial Team	Advice	advice to lawyers regarding commercial	Permanent
699	379	Legal Services [Commercial Team	Grants	Contains: Records Relating to increasing funds	Permanent
700	380	Legal Services [Commercial Team	Charges	Contains: Records relating to Financial	Permanent
701	381	Legal Services [Commercial Team	Deeds	Contains: Deeds held on properties across the	Permanent
702	383	Legal Services [Children and Adult	Child protection	Contains: Issues relating to the protection of	Permanent
703	384	Legal Services [Children and Adult	Adoption	Contains: Issues relating to the adoption of	Permanent
704	385	Legal Services [Children and Adult	Education	Contains: Issues relating to the education of	Permanent
705	386	Legal Services [Children and Adult	Mental Health	Contains: Records relating to the individuals who	Permanent
706	387	Legal Services [Children and Adult	Vulnerable Adults	Contains: Records relating to the individuals who	Permanent
707	388	Legal Services [Children and Adult	Access to personal reco	Contains: Access requests to records relating to	Permanent
708	389	Legal Services [Children and Adult	Court orders / bundles	Contains: Details of court orders relating to the	Permanent
709	392	Legal Services [Facilities and Supp	Data protection (DPA) a	Contains: Data protection advice received and	Permanent
710	395	Legal Services [Facilities and Supp	Grant funding	Contains: Records Relating to increasing funds	7yrs
				Contains: Details of the Mayor of Bromley's visits	
711	396	Legal Services [Facilities and Supp	Mayoral visits	across the borough and outside the borough;	Permanent
				Contains: Details of the functions and events	
712	397	Legal Services [Facilities and Supp	Functions and events	attended by the Mayor; and includes details of	Permanent
713	398	Legal Services [Facilities and Supp	Site visits and Royal visi	Contains: Details of key visits by VIPs and by	Permanent
714	399	Legal Services [Facilities and Supp	Vetting	Contains: Details of those who have been vetted	Permanent
				Contains: Details of visits to and from schools,	
715	400	Legal Services [Facilities and Supp	School, churchand other	churches, other religious and non-religious	Permanent
716	401	Legal Services [Facilities and Supp	Fundraising - appeals	Contains: Records Relating to increasing funds	Permanent
717	842	Legal Services [Planning, Litigatio	Deeds	Contains: Actual Deeds of Agreement for	Permanent
				Contains: Working Files - Section 106 series,	
718	843	Legal Services [Planning, Litigatio	Planning files	Enforcement Notices, Planning Prosecutions,	Permanent
719	844	Legal Services [Planning, Litigatio	Ombudsman Files	Contains: Individual files for each complaint	Permanent
720	845	Legal Services [Planning, Litigatio	Litigation files	Contains: Data on Judicial Reviews, when either	Permanent
721	847	Legal Services [Planning, Litigatio	Liquor licensing records	Contains: Liquor license committee feedback.	Permanent
722	138	Technical Divisic	Technical	Fixed asset database	7yrs
723	139	Technical Divisic	Technical	Annual accounts	7yrs
				Contains: Statutory yearly return summarising	

birth, or for 15 years after death if the child dies before age 18

.ified)

permanently - but only if they are sponsored from abroad)

birth, or for 15 years after death if the child dies before age 18
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/fiction

ss under seal)

ss under seal)

red item has expired or 6 years, which ever is longer.

ng claims if longer).

ges of use)

ial format) or until associated claims extinguished