

Document Retention Schedule

**February 2024**

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Adult Social Care Services

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 1.01 | Asylum Seekers | Information on temporary accommodation, meals and other advice and support for asylum  seekers | 6 years | Date of last contact with client | HMRC - Compliance Handbook Manual CH15400 |
| 1.02 | Asylum Seekers | All records relating to the checking of nationality of asylum seekers | 6 years | From date case resolved | Retention Guidance for Local Authority 2013 |
| 1.04 | Residential Homes | Admission / discharge registers | 6 years | From last date on register | Limitation Act 1980 (Section 2) |
| 1.05 | Residential Homes | All records relating to the management of the Adult Placement Scheme | 6 years | Date of last contact with client | Limitation Act 1980 (Section 2) |
| 1.05a | Residential Homes | Any incidents, events or occurrences that require notification to the Care Quality Commission | 3 years | Year in which record created | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05b | Residential Homes | Detention, Use of restraint or the deprivation of liberty | 3 years | Date that detention, restraint or deprivation of liberty occurs | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05c | Residential Homes | Duty Rosters | 4 years | Year in which record created | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05d | Residential Homes | Electrical Testing, Fire Safety, Maintenance of equipment, Maintenance of the premises, Medical gas safety, storage and | 3 years | Year in which record created | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | transport, Money or valuables deposited for safe keeping, Water safety |  |  |  |
| 1.05e | Residential Homes | Final Annual Accounts | 30 years | Year in which record created | Health and Social Care Act 2008 (Regulated Activities) Regulations  2010 |
| 1.05f | Residential Homes | General operating policies and procedures | 3 years | Date the policy/procedure expires | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05g | Residential Homes | Purchasing of medical devices and medical equipment | 11 years | Year in which record created | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05h | Residential Homes | Records relating to purchasing excluding medical devices and medical equipment | 18 months | Year in which record created | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05i | Residential Homes | Risk Assessments | 3 years and 4 months | Date of risk assessment | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05j | Residential Homes | Staff employment | 6 years | Date employment ended | Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 |
| 1.05k | Residential Homes | All records relating to Medication Administration; medication audits ; Handover sheets; nurse call out | 4 years | Date of medication Administration / medication audit / handover / nurse call out | Limitation Act 1980 (Section 11) |
| 1.05l | Residential Homes | All records relating to the protection of property | 6 years | Date of last contact with client | HMRC - Compliance Handbook Manual CH15400 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | belonging to adults in residential homes |  |  |  |
| 1.05m | Residential Homes | All records relating to the return of medication to the pharmacy ; Signing in sheets for staff and  visitors; yearly diaries | 6 years | Date medication returned to the pharmacy / date of visit / year of diary | Limitation Act 1980 (Section 2) |
| 1.05n | Residential Homes | Care Quality Commission - Notification; Provider Compliance; Quality Assurance; Registration Certificate; Service  Unit Guide; Statement of Purpose | 6 years | Date notification / Provider Compliance  /Quality Assurance / Registration Certificate / Service Unit Guide / Statement of Purpose expires | Limitation Act 1980 (Section 2) |
| 1.05n | Residential Homes | Care Quality Commission - Inspection Reports | 6 years | Date of next Inspection | Limitation Act 1980 (Section 2) |
| 1.05n | Residential Homes | Correspondence with the Coroner relating to deaths in adult residential homes | 15 years | Date of death | Common practice |
| 1.07 | Supporting Adults | All records relating to the integrated health and social care for clients known to the Mental Health teams. All records relating to the  management of Mental health support. | 20 years | Date of last contact with client | Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 1.08 | Community and Day Centres | All records relating to the running of community  and day centres | 6 years | Year in which record created | Limitation Act 1980 |
| 1.10 | Supporting Adults | Learning Disability / Physical Disability / Sensory Disability / Rehabilitation and Discharge / Communication support / Drug and Alcohol Misuse  / Occupational Therapy / Home Care | 6 years | Date of last contact with client | Limitation Act 1980 (Section 2) |
| 1.10a | Care Needs Assessment | All records relating to the care of adults with a learning impairment | 6 years | Date of last contact with client | Limitation Act 1980 (Section 2) |
| 1.10b | Care Needs Assessment | All records relating to care needs assessments carried out for clients | Retain from date of assessment until this information should be included in the client record. |  | Limitation Act 1980 (Section 2) |
| 1.10c | Care Needs Assessment | Contacts and  assessments that do not progress | 2 years | Date of last contact with client | Limitation Act 1980 (Section 2) |
| 1.10d | Adult Care Plan | All records relating to applications for and management of adult  care plan | 6 years | date care plan ends | Common practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 1.10e | Care at Home | All records relating to the provision of care services  in the client's home | 6 years | Year in which record created | HMRC - Compliance Handbook Manual CH15400 |
| 1.10f | community alarms and telecare | All records relating to the provision of community  alarms and telecare service | 6 years | Year in which record created | Limitation Act 1980 (Section 5) |
| 1.10g | home adaptations and aids | All records relating to home adaptations and aids provided to disabled  people | 6 years | Date use of equipment ceases | Limitation Act 1980 (Section 2) |
| 1.11 | Service User registers | All records relating to the management of a register of sight impaired, deaf and disabled adults | 6 years | Date of death or ceasing to be registered | Limitation Act 1980 (Section 2) |
| 1.12 | contacts that do not progress | Initial contact with social  care | 2 years | From last contact | Common Practice |
| 1.14 | all | Questionnaires, survey responses and consultation contributions | 6 years | Completion of consultation | Common practice |
| 1.15 | Advice and Support for Carers | All records relating to the provision of advice and support for adult carers where the carer is not  known to social services | 6 years | Date of last contact with client | Limitation Act 1980 (Section 2) |
| 1.16 | Advocacy for Carers | All records relating to the provision of advice, counselling and support for those who are caring  for adults or children with | 3 years | Year in which record created | Common practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 1.17 | Alternative Care providers | All records relating to contracts with alternative  care providers | 6 years | Date of last action on contract | Limitation Act 1980 (Section 5) |
| 1.18 | Carers Assessment | All records relating to applications for and  management of carers assessments | 6 years | Assessment date | Common practice |
| 1.19 | Respite Care for Adults | All records relating to the provision of respite care  for adults | 6 years | Year in which record created | Limitation Act 1980 (Section 2) |
| 1.20 | Short Breaks | Records relating to young people (aged over 18  years) who are taking part in short breaks | 6 years | Date of last contact with client | Limitation Act 1980 (Section 2) |
| 1.21 | Safeguarding Vulnerable Adults | All records relating to the provision of a safeguarding adults board; Multi Agency Risk Assessment Conference (MARAC) | 6 years | Year in which record created | Limitation Act 1980 (Section 2) |
| 1.22 | Safeguarding Vulnerable Adults | All records relating to the safeguarding of vulnerable adults | 6 years | Date of resolution of incident | Limitation Act 1980 (Section 2) |
| 1.23 | management of financial affairs | All records relating to the management of financial affairs of people who may be living in their own home or a residential home who are having difficulty managing their own  affairs | 6 years | Year in which record created | HMRC - Compliance Handbook Manual CH15400 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 1.24 | Financial Assessment | All records relating to applications for and management of social care financial assessments | 6 years | Date of last payment | HMRC - Compliance Handbook Manual CH15400 |
| 1.25 | Direct Payments | All records relating to the management of the Direct Payments  Scheme | 6 years | Date of last payment | HMRC - Compliance Handbook Manual CH15400 |
| 1.26 | Shared Care | All records relating to the provision of shared care for adults where the adult is not known to social services | 6 years | Date of end of service | Limitation Act 1980 (Section 2) |
| 1.27 | Care Act implementation | All records relating to the implementation of the Care Act 2014 | 6 years | Date act superseded | Common practice |
| 1.28 | Management of contracts under signature | All records relating to the management of contracts for goods and services where the contract is under signature | 6 years | Last action on the contract | Limitation Act 1980 (Section 5) |
| 1.29 | DBS checks | All records relating to the checking/vetting of contract and supplier staff | 6 years | Retain from date check carried out | Disclosure and Barring Service check requests: guidance for employers |
| 1.30 | Personal Assistants | All records relating to the personal assistant register | 6 years | at the end/termination of contract | Common practice |

Children and Families Services

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 2.06 | Adoption and Fostering | Supported lodging files | >10 years | At least 10 years | Common Practice |
| 2.07 | Adoption and Fostering | Looked after children client files on the adopted person / Residential care children's file on the  adopted person | 100 years | From date of adoption order | S56 Adoption of Children Act. Adoption Information (Post Commencement Adoptions) Regulations 2005, section 6. |
| 2.08 | Adoption and Fostering | Correspondence of enquiries from potential adopters / foster carers | 1 year | From last contact | Common Practice |
| 2.09 | Programme Management and Development | process involving individual case management in provision of family support by DCC  - Parenting Skills Advice; Attendance records; Project files; Development of services or programmes for children -  Correspondence | 7 years | From closure | Common Practice |
| 2.10 | Programme Management and Development | Free school meals | 6 years | From year records created | HMRC - Compliance Handbook Manual CH15400  *From ESD Local Government Record Retention* |
| 2.11 | Programme Management and Development | Process involved in assessing a family's suitability in the care of children - Parenting skills; |  | Destroy in accordance with applicable retention period for main Social | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | Family aide work; Intensive support team |  | Care and Health Case Record |  |
| 2.12 | Programme Management and  Development | Exclusion Files | 23 years | From date of birth | Limitation Act 1980 (Section 2) *From ESD Local Government Record*  *Retention* |
| 2.13 | Programme Management and Development | Appeal Files; | 2 years | From end of the appeal process | School Admissions Appeals Code 2012 *From ESD Local Government Record Retention* |
| 2.14 | Programme Management and Development | Provision of services or programmes to support the development of young persons - Correspondence | 15 years | From closure | Common Practice |
| 2.15 | Programme Management and Development | Provision of services or programmes to support the development of children - Course Reports; Attendance records | 25 years | From closure | Common Practice |
| 2.16 | Residential Homes | Children's Home Register | Permanent |  | Common Practice |
| 2.17 | Residential Homes | Admissions registers; Discharge registers; Diaries; Rotas; Daily logs; Record of pocket money and valuables; medical/health care; Visitors; Fire precaution and practice; Register of adults working in the home; Menu | >15 years | At least 15 years from the date of last entry, except for records of menus, which needs to be kept for 1 year. | Children's Homes Regulations 2001 reg. 29 and Schedule 4 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 2.18 | Residential Homes | Inspection Reports relating to the operation of the establishment | 15 years | From date of last entry | Children's Homes Regulations 2001 |
| 2.19 | Residential Homes | Record of authorised/  unauthorised absences | 15 years | From date of last entry | Children's Homes Regulations 2001 |
| 2.20 | Residential Homes | Sanctions | 15 years | From date of last entry | Children's Homes Regulations 2001 |
| 2.21 | Residential Homes | Secure unit records | 15 years | From date of last entry | Information and Record Management Society |
| 2.22 | Special Education | SEN Files; City Youth Justice Team Records | 35 years | From date of birth | *From ESD Local Government Record Retention* |
| 2.23 | Supporting Children | Young persons being looked after files / Looked after children client files / Residential care children's files | 75 years | From the date of birth or, if the child dies before the age of 18, 15 years from date of death | *From ESD Local Government Record Retention* |
| 2.24 | Supporting Children | Privately fostered children's file | 2 years | From last contact | The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004 (section 44)  *From ESD Local Government Record Retention* |
| 2.25 | Supporting Children | Guardian CAFCASS files  / Guardian ad item | >10 years | At least 10 years from the date on which the placement is terminated | Information and Record Management Society |
| 2.26 | Supporting Children | Schedule 1 Offenders | Permanent |  | Sex Offenders Act 1997  *From ESD Local Government Record Retention* |
| 2.27 | Supporting Children | Child Protection Register | Permanent |  | Arrangements for the Placement of Children (General) Regulations 1991  *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 2.28 | Supporting Children | Child Protection Case Files, Conference Minutes; Core Assessment; Investigation; Registration; Supervision Order | 40 years | From date of birth | Arrangements for the Placement of Children (General) Regulations 1991 *From ESD Local Government Record Retention* |
| 2.30 | Supporting Children | Single assessment and Advice in regards child  protection | 10 years | From closure | Statutory |
| 2.31 | Supporting Children | Case records of unaccompanied minors if not looked after | 10 years | From closure | Common Practice |
| 2.32 | Supporting Children | Video recordings and tape evidence of child witnesses | Permanent | Subject to individual decision by Strategic Director, Children and Young People and the Senior Police Officer concerned. | Common Practice |
| 2.33 | Supporting Children | Registration files of childminders or day care providers | 10 years | From last contact (function carried ot by Ofsted since 01/04/2002. Some files remain at DCC) | Ofsted |
| 2.34 | Supporting Children | Records on child minders | 1 year | From year records created | *From ESD Local Government Record Retention* |
| 2.35 | Supporting Children | Records on child minders (where children have stayed overnight); Records on sessional carers (where children have stayed overnight); | 35 years | From last contact | Statutory |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | Investigation of allegations/incidents (where children have stayed overnight) |  |  |  |
| 2.36 | Supporting Children | Records on sessional  carers | 10 years | From last contact | Statutory |
| 2.37 | Supporting Children | Investigation of allegations/incidents | 10 years | From date of the allegation | *From ESD Local Government Record Retention* |
| 2.38 | Supporting Children | Ofsted checks | 2 years | From date response provided | Information and Record Management Society |
| 2.39 | Supporting Children | Other fostering agency checks | 7 years | From date response provided | Common Practice |
| 2.40 | Supporting Children Service | Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry) | 10 years | From closure | Common Practice |
| 2.41 | Youth Service Provision | Files relating to work with adults; Pre-Court Decision : Reprimand; Final Warnings; Referral Orders | 3 years | From closure or child reaches 18th birthday whichever occurs first | Youth Offending Teams (England) YJB 2011 |
| 2.42 | Youth Service Provision | Sex Offenders Register |  | Subject to the length of time on register | Youth Offending Teams (England) YJB 2011 |
| 2.43 | Youth Service Provision | Offender case files (Court Orders) | 5 years | From closure or child reaches 18th birthday whichever occurs first | Youth Offending Teams (England) YJB 2011 |
| 2.44 | Youth Service Provision | Case files for young people who have had a custodial sentence or where they have had a | 75 years | From date of birth or 15 years from date of death if the child dies before the age of 18 | Youth Offending Teams (England) YJB 2011 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | Supervision Order resulting in them becoming 'Looked After' |  |  |  |
| 2.45 | Youth Service  Provision | Statutory Orders | 5 years | From closure | Youth Offending Teams (England) YJB 2011 |
| 2.46 | Delivery of the quality assurance framework for CSC/EH and specialist services | Case file audits  Records of observations of practice, Feedback, Notes from focus groups and strategic interviews  Supporting information related to the delivery of QA. | 11 years (10 years in excess of the 12month reporting cycle) | 11years from entry date | Informed by ESD Local Government Record Retention, but based on common practice |

Cemeteries and Crematoria

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 3.01 | Burial Identity and Location | Register of interments; Cemetery Plans and Register. | 20 years | From closure of the cemetery | *From ESD Local Government Record Retention* |
| 3.02 | Burial Identity and Location | Permits; Applications; Orders. | 6 years | From year records created | Limitation Act 1980 (Section 2) *From ESD Local Government Record*  *Retention* |

Council Property

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 4.01 | Management of Council Property | Land Deeds; Property deeds; Land and Property Rental Documents; Property Valuation Lists; Purchase and Sale of Property Register | 12 years | Retention period 12 years after sale | *From ESD Local Government Record Retention* |
| 4.02 | Property Acquisition and Disposal | Records of management of the acquisition process for real property - Plans | Life + 12 years | Retain for life of property or building plus 12 years. Offer material re major/ significant properties to  the Archivist for review. | Common Practice |
| 4.03 | Property Acquisition and Disposal | Legal documents relating to the sale; Particulars of sale documents; Board of survey; Tender documents; Conditions of contracts | 15 years | After obligations. Entitlements are concluded. Offer material re major/ significant properties to the Archivist for review. | Common Practice |
| 4.04 | Property and Land Management | Consolidated property and buildings annual reports; Summary of leased property; Summary of local authority’s owned property; Site register;  Register of leases | Permanent |  | Common Practice |
| 4.05 | Property and Land Management | Lease agreements; Rental expenditure authorities; Valuation queries; Applications for leases, | 15 years | After the expiry of the lease | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | licences and rental revision |  |  |  |
| 4.06 | Property and Land  Management | Requests for works,  cleaning etc. | 7 years |  | Common Practice |
| 4.07 | Property and Land Management | Stock monitoring records | 6 years | From date of the survey of housing stock | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 4.08 | Property and Land Management | System Development; System Implementation Plan |  | From date system commissioned until date system decommissioned | From ESD Local Government Record Retention |
| 4.09 | Property and Land Management | System Administration (maintenance and monitoring) | 1 year | From year record created | From ESD Local Government Record Retention |
| 4.10 | Property and Land Management | Leases; Contracts; Quotes; Approvals; Fleet authorisation numbers; Approvals as drivers; Allocations and authorisations for vehicles; Maintenance of vehicles; Vehicle usage reports; vehicle log books | 6 years | From date of maintenance | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 4.11 | Property Development and Renovation | Project specifications; Plans; Installation manuals; Certificates of approval. | Permanent |  | Common Practice |
| 4.12 | Property Development and Renovation | Correspondence; Work orders; Tender documents; Conditions of contracts | 7 years |  | Common Practice |

Democracy

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 5.01 | Corporate Planning and Reporting | Corporate Plan; Strategy Plans; Business Plans; Annual Reports | Permanent |  | From ESD Local Government Record Retention |
| 5.02 | Corporate Planning and Reporting | Improvement Boards and Cross department consideration - strategic management team minutes;  Unit/team consideration minutes | 1 year | Retain from date of meeting | *From ESD Local Government Record Retention and recommended practice* |
| 5.03 | Decision Making | Council Minutes; Agenda and Business Papers; Notice Papers and Proceedings; Indexes; Committee Minutes;  Register of delegations to Special Committees | 6 years | From date of meeting / decision | Local Government Act 1972 (section 100B)  *From ESD Local Government Record Retention* |
| 5.04 | Decision Making | Draft/ Rough Minutes (All formats incl Audio Tapes) |  | Destroy after date of  confirmation of the minutes | Common Practice |
| 5.05 | Honours and Awards | Honours nomination form; Covering documentation; Letters of support; Referral for comment from Lord Lieutenant | 5 years | After last action | Common Practice |
| 5.06 | Policy, Procedures, Strategy and Structure | Policy, procedure, precedent, instructions, Records relating to policy implementation and | 6 years | From date of meeting / decision | The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | development; Education Plan; Children's services plan; Community Strategy; Community/City plan; Community safety plan |  |  |  |
| 5.07 | Policy, Procedures, Strategy and  Structure | Asset management plan | 6 years | From year records created | *From ESD Local Government Record Retention* |
| 5.08 | Policy, Procedures, Strategy and Structure | Minutes of monitoring and reviewing strategic plans, policies and procedures | 6 years | From creation of records | *From ESD Local Government Record Retention* |
| 5.10 | Representation | Electoral Register | Permanent |  | Electoral Registration and Administration Act 2013  *From ESD Local Government Record Retention* |
| 5.11 | Representation | Ballot Papers | 6 months | From close of poll | Representation of the People Regulations 2001  *From ESD Local Government Record Retention* |
| 5.12 | Representation | Election Results | 6 months | From date of election | Representation of the People Act 1985 *From ESD Local Government Record Retention* |
| 5.13 | Representation | Leader of opposition papers | 3 years | After last action | Common Practice |
| 5.14 | Statutory Returns | Reports to Central Government | 7 years | From closure | Common Practice |
| 5.15 | Representation | Elections team mobile phone, Call log and SMS messages | 1 Month | From day of election or conclusion of annual canvass | Common Practice |

Finance

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 6.01 | Accounts and Audit | Publication of council accounts; Court Case Papers; Insurance Records; | 6 years | From date of records created | Local Government Finance Act 1992 |
| 6.02 | Accounts and Audit | Signed Audited Accounts | Permanent |  | Audit Commission Act 1998 |
| 6.03 | Accounts and Audit | Financial Account Working Papers; FMIS records; Government Statistical Returns; RO and CO forms; Audit Committee Meeting Minutes; Audit Terms of Reference; Audit Reports (Others) | 3 years |  | National Archive (11) Internal Audit Records |
| 6.04 | Accounts and Audit | Audit Reports (long term contracts) | 6 years |  | National Archive (11) Internal Audit Records |
| 6.05 | Accounts and Audit | Committee Reports; Background Papers | 4 years | From date of meeting / decision | The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 |
| 6.06 | Accounts and Audit | Contracts; Agreements | 6 years | From end of contract | NA(5) Contractual Records |
| 6.07 | Accounts and Audit | Internal Audit Files |  | Until Next Full Audit Review |  |
| 6.08 | Accounts and Audit | Audit Programmes/Plans/Strategies | 1 year |  | National Archive (11) Internal Audit Records |
| 6.09 | Accounts and Audit | Standing Orders; Financial Regulations; Computer Hardware and Software Descriptions | Permanent |  | Common Practice |
| 6.10 | Accounts and Audit | ESF and ERDF files | Permanent | Documentation relating to ERDF/ESF | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  |  |  | supported projects must be retained until at least 31st December 2014 and then only destroyed with permission of the GOEM European Secretariat |  |
| 6.11 | Asset Management | Asset Register | 6 years | After asset is disposed of | National Archive (10) Central Expenditure Records  HMRC - Compliance Handbook Manual CH15400 |
| 6.12 | Asset Management | Stores Records; Issue Notes; Requisition Notes; | 3 years | From end of financial year to which records relate | National Archive (11) Internal Audit Records |
| 6.13 | Corporate Counter Fraud | Case file (No Prosecution) | 18 months | From date of closure | Common Practice |
| 6.14 | Corporate Counter Fraud | Case file (Prosecution) | 6 years (Where no prosecution: two years from the end of the investigation) | From date of closure | Common Practice |
| 6.15 | Corporate Counter Fraud | Case file (POCA order) | Where there are any proceedings taken, including prosecution: six years from the outcome | From date of POCA or the length of the order if longer | Proceeds of Crime Act 2002 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  |  | of the hearing. Where there is a custodial sentence: six years from the end of the custodial sentence. |  |  |
| 6.16 | Financial Provision Management | Loan records (after redemption of loan) | 6 years | From end of financial year to which records  relate | The Money Laundering Regulations 2007 Section 19(1) |
| 6.17 | Financial Provision Management | Investment Records | 2 years | After investments are liquidated or matured | National Archive (10) Central Expenditure Records |
| 6.18 | Financial Transaction Management | Journals; Expense claims; Allowance claims; Copy receipts; Goods Received Notes | 6 years | From end of financial year to which records relate | National Archive (3) Accounting Records |
| 6.19 | Financial Transaction Management | Budget Books | 3 years | From end of financial year to which records relate | Taxes Management Act (1970) Section 12B |
| 6.20 | Financial Transaction Management | Detailed Working Papers; Prime records of cash recorded; Prime records of postal payments | 3 years | From end of financial year to which records relate | NA (3) Accounting Records |
| 6.21 | Financial Transaction Management | Summaries of account records; Petty Cash Records (books, sheets, receipts); Delivery Notes | 2 years | From end of financial year to which records relate | National Archive (3) Accounting Records |
| 6.22 | Financial Transaction Management | Bank Statement; Invoices received | 6 years | From year records created | HMRC - Compliance Handbook Manual CH15400 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 6.23 | Financial Transaction Management | Payment Card Details | 0 | Not to be retained in any format and data is to be securely destroyed | See main policy guidance - Authority for guidance relates to criteria that must be met for PCI compliance. |
| 6.24 | Financial Transaction  Management | Prime evidence of money being Banked; Prime  evidence of income raising | 6 years | From year records created | HMRC - Compliance Handbook Manual CH15400 |
| 6.25 | Financial Transaction Management | Audit records of monies paid and received | 6 years | From year records created | HMRC - Compliance Handbook Manual CH15400  *From ESD Local Government Record Retention* |
| 6.26 | Financial Transaction Management | Cash Books / Sheets | 6 years | From date of payment or receipt | National Archive (3) Accounting Records |
| 6.27 | Financial Transaction Management | Cheques drawn on Bank Accounts | 6 years | From date of issue | National Archive (3) Accounting Records |
| 6.28 | Financial Transaction Management | Invoices; Purchases; Orders | 6 years | From date of records created | HMRC - Compliance Handbook Manual CH15400 |
| 6.29 | Financial Transaction Management | Advice Notes | 1 year |  | National Archive (3) Accounting Records |
| 6.30 | National Taxation | VAT, Income Tax and National Insurance Records | 3 years | From end of financial year to which records relate | The Income Tax (Employments) Regulations 1996 |
| 6.31 | Payroll and Pensions | Occupational Health Records | 30 years | In event of compensation claims for work related injuries |  |
| 6.32 | Payroll and Pensions | All records relating to the transparency of senior salaries | 1 year | From date of records created | Retention Guidance for Local Authority 2013 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 6.33 | Payroll and Pensions | Inland Revenue returns; Department of Work and Pensions returns | 6 years | From end of financial year to which records relate | Finance Act 2008 Schedule 37 |
| 6.34 | Payroll and Pensions | Timesheets; Car Allowance Claims; Overtime Claims | 6 years | From year records created | Limitation Act 1980 (Section 2)  *From ESD Local Government Record Retention* |
| 6.35 | Billing, administration and collection of Business Rates | Business rates data | 6 years | From date of last transaction | ESD Local Government Record Retention |
| 6.36 | Billing, administration and collection of Business Improvement Districts (BIDs) | BID data | 6 years | From date of last transaction | ESD Local Government Record Retention |
| 6.37 | Processing of Council Tax Support claims and changes in circumstances | Council Tax Support data | 6 years | From date of last transaction | ESD Local Government Record Retention |
| 6.38 | Recovery of Council Tax Support excess awards | Council Tax support excess award data | 6 years | From date of last transaction | ESD Local Government Record Retention |
| 6.39 | Processing of Single Discretionary Award claims | Single Discretionary Award data | 6 years | From date of last transaction | ESD Local Government Record Retention |

Health and Safety

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 7.01 | Incident Records | Employees Incident report forms (Completed by the relevant manager) | 6 years | From year records created | Limitation Act 1980 |
| 7.02 | Incident Records | Incident report forms – members of the public (adults); Accident investigation reports (completed by the relevant  manager) | 3 months | From date of accident | Limitation Act 1980 (section 11) *From ESD Local Government Record Retention* |
| 7.03 | Incident Records | Incident report forms – members of the public (children); Accident investigation reports (Completed by the relevant manager) | 3 months | From date of birth | Limitation Act 1980 (section 11) *From ESD Local Government Record Retention* |
| 7.04 | Incident Records | Investigation of work- related ill health cases by Safety Adviser | 6 years |  | Statutory |
| 7.05 | Incident Records | Individual’s accidental exposure to radiation | >50 years | Retain until the Employee reaches the age of 75, but in any event retain for at least 50 years. | The Ionising radiation regulations 1999 |
| 7.06 | Incident Records | Individual’s accidental exposure to asbestos | 30 years | 30 years for employees with exposure | Control of Asbestos at Work Regulations 1987 |
| 7.07 | Inspections and Assessments | Equipment inspection records; Monitoring results | 6 years | From record created | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 7.08 | Inspections and Assessments | Property asbestos files | 40 years | From closure of building | *From ESD Local Government Record Retention* |
| 7.09 | Risk Assessments | Noise and Vibration risk assessments/ surveys; DSE risk assessments; Collective/team based stress risk assessments; Other risk assessments not specifically listed above, that do not contain  personal sensitive data | 6 years | Kept at least 6 years after new RA carried out | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 7.10 | Risk Assessments | Asbestos risk assessments (of tasks and activities where exposure exceeds action level – incidents of exposure is listed above); COSHH substance risk assessments (COSHH  Safety Data Sheets) | 50 years | From date of closure | COSHH Regulations 1997  *From ESD Local Government Record Retention* |
| 7.11 | Risk Assessments | Personal/individual stress risk assessments (individual Risk Assessments for identifiable DCC employees) | >6 years | Length of employment  + 6 years. | Statutory |
| 7.12 | Risk Assessments | Health and Safety monitoring (i.e. audit and inspection records) by safety advisers; Plant/equipment inspection records; Portable electrical equipment test records; | 6 years |  | Statutory |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | Fixed electrical inspection test records; Written procedures/safe systems of work (other than asbestos etc.) |  |  |  |
| 7.15 | Risk Assessments | Pre-employment medical forms; Referral consultation notes | 6 years | After date closed | Access to Medical Report Act 1998 |

Housing

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 8.01 | Housing Provision | Home Energy; Housing Benefits; Council Tax; Housing Development; Leaseholder Records; Mortgage Records | 6 years | From date of action | *From ESD Local Government Record Retention* |
| 8.02 | Housing Provision | Renewals and Grants  (under £50,000); Rent Accounts | 6 years | After last payment | Limitation Act 1980 |
| 8.03 | Housing Provision | Renewals and Grants (over  £50,000) | 12 years | After last payment | Limitation Act 1980 |
| 8.04 | Housing Provision | Right To Buy (case files) | 6 years | From close of case | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 8.05 | Managing Tenancies | Hostels; Tenancy Support; Supported Housing; Community Care | 6 years | From year of record created | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 8.06 | Managing Tenancies | Housing Options (documents related to  housing applications; allocation system) | 6 years | From date of application | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 8.07 | Managing Tenancies | Sheltered Housing | 6 months | From date of assessment | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 8.08 | Managing Tenancies | Housing Improvement and Repairs; Key Tenancy Records; Correspondence | 6 years | After tenancy has expired (Dependant on relevance up to length  of tenancy) | Limitations Act 1980 (section 5) |

Human Resources

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.01 | Employee and | Grievances records | 6 years | Minimum Legal | Limitation Act 1980 |
|  | Industrial relations |  |  | requirement is to |  |
|  |  |  |  | destroy 6 years after the |  |
|  |  |  |  | Employee Leaving Date. |  |
|  |  |  |  | NOTE If the Employee |  |
|  |  |  |  | worked with Children - |  |
|  |  |  |  | Destroy 25 years after |  |
|  |  |  |  | Employee Leaving Date. |  |
| 9.02 | Employee and | Health and Safety | Permanent | Retain permanently | CIPD recommended retention period |
|  | Industrial relations | Assessment including |  | transfer to place of | guidelines 2010 |
|  |  | records of |  | deposit when |  |
|  |  | consultation with |  | administration use is |  |
|  |  | safety |  | concluded. Offer to |  |
|  |  | representatives and |  | Archivist for review. |  |
|  |  | committees. |  |  |  |
| 9.03 | Employee and | Records of | 0 year | Records of allegations | ICO employment practices code |
|  | Industrial relations | allegations which are |  | about workers who have | section 2.13.1 |
|  |  | proved to be |  | been investigated and |  |
|  |  | unfounded |  | found to be without |  |
|  |  |  |  | substance should not |  |
|  |  |  |  | normally be retained |  |
|  |  |  |  | once an investigation |  |
|  |  |  |  | has been completed. |  |
|  |  |  |  | There are some |  |
|  |  |  |  | exceptions to this, |  |
|  |  |  |  | where for its own |  |
|  |  |  |  | protection the employer |  |
|  |  |  |  | has to keep a limited |  |
|  |  |  |  | record that an allegation |  |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
|  |  |  |  | was received. and investigated, for example, where the allegation relates to abuse and the worker is employed to work with children or other vulnerable individuals. |  |
| 9.04 | Employee and Industrial relations | Records of allegations which are proved to be unfounded - Staff working with children/vulnerable  adults. | Retirement or 10 years | Retain on file until the Employee reaches retirement age, or for 10 years if that is longer. | House of common, allegations against school staff, children, school and family committee |
| 9.05 | Employee and Industrial relations | Trade Union Agreements, Pay Award Negotiations | 10 years | Destroy 10 years after ceasing to be effective. | CIPD recommended retention period guidelines 2010 |
| 9.06 | Employee and Industrial relations | Disciplinary Investigation reports/outcome letters including warnings | 6 Years | Case Closed | *From ESD Local Government Record Retention*  Limitation Act 1980 Section 2 |
| 9.07 | Personnel Administration | Accident Forms, Personal Risk Assessments, Health Restrictions | 3 years | After date of last entry | The reporting of injuries, diseases and dangerous occurrences regulations 1995 |
| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.08 | Personnel Administration | Attendance management Documents (Trigger Interview Notes, Agreements, etc); Record of annual leave taken; Jury Service Notification; Occupational Health Documents; Other Leave Requests; | 6 years | From year records created | UK Limitation Act 1980 |
| 9.09 | Personnel Administration | Bank, Pension, Emergency Contact and Qualifications; Employment Contracts (signed); Educational Qualifications; Adverts, JD's and Person Specs; Car Loans and Mileage Band; Change of Hours; Travel and  Subsistence Documents, honorarium, restructure outcome, redeployment, working time directive opt outs and regrading documentation to the list | 6 years | Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date. | Limitation Act 1980 Section 5 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.10 | Personnel Administration | Control of Asbestos at Work Health Employee Monitoring Records | >40 years | For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to  destroy 5 years after Employee Leaving date. | The control of asbestos regulations 2006 |
| 9.11 | Personnel Administration | Control of Lead at Work Health Employee Monitoring Records | >40 years | For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after Employee Leaving date | The control of Lead at work regulations 2002 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.12 | Personnel Administration | Control of Substances Hazardous to Health Employee Monitoring Records | >40 years | For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after  Employee Leaving date. | The control of substances hazardous to health 2002 |
| 9.13 | Personnel Administration | Details of employees who work with Children | 25 years | Destroy 25 years after Employee Leaving Date | Retention Guidance for Local Authority 2003 |
| 9.14 | Health, Wellbeing and Attendance | Employee sickness absence records | 7 years (6 plus current year). | Creation date | *From ESD Local Government Record Retention* |
| 9.15 | Health, Wellbeing and Attendance | Service monitoring activities. Complaints, feedback forms, reports | 2 years | Creation date | *From ESD Local Government Record Retention* |
| 9.16 | Health, Wellbeing and Attendance | Health Referral files | 85 years | Retain from date of birth for 85 years. | *From ESD Local Government Record Retention* |
| 9.17 | Personnel Administration | Flexi-time, accrued leave, annual leave and other leave records | 6 years | Case Closed | Working time regulations 1998  Limitation Act 1980 Section 2 |
| 9.18 | Personnel Administration | HMRC (Inland Revenue) Approvals | Permanent | Retain permanently transfer to place of deposit when | CIPD recommended retention period guidelines 2010 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
|  |  |  |  | administration use is concluded. Offer to Archivist for review. |  |
| 9.19 | Personnel Administration | Income Tax and NI Returns Income Tax  Records and HMRC correspondence | 3 years | From end of the financial year to which the returns relate | The Income Tax (Employments) Regulations 1996 |
| 9.20 | Personnel Administration | Radiation health surveillance; Ionising Radiations Regulations  Employee Medical Records; | >50 years | Retain until the Employee reaches the age of 75, but in any event retain for at least 50 years. | The Ionising radiations regulations 1999 |
| 9.21 | Personnel Administration | Equal Pay Correspondence | 6 years | 6 years after leaving date | Limitation Act 1980 Section 5 |
| 9.22 | Personnel Administration | Statutory and occupational maternity, paternity, adoption & parental leave documents | 6 years | Destroy 6 years after the end of the tax year in which the leave period ends | Maternity and parental leave regulations 1999  The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)  Limitation Act 1980 Section 2 |
| 9.23 | Personnel Administration | Organisational Units - Changes to Existing or Creation of New; JE Creation of New  Post Documentation | 6 years | Destroy 6 years after date created | Common Practice |
| 9.24 | Personnel Administration | Probationary information | 6 years | Minimum Legal requirement is to | Limitation Act 1980 Section 2 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
|  |  |  |  | destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date. |  |
| 9.25 | Personnel Administration | Salary Record; Overtime, Bonus, Payment and Expenses Records; Mileage and Car Loans, Payroll Advances, Payroll Deductions, Recoverable  Expenses, Salary Change Notifications;  Trade Union Memberships | 6 Years | 6 years from case closed | HMRC CH14530 PAYE Record  Keeping Guidelines  LGPS recommendation for the calculation of pension benefits  Limitation Act 1980 Section 2 |
| 9.26 | Personnel Administration | Statutory Maternity Payment; Statutory Paternity Payment; Statutory Adoption Pay Records;  Statutory Sick Pay Records | 3 years | From the end of financial year to which records relate | The Statutory Maternity Pay (General) Regulations 1986  The Statutory Sick Pay (General) Regulations 1982 |
| 9.27 | Personnel Administration | Senior Executive or Statutory Employee Records | Permanent | Retain permanently transfer to place of deposit when administration use is concluded. Offer to  Archivist for review. | CIPD 2010 |
| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.28 | Recruitment and Selection | Application forms; References - Unsuccessful  candidate | 6 months | Destroy 6 months after date recruitment finalised. | CIPD recommended retention period guidelines 2010 |
| 9.29 | Recruitment and Selection | CRB Disclosures | 6 months | Destroy paper disclosure forms 6 months after date received. Record of CRB expiry date can be retained , to trigger 3 year renewals | CRB code of practice |
| 9.30 | Recruitment and Selection | Recruitment document (Unsuccessful Disabled Candidates) | 1 year | Destroy 1 year after date recruitment finalised to allow for any claims under the DDA 1995. | CIPD recommended retention period guidelines 2010 |
| 9.31 | Recruitment and Selection | Recruitment document for Social Worker Post (Unsuccessful Candidates) | 1 year | Destroy 1 year after date recruitment finalised - this is a business need to allow for "pool recruitment". | DCC business need |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.32 | Recruitment and Selection | References, regrading and salary change documents - successful candidate | 6 years | Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date. | Limitation Act 1980 |
| 9.33 | Sickness Records | Certification of absence forms; Self- certification forms; Doctors Certificates; Monitoring, Certificates,  Calculations | 7 years | Minimum Legal requirement is to destroy 7 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date. | Statutory Sick Pay Regulations 1982  Limitation Act 1980 Section 2 |
| 9.34 | Sickness Records | Staff absence  form/return | 2 years | After date of record | Retention Guidance for Local  Authority 2003 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.35 | Termination | Dismissal document | 6 years | Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date. | ICO Corporate Disciplinary Procedure |
| 9.36 | Termination | Redundancy (section 188) documents including details, calculations, payments, refunds, notification to the Secretary of State. | 6 years | Minimum Legal requirement is to destroy 6 years after the Redundancy Date.  NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date. | CIPD recommended retention period guidelines 2010 |
| 9.37 | Termination | Retirement and Transfers (TUPE); Redeployment | 6 years | From date of transfer | Transfer of Undertakings (Protection of Employment) Regulations 2006 |
| 9.38 | Training and Development | Training Course Materials | 2 years | Destroy 2 years after course superseded. | Retention Guidance for Local Authority 2003 |
| 9.39 | Training and Development | Training requests, training certificates and records. Proof of training course completion | 6 years | Keep for a reasonable time based on business needs. 6 years minimum legal requirement. | ICO employment practices data protection code part 1 |
| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.40 | Health, Wellbeing and Attendance | Disability equality at work / reasonable adjustments | 6 years | Case created | Limitation Act 1980 Section 5 |
| 9.41 | Health, Wellbeing and Attendance | COVID vaccination status | 6 years | 6 years after leaving date | The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 |
| 9.42 | Personnel Administration | Performance conversation including objectives, capability reviews, 121 and supervision notes | 6 years | 6 years from case closed | Limitation Act 1980 Section 2 |
| 9.43 | Personnel Administration | Code of Conduct (declaration of gifts, hospitality, consumption of alcohol, illegal substances or medication & sponsorship) | 6 years | 6 years from case closed date | Limitation Act 1980 Section 2 |
| 9.44 | Personnel Administration | Code of Conduct (additional employment, disclosure of personal/conflict of interest & relationships at work) | 6 years | Leaving date (unless withdrawn then 6 years from withdrawal date) | Limitation Act 1980 Section 5 |
| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/ Regulations** |
| 9.45 | Personnel Administration | Pension documentation including opt in/out forms, scheme member information, dismissal form etc. | 15 years | 15 years after leaving date | HMRC compliance handbook manual CH15400 |

Information Management

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 10.01 | Records Management | Classification Schemes, Registers; Authorised lists of file headings and Indexes of activities whereby standards, authorities, restraints, and verifications are introduced and maintained to manage information effectively; Accession registers; Depositor files of collections of records transferred to the archives | Permanent |  |  |
| 10.02 | Records Management | Disposal Certificates | 10 years | From year records created | *From ESD Local Government Record Retention* |

Legal and Contracts

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 11.01 | Education Files | Delegated Budget; Educational Records; Nuisance (Schools); Pupils; School Premises; School Transport; Student Transport; ACPC; Registered Childminder/Day Care; General Advice (Education); General Advice (Children) | 7 years |  | Common Practice |
| 11.02 | Education Files | Special Educational Needs | 35 years | 75th anniversary from the date of birth or, if the child dies before the age of 18, 15 years from date of  death | Children's Homes Regulations 2001 reg. 28 |
| 11.03 | Educational Trusts | Educational Trusts | >7 years | Keep for minimum of 7  years | Common Practice |
| 11.04 | Employment Law | Advice; Tribunals; Disciplinary matter; Equal pay claims | 7 years |  | Common Practice |
| 11.05 | Housing | Disposal (Non RTB) | Permanent |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 11.06 | Housing | Housing Benefit/Council Tax Advice; Housing Advice (Other); Housing Benefit Review Board; Housing Possession-Rent Arrears; Housing Possessions-Non Rent; Housing Renewal Grant Work; Housing Renovation Grants; Introductory Tenancies Panel  Attendance-Housing; Introductory Tenancies-Rent ; Introductory Tenancies-Non- Rent; Title/Status Enquiry (Property); Mortgage Work (Non RTB); Release of Rent bond | 7 years | From year records created | *From ESD Local Government Record Retention* |
| 11.07 | Housing | Right to Buy (unit rate); Right to Buy (non standard) | 25 years |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 11.08 | Housing | Section 25 (Unit  Rate); Section 25 (Non-standard); Assignment; Grant; Renewal; Surrender; Termination; Variation; WayLeave | 16 years |  | Common Practice |
|  | Housing | Rent review; | 6 years | From close of case | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 11.09 | Licences | Standard; Non- standard; Amenity;  Property | 16 years |  | Common Practice |
| 11.10 | Licensing | Liquor Licensing; Licensing Appeals | 7 years |  | Common Practice |
| 11.11 | Other Legal | Procurement process work; Judicial review; Transfer of deeds by DCC; Joint Consultative Committee; Service Standards; General advice; Policy documents; Enquiries; Corporate legal advice; CCT- | 7 years |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | DSO advice; Land searches; Registration; Voluntary registration project; Legal Complaints; |  |  |  |
| 11.12 | Other Legal | Charter and Civic Rights; Preservation Orders; Local Authority Company Work; Trust and Probate (advice and assistance); Orders otherwise uncategorised | Permanent |  | Common Practice |
| 11.13 | Other Legal | Compulsory Purchase Orders; Shires Compulsory Purchase order; Covenants; Releases; Variation; Easement; Miscellaneous; Acquisitions; Appropriations; Transfers; Purchases (Land) | 25 years |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  | Other Legal | Footpath Diversion Orders; | Permanent |  | From ESD Local Government Record Retention |
| 11.14 | Other Legal | Economic Development; Non Housing; ERDF funded projects; Land; Property | 16 years |  | Common Practice |
| 11.15 | Other Legal | Intellectual Property Rights | 6 years | From date intellectual property / copyright ends | From ESD Local Government Record Retention |
| 11.16 | Planning | Agreements; Enforcement; Discontinuance notices | 25 years |  | Common Practice |
| 11.17 | Planning | Listed Buildings | Permanent |  | *From ESD Local Government Record Retention* |
| 11.18 | Planning | Planning Appeals | 7 years |  | Common Practice |
| 11.19 | Prosecution | Material unused in  prosecution | 6 months | After conviction/custodial  sentence | Common Practice |
| 11.20 | Prosecution | Prosecutions by DCC; Injunctions; Anti-social behaviour; Prosecution against DCC; Prosecution Sanction Files | 7 years |  | Common Practice |
| 11.21 | School Exclusion and Admission | Exclusions; Admissions; Complaints Panel; Representations Panel | 25 years | From date of birth | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 11.22 | Social Care and Health | Adoption files; CICA Claims; Care Proceedings; Private Law Proceedings; Case Conferences; S7 Report; S37 Report; Looked After Children Report; Secure Accommodation; Inherent Jurisdiction | 10 years |  | Common Practice |
| 11.23 | Social Care and Health | Adoption panel; Complaints panel; Children in need; Community care assessments; Disclosure -P11; Health partnerships; Learning disabilities; Adult services; General advice (adults); Financial assessment advice; Mental health;  Registered homes | 7 years |  | Common Practice |
| 11.24 | Student Awards | Student Awards | 2 years |  | Common Practice |
| 11.25 | Traffic | Highways Agreement; | 6 years | From close of case | Highways Act 1980  *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 11.26 | Traffic | Renaming of Streets | Permanent |  | *From ESD Local Government Record Retention* |
| 11.27 | Traffic | Traffic Regulation Orders (Temporary); Traffic Regulation Orders (Special); Traffic Regulation Orders (other) | 6 years | From year records created | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |

Legal Services

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 12.01 | Bye-Laws | Applications and certificates; Permits; Licences; Infringement Notices (Parking); Fixed Penalty Notices (City Wardens); Correspondence | 6 years | From year records created | Limitation Act 1980 (section 2) *From ESD Local Government Record Retention* |
| 12.02 | Bye-Laws | Master Set of bye- laws; Policy Development documents; Correspondence and Submissions of the process of making  local Laws | 6 years | From date byelaw expired | *From ESD Local Government Record Retention* |
| 12.03 | Litigation | Building Inspection Fees; Deposit Guarantee Scheme; Racial Harassment Loan; Furniture Pack; Furniture Storage | 7 years |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 12.04 | Litigation | Drain/ Footway and Repair Work; Rechargeable Works; Works in Default; Accident Damage; Shop Front/Face Lift Scheme; Advertising; Block schemes; Tipping charges; Target rent cooker; Removal of rubbish; Magazine Business Centre | 7 years |  | Common Practice |
| 12.05 | Litigation | Employee Debts; Commercial Debts; Sundry Debts; Liquidation; Prosecution/ sanction files; RTB Service and Repair Charges; Residential Care Homes; Home Care Charges | Where there are any proceedings taken, including prosecution: six years from the outcome of the hearing. Where there is a custodial sentence: six years from the end of the  custodial sentence. | From close of case | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 12.06 | Litigation | Ex-Tenant Arrears; Ex-Tenant Arrears (With existing Court  Order); Hostel Arrears; Market | 7 years |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | Stall Arrears |  |  |  |
| 12.07 | Litigation | High court against DCC; High court by DCC; County court against DCC; County court by DCC; Pension claims dispute; Compensation payments | 6 years | From date claim settled | Common Practice |
| 12.08 | Litigation | Legal Guidance Documents |  | Until superseded (until new revised version available) |  |
| 12.09 | Litigation | Overpaid Housing Benefit; Overpaid Housing Benefit to Landlord; Overpaid Council Tax Benefit; Overpaid Student Grants; Housing Renovation Grant | 7 years |  | HMRC - Compliance Handbook Manual CH15400  *From ESD Local Government Record Retention* |
| 12.10 | Litigation | Road Scheme part 1 compensation claims | 6 years |  | Common Practice |

Management and Administration

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 13.00 | Partnership, Agency and External Meetings | The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where we legally own the record | Permanent |  | Common Practice |
| 13.01 | Civic and Royal Events | All records relating to the process of organising a  ceremonial event or civic occasions | Permanent |  | *From ESD Local Government Record Retention* |
| 13.02 | Corporate Communication | Design Documents | 3 years | From last action | Common Practice |
| 13.03 | Corporate Communication | Media and publicity protocols | 3 years | From expiry date | *From ESD Local Government Record Retention* |
| 13.05 | Corporate Communication | Publications | 3 years | From year record created | *From ESD Local Government Record Retention* |
| 13.06 | Enquiries and Complaints | Housing Tenancy Complaints | 3 years | From year record created | *From ESD Local Government Record Retention* |
| 13.07 | Enquiries and Complaints | Indexes; Registers | Permanent |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 13.08 | Enquiries and Complaints | Management of detailed response on council action, policy or procedure (Reports; Returns; Correspondence) | 7 years | After administrative use is concluded | Common Practice |
| 13.09 | Enquiries and Complaints | Management of enquiries, submission and complaints which result in significant change in policy of procedure (Reports; Returns;  Correspondence) | Permanent |  | Common Practice |
| 13.10 | Enquiries and Complaints | Ombudsman | 10 years | From date complaint resolved | *From ESD Local Government Record Retention* |
| 13.11 | Enquiries and Complaints | Printed Material; Form letters | 2 years | After administrative use is concluded | Common Practice |
| 13.12 | Information Governance | Case file records detailing the authorisation | 5 years | After last used | Common Practice |
| 13.13 | Information Governance | Case file relating to Subject Access Requests | 6 Years | From when the records are created | *Limitation Act 1980* |
| 13.14 | Information Governance | Case files relating to Freedom of Information and/or | 6 Years | From when the records are created | *Limitation Act 1980* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | Environmental Information Requests |  |  |  |
| 13.15 | Information Governance | Case file records detailing the request, consideration of exemptions and subsequent appeals | 2 years | From year records created | *From ESD Local Government Record Retention* |
| 13.14 | Information Governance | Data about requests answered and outcomes | 10 years | After creation | The National Archives |
| 13.15 | Information Governance | Documents of the Council’s DPA/FOIA/EIR/P  SI policies and procedures | 3 years | From date of policy expired | *From ESD Local Government Record Retention* |
| 13.16 | Information Governance | Retention and Disposal Policy | 10 years | From year records created | *From ESD Local Government Record Retention* |
| 13.17 | Preparing Business | Agendas; Minutes; Council reports; Recommendations | 6 years | From date of meeting / decision | Local Authorities (Access to Information) Regulations 2000 *From ESD Local Government Record Retention*  *Local Government Act 1972 s100b* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 13.18 | Preparing Business | Documents establishing the committee; Reports; Recommendations; Supporting documents such as Council briefing and discussion papers | 4 years | Years | *From ESD Local Government Record Retention*  *Local Government Act 1972 s100b* |
| 13.19 | Public Consultation | Process of consulting the public and staff in the development of minor policies of the  local authority (Correspondence) | 1 year | From closure |  |
| 13.20 | Public Consultation | Process of consulting the public and staff in the development of significant policies of the local authority  (Correspondence) | 6 years | From date records created | *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 13.21 | Quality and Performance Management | Inspection and assessment evidence – this covers self- assessments, analytical data, working papers, reports and improvement plans submitted for the purposes of statutory inspections made by Ofsted and CQC. This also covers any self assessment and wider evidence submitted for the purposes of voluntary external peer challenge activity (for example, LGA, Regional SLI or other professional body). | 2 years | From closure | Common Practice |
| 13.22 | Quality and Performance  Management | Best Value Review | 5 years | From closure | Common Practice |

Planning and Building

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 14.01 | Building Control | Building Control Registers | Permanent |  | *From ESD Local Government Record Retention* |
| 14.02 | Building Control | Building Regulations | 6 years | From date of outcome of enforcement action | *From ESD Local Government Record Retention* |
| 14.03 | Building Control | Certificate of final inspection; Building Inspection records; Diaries | 10 years | From issue of final certificate of inspection | Building Control Performance Standards 2006  *From ESD Local Government Record Retention* |
| 14.04 | Building Control | The process of approving building applications in relation to listed or other significant buildings (Building files; Plans; Specifications; Correspondence; Applications; Permits; Certificates) | Permanent |  | *From ESD Local Government Record Retention* |
| 14.05 | Building Control | The process of approving building applications, for all other buildings (Building files; Plans; Specifications; Correspondence; | 10 years | After construction completed | Building Control Performance Standards 2006  *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | Applications; Permits; Certificates; Objections) |  |  |  |
| 14.06 | Development Control | Enforcement Notices | 6 years | From date of outcome of enforcement action | Building Control Performance Standards 2006  *From ESD Local Government Record Retention* |
| 14.07 | Development Control | Historically listed buildings; Definitive map; Commons registration; Planning application files and plans; Correspondence relating to any objections; Hearing papers; Planning application register | Permanent |  | Common Practice |
| 14.08 | Development Control | Sites and Monuments records; Ecological records; Species Records | Permanent |  | Common Practice |
| 14.09 | Forward Planning | Consultation documents and replies | 15 years | From year records created | *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 14.10 | Forward Planning | Inquiries and objections made by members of public; Public Inquiry documents; Amendments to definitive map | Permanent |  | Common Practice |
| 14.11 | Forward Planning | Local Plan | Permanent |  | Common Practice |
| 14.12 | Forward Planning | Mineral Planning applications consultation; Waste Planning application consultation; Objections; Inquiries - public, etc.  Archaeological: advice/conditions | 10 years | Offer controversial/high profile schemes to Archivist | Common Practice |
| 14.13 | Forward Planning | Structure Plan; Town Centre plans; Unitary; Development plans | Permanent |  | Common Practice |
| 14.14 | Forward Planning | Successful Waste Planning application; Successful Mineral Planning applications; Mineral Register; Applications for  mineral extraction | Permanent |  | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 14.15 | Forward Planning | Tree preservation orders; Country parks and nature reserves development plans and correspondence, Land purchase agreements; Land Use surveys.  Development Plan Documents, including strategic plans, local plans, area action plans and supplementary planning documents | Permanent |  | *From ESD Local Government Record Retention* |

Procurement

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 15.01 | Contracting | Major Works; Minor Works (non standard); Minor Works (Unit Rate); Computer; Consultancy; Goods; Services; Concession; Commission (work); General; Consortium Agreement; Warranties and Indemnities; Agency Contracts | Ordinary Contracts Destroy 6 years after the terms of contract have expired  Contracts under seal Destroy 12 years after the terms of contract have expired | After last action | Limitation Act 1980 |

Registration and Coroners

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 16.01 | Inquiries into Deaths | Coroners Case Files (inquiring into deaths which do not proceed to an inquest) | 10 years | After last action | The National Archives Section 7 *From ESD Local Government Record Retention* |
| 16.02 | Inquiries into Deaths | Reported deaths register; Coroners Case Files (inquiring into deaths which proceed to an  inquest) | Permanent |  | The National Archives Section 9 *From ESD Local Government Record Retention* |
| 16.03 | Marriage Services | Marriage Service | 6 years | After last action | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 16.04 | Marriage Services | Wedding banns;  Notice of marriage | 2 years | After last action | Common Practice |
| 16.05 | Registration of Births, Marriages and Deaths | Birth certificate; Death certificate; Marriage certificate | 1 year | From date of issue | Births and Deaths Registration Act 1953 *From ESD Local Government Record Retention* |
| 16.06 | Registration of Births, Marriages and Deaths | Births register; Deaths register; Marriage register | Permanent |  | *From ESD Local Government Record Retention* |

Registration, Certification and Licensing

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 17.01 | Investigatio n, Inspection and Monitoring | Trading standards sample and inspections records; Fire certificate compliance inspections | 6 years | From date certificates expires | The Regulatory Reform (Fire Safety) Order 2005  *From ESD Local Government Record Retention* |
| 17.02 | Registration, Certification and Licensing | Applications for: animal registration; registration of a business premises; release of animals impounded;  Registers; | 6 years | From date licence/registration expires | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 17.03 | Registration, Certification and Licensing | All records relating to the management of parking permits for disabled people | 3 years and  6 months | Date of application | Common practice |
| 17.04 | Registration, Certification and Licensing | Certificates of registration of: Door supervisors; Taxi drivers; Beauty therapists; Animal movement licences; Gaming; Fire certification; Disabled Parking permits; Registration to sell poison | 6 years | From date licence/registration expires | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 17.05 | Registration, Certification and Licensing | Diesel licences; Petroleum licences; Health and safety licensing; Hazardous substances; Contaminated land register/pollution | Permanent |  | *From ESD Local Government Record Retention* |
| 17.06 | Registration, Certification and Licensing | Elderly Person’s Home  registration; Children’s home registration | Permanent |  | Common Practice |
| 17.07 | Registration, Certification and Licensing | Fire Prevention notices; Fire Prevention Infringement notices; Objections to notices; Appeals against notices; Registration of premises Infringement notices; Animal Impounding  notices | 3 years | From year records created | *From ESD Local Government Record Retention* |
| 17.08 | Registration, Certification and Licensing | Organisation files; Child carers files; Childcare registration; Day care registration; Children's home | Permanent | Transfer to place of deposit after administrative use is concluded - 25 years from closure of centre, or discontinuation of care | Common Practice |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 17.09 | Registration, Certification and Licensing | Visual Impairment Register | Permanent |  | Common Practice |

Risk Management

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 18.01 | Business Continuity Planning | Major Incident Plan Test Results | 7 years |  | Common Practice |
| 18.02 | Business Continuity Planning | Major Incident Plan; Major incident report; | Permanent |  | Common Practice |
| 18.03 | Business Continuity Planning | Minor Incident Report | 7 years |  | Common Practice |
|  | Insurance against loss | Insurance register | Permanent |  | Common Practice |
| 18.04 | Insurance against loss | Process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage - Insurance policies; Correspondence | 7 years | After terms of the policy have expired | *From ESD Local Government Record Retention* |
| 18.05 | Insurance against loss | Process of renewing insurance policies - Insurance policy renewal records; Correspondence | 7 years | After insurance policy has been renewed | Common Practice |
| 18.06 | Insurance against loss | Process that records insurance claims against DCC or its officers – Claims records; Correspondence | 6 years | From date claim settled | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |

Transport and Infrastructure

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 19.01 | Design and Construction | The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels | Permanent |  | Common Practice |
| 19.02 | Highway Development | Enquiries, consultation documents, objections and correspondence; Advertisement  appeals | 7 years | After decision. Offer controversial or high profile schemes to archivist | Common Practice |
| 19.03 | Highway Development | Definitive map; Amendments to definitive map; Correspondence concerning enquiries and disputes; Road adoption | Permanent | Details of responses are held on Planning system | *From ESD Local Government Record Retention* |
| 19.04 | Highway Enforcement | The process of enforcing infrastructure and transport regulations | 3 years | After compliance with enforcement notice | Common Practice |
| 19.05 | Infrastructure Management | Street files; Street records; Street lighting | 6 years | From year records created | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 19.06 | Public Transport | Structure Plan; Local transport  plan; | Permanent |  | Common Practice |
| 19.07 | Public Transport | Timetables and routes; Maps; Fares; Customer and industry liaison | 1 year | From year records created | *From ESD Local Government Record Retention* |
| 19.08 | Highway Maintenance  Reporting of defects:  Potholes, Street lighting, Footpaths, walls, Obstructions, Trees | All records relating to the maintenance and repair of potholes, Files relating to road building/maintenance issues. All records relating to the monitoring and removal of road obstructions. | 6 years | From date records created | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 19.09 | Traffic Management | Traffic orders | 7 Years | From year records created | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 19.10 | Highway Maintenance  Request for works | All records relating to skips/scaffold applications, highway boundary information and construction of vehicular accesses.  Footpath resurfacing  New Roads and Street Works Inspections and Permit Applications. | 6 Years | From date records created | Limitation Act 1980 (Section 2) |
| 19.20 | Traffic and Transport NO2 Project monitoring | Vehicle passage record | 30 days | 1 week of data annually requested by JAQU |  |
| 19.21 | Traffic and Transport Journey time monitoring | Traffic statistics | 5 Years | From date collected. |  |

Waste Management

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 20.01 | Waste Collection | Abandoned vehicles | 6 years | From date records created | Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention* |
| 20.02 | Waste Collection | Trade Waste | 3 years | From date records created | HMRC - Compliance Handbook Manual CH15400 |
| 20.03 | Waste Collection | Bulk; Domestic wastes | 3 years | From date records created | From ESD Local Government Record Retention |
| 20.04 | Waste Collection | Controlled waste | 6 years | From date records created | From ESD Local Government Record Retention |
| 20.05 | Waste Disposal | Management of Sites; Waste Site Plans | Permanent | From Life of the plan | Common Practice |
| 20.06 | Waste Disposal | Transfer Sites | 3 years | After closure | Common Practice |

Leisure Culture and Tourism

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 21.01 | Derby Live | Derby LIVE users | 3 years after last action – unless where consent  is revoked | Last action/Consent refusal/processing objection/opt out is legally  engaged | Business need to retain |
| 21.02 | Derby Live | Derby LIVE booker  data for 3rd party ticketing | 3 years after last action | 2 years after creation date | Business need to retain |
| 21.03 | Derby Active | Derby Active - sport and leisure users | Retain from year records created  for 2 years. | 2 years after creation date | Local Government Association Retention Guidance |
| 21.04 | Tourism | Derby Parks - Golf users | Retain from year records created  for 2 years. | 2 years after creation date | Local Government Association Retention Guidance |
| 21.05 | Tourism | Details of any accidents or complaints relating to the use of leisure facilities or  equipment | 6 years | From last action | s.2 of the Limitation Act 1980 |
| 21.06 | Tourism | Leisure and culture - mailing list sign ups | Reviewed annually - For the duration of  consent | Consent refusal/processing objection opt out is  legally engaged | GDPR 2016  DPA 2018 |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 21.07 | Leisure and culture marketing, sales and information services | Website enquiry forms  A huge range of possible enquiries across services – some sales enquiries, some general, some customer service focused – e.g. around gym memberships, birthday parties, swimming lessons, ticket sales, park  bookings etc. | 1 year after the initial enquiry | Initial enquiry | Business need |
| 21.08 | Tourism | Leisure and culture - Press, media and VIP lists | Reviewed annually, 1 year since last  activity | Last action | Business need |
| 21.09 | Tourism | Corporate prospects  - B2b enquiries about corporate bookings/packages/  gym memberships | Reviewed annually, 1 year since last activity | Last action | Business need |
| 21.10 | Tourism | Tourism enquiries - consumer | 3 years from last action | Last action | Business need |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 21.11 | Tourism | Tourism prospects and enquiries  - industry, groups, Coach companies, accommodation,  international | 3 years from last action | Last action | Business need |
| 21.12 | Tourism | Tourism prospects and enquiries  - industry, groups, Coach companies, accommodatio  n, International | 3 years from last action | Last action | Business need |
| 21.13 | Tourism - Press, media and VIP lists | Reviewed  annually, 1 year since last activity | Last action | Business need | Business need |
| 21.14 | All records relating to the management of tourist information  centres | 6 years from date record created | 6 years after creation date | Limitation Act 1980 | Limitation Act 1980 |
| 21.15 | Derby Libraries users | Retain from date of application until date membership expires unless at that point account in default, in which  case up until that | Membership expiration or debt resolution | Local Government Association Retention Guidance | Local Government Association Retention Guidance |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | default has been resolved or written off. |  |  |  |
| 21.16 | Libraries | Library ban information | To be retained  for the length of the ban | Expiration of ban | Best practice and business need |
| 21.17 | Live well | Healthy living and participation - Livewell users | 3 years from last action | Last action | The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016  To allow smokers to re-join the service, to have an audit trail for appeals to rejoin the weight service (people can only access  this once) |
| 21.18 | Live well | Healthy living and participation - Move more programme users | 3 years from last action | Last action | The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016  Retention period required as part of Sport England (Get Healthy, Get Active) external funding obligations |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 21.19 | Live well | Healthy living and participation - Livewell Child Weight Management programme users | 3 years from last action | Last action | The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016.  To allow smokers to re-join the service, to have an audit trail for appeals to rejoin the weight service (people can only access  this once) |
| 21.30 | Live well | Healthy living and participation - Active Ewe and Active Supporters  programme users | 3 years from last action | Last action | The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016 |

Learning and Skills

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 22.01 | Derby Adult Learning | All Records | Until 2030 | Date reached or further | Funding and Performance |
| Service | pertaining to European Social |  | information changing the Retention period expiry | Management Rules 2014 to 2020 European Social Fund (ESF) |
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|  |  | Fund Funding matching |  | date | Programme |

Facilities Management

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 23.01 | Health, Wellbeing and Attendance | Swipe card photo data | 6 months | To be destroyed 6 months after the employee leaving date. | Business need |
| 23.02 | Health, Wellbeing and Attendance | Swipe card logs | 2 years | To be destroyed 2 years after date created | Working Time Regulations 1998, Reg. 9, |

Outbreak Risk Management

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 24.01 | Snap Survey | Voluntary | Data held by | Date of | The Coronavirus Act 2020; The |
|  |  | questionnaire to | Snap Surveys | extraction from | Health Protection (Notification) |
|  |  | support identification of | will be | Snap Surveys. | Regulations 2010; The Public Health |
|  |  | COVID-19 related | destroyed at |  | (Control of Disease) Act 1984 and |
|  |  | risks and mitigating | end of contract |  | associated Regulations; The Care |
|  |  | actions. | period |  | Act 2014; The Safeguarding |
|  |  |  | (2021/22). |  | Vulnerable Groups Act 2006; Health |
|  |  |  | Downloaded |  | and Safety at Work Act 1974; Health |
|  |  |  | data with |  | and Social Care Act 2012, S18 Duty |
|  |  |  | identifiable |  | to improve public health; Section 12 |
|  |  |  | information will |  | of the Health and Social Care Act |
|  |  |  | be held for a |  | 2012; Duty to support Health and |
|  |  |  | maximum of |  | Wellbeing Boards; Section 194 of the |
|  |  |  | 12 months. |  | 2012 Act Duty to produce Joint |
|  |  |  | Data which |  | Strategic Needs Assessments |
|  |  |  | has been |  | (JSNAs) and Joint Health and |
|  |  |  | anonymised |  | Wellbeing Strategies (JHWBs); |
|  |  |  | will be held for |  | Sections 192 and 193 of the 2012 Act |
|  |  |  | a maximum of |  | Duty to publish an annual public |
|  |  |  | 6 years. |  | health report; Section 31 the 2012 |
|  |  |  |  |  | Act Public Health responses on |
|  |  |  |  |  | behalf of the Local Authority to |
|  |  |  |  |  | licensing applications and other |
|  |  |  |  |  | statutory Local Authority functions |
|  |  |  |  |  | requiring public health input; Part 3 of |
|  |  |  |  |  | the National Health Services Act |
|  |  |  |  |  | 2006 (as amended by Section 30 of |
|  |  |  |  |  | the Health and Social Care Act 2012) |

CYP integrated Commissioning

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 25.01 | Placement sourcing - Children In Care | Emails, spreadsheets, logs, case- records, referrals forms, financial approval for the sourcing of placements for LAC, CiN and young homeless 16 and 17 year olds. | 6 Years | From Date of placement | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 25.02 | Individual Placement Agreements | Part of the contract with the provider, includes name DOB  sensitive info re child | 6 Years | From Date of placement | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp)  ga/2004/ 31/contents |
| 25.03 | Complaints Information | Issues and complaints about placements | 6 Years | From Date of placement | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 24.04 | Quality Assurance | Information about the provider(s) | 7 Years | From end of contract expiry | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp)  ga/2004/ 31/contents |
| 24.05 | CYP Consultations | Quality Visit Questionnaire for YP draft 1 | 6 Years | From date of placement | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 24.06 | Provider Contracts | Contracts with providers for services | 6 Years | From end of contract expiry | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 24.07 | Complex Cases Panel | Log, agenda, minutes from meeting, referral forms, case records, assessments  undertaken | 6 Years | From date of case conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 24.08 | Residential Panel | Spreadsheets used to manage payments and budget monitoring  - incl name, DOB, school. Referrals, tracker log. | 6 Years | From date of case conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 24.09 | Young People Housing Panel | Log, agenda, minutes from meeting, referral forms, case records, assessments  undertaken | 6 Years | From date of case conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 24.10 | Social Impact Bond | Log, agenda, minutes from meeting, referral forms, case records, assessments  undertaken | 6 Years | From date of case conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 24.11 | Finance | Spreadsheets used to manage payments and budget monitoring – including  name, Date of Birth and school | 6 Years | From date of last payment | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 24.12 | Finance | Historic Invoices submitted by providers for payment. May include name and date of  birth | 6 Years | From date of last payment | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 24.13 | Staff Management Information | Employee information specific to individuals | 6 Years | From date of conclusion/ outcome | Fulfil employer responsibilities |
| 24.14 | Achieving Change Documents | Priority Families restructure, staff information | 6 Years | From date of case conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1980/ 58/contents |
| 25.15 | Priority Families Panel Documents, TAF | Spreadsheet for referrals to the Integrated Early Help Commissioning Framework.  Personal family, service provider and budget information  held | 15 Years | From date individual case closure | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 25.16 | Integrated early help commissioning panel information | Social Care/early help teams on a case by case basis | 15 years | From date of individual case closure | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents |
| 25.18 | National Impact Study (NIS) and Family Progress Data (FPD) | NIS data tracks the impact of services on family needs and is submitted twice per year. The FPD is anonymous data collected and provided twice per  year to MHCLG. | 15 years | From date of individual case closure | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 25.19 | Priority Family Files | Nomination forms, outcomes forms, evidence to support PbR. Including, relevant LCS/EHM case notes, information relating to convictions, health information, progress to work evidence and employment information, DV information, census  data. | 15 years | From date of individual case closure | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |
| 25.20 | Partner Data Returns | Data returns to track service impact- health, DV, ADMS, Census, Families Information Service, Rent arrears, | 15 years | From date of individual case closure | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |
| 25.21 | Vulnerable Children’s Meeting | Baseline family information- name, DOB, family members and worker details | 15 years | From date of individual case closure | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |
| 25.22 | Voices In Action, Youth Council and Derby Homes Youth Board | Consent and membership forms for the Voices in Action Youth Council and Derby Homes board; | 6 years | From date of last meeting | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  | including, meeting attendance sheets |  |  | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2016/ |
| 25.23 | Youth Mayor | Application forms for the youth mayor process | 6 years | From date of last election | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2016/ |
| 25.24 | Children In Care Council Contacts (CICC) | Database - all names, addresses, phone numbers, email addresses and allocated worker details - Excel sheet  password protected. | 6 years | From date of last election | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2016/ |
| 25.25 | Children In Care Council – Consent | Consent to share relevant data as required by the CICC and details of CYP attending the meetings. | 6 years | From date of last election | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2016/ |
| 25.26 | Consent - Additional activities (Regional Event, Takeover Day, Podcasts) | Consent to share relevant data as required by the CICC and details of CYP attending the meetings.  Feedback forms | 6 years | From date of last election | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2016/ |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 25.27 | Letters/Correspondenc e – Children and Young People | CYP name and address | 6 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/ 41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/ 31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2016/ 1/contents |
| 25.28 | Educational Placements Information (SEND) | Spreadsheets and emails containing information about school and college  placements for learners with SEND | 7 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/uksi](http://www.legislation.gov.uk/uksi)  /2017/44 |
| 25.29 | Children Missing Education Audits | Data requested at termly audit from  Providers on attendance | 7 years | From date of last audit | Contract compliance – Audit |
| 25.30 | Complaints and Compliments information | Log, letters and evidence e.g. doctors’ letters, log, evidence of complaints or compliments on providers. May contain personal details re learner and/or parent/carer if  the complaint needs investigation | 7 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1996/  56/contents https://[www.legislation.gov.uk/uksi](http://www.legislation.gov.uk/uksi)  /2015/89  3/contents/made |
| 25.31 | Home to School/college Transport | Application forms and supporting evidence | 7 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1996/ 56/contents |
| 25.32 | Personal Budgets | Application forms, agreement and supporting evidence | 7 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
|  |  |  |  |  | 6/contents https://[www.legislation.gov.uk/uksi](http://www.legislation.gov.uk/uksi)  /2015/89  3/contents/made |
| 25.33 | Requests for Health Funding | Clinical and personal information on individual CYP | 7 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/  6/contents https://[www.legislation.gov.uk/uksi](http://www.legislation.gov.uk/uksi)  /2015/89  3/contents/made https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2012/ 7/contents |
| 25.34 | Placement Sourcing - SEND Education | Documentation supporting mini  competition process for INMSS and SP16i | 7 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/uksi](http://www.legislation.gov.uk/uksi)  /2015/89  3/contents/made |
| 25.35 | Not in Education, Employment or Training (NEET) | Names, dobs, gender, destinations, school/college, activity, address | 15 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/  31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |
| 25.36 | Children Centres | Names, dobs, services accessed | 15 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/  31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |

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| **Disposal URN** | **Activity** | **Description of Records** | **Retention Period** | **Event Trigger** | **Legislation/Regulations** |
| 25.37 | Pupil Referral Unit (PRU) | Name, date of birth, school, address, provisions | 15 years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/  31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |
| 25.38 | Youth Offending | Name, date of birth, address, offences, outcome | 15 Years | From date of conclusion/ outcome | https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/1989/  41/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2004/  31/contents https://[www.legislation.gov.uk/ukp](http://www.legislation.gov.uk/ukp) ga/2014/ |