

Document Retention Schedule

This schedule applies to all records regardless of format or the system(s) in which the records are held and should be applied to all copies including backups.

This schedule is organized by function rather than by department. Functions are organised alphabetically.

A **retention hold (or legal hold)** has been implemented in response to the **Statutory Independent Inquiry into Grooming Gangs** to ensure that all potentially relevant records are preserved and remain available for review by the Inquiry. This means that records which may fall within the scope of the Inquiry must not be deleted, altered, overwritten, or otherwise disposed of, even where normal retention schedules would ordinarily allow their destruction. The hold applies to all relevant information held in paper and electronic formats, including emails, case files, reports, notes, messages, and archived records, and remains in place until further notice.

End Action

Destroy/Delete	Securely destroy or delete immediately after the retention period has lapsed
Review/Destroy	Review and either assign a new retention period or securely destroy or delete if no longer required
Archive	Contact Records Management after the retention period has lapsed

Functions:

1. [Adult Social Care](#)
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25. [Waste Management](#)

26. [Version Control](#)

Function:

Adult Social Care

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
1.1.1	Asylum Seekers	Temporary Accommodation; Advice & Support Records; Meals Records	6 years from date of last contact	Destroy/Delete	Limitation Act 1980 (Section 2)
1.1.2	Asylum Seekers	Nationality Checking Records	6 years from resolution date	Destroy/Delete	Limitation Act 1980 (Section 2)
1.2.1	Residential Homes	Admission Registers; Discharge Registers	6 years from date of last entry	Review/Destroy	Limitation Act 1980 (Section 2)
1.2.2	Residential Homes	Adult Placement Scheme Management Records	6 years from date of last contact	Destroy/Delete	Limitation Act 1980 (Section 2)
1.2.3	Residential Homes	Incidents & Events that require notification to the Care Quality Commission	Current year + 3 years	Review/Destroy	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.4	Residential Homes	Detention; Use of Restraint; Deprivation of Liberty	3 years from date of detention, restraint or deprivation of liberty	Review/Destroy	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.5	Residential Homes	Duty Rosters	Current year + 4 years	Destroy/Delete	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.6	Residential Homes	Electrical Testing; Fire Safety, Equipment Maintenance; Premises Maintenance; Water Safety; Gas Safety; Storage & Transport Records; Safe Keeping Records	Current year + 3 years	Review/Destroy	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010

		(Money/Valuables)			
1.2.7	Residential Homes	Final Annual Accounts	Current year + 30 years	Destroy/Delete	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.8	Residential Homes	General Operating Policies & Procedures	3 years from date superseded	Destroy/Delete	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.9	Residential Homes	Medical Device & Equipment Purchase Records	Current year + 11 years	Destroy/Delete	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.10	Residential Homes	Non-Medical Purchase Records	Current year + 18 months	Destroy/Delete	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.11	Residential Homes	Risk Assessments	3 years + 4 months from date of assessment	Review/Destroy	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.2.12	Residential Homes	Medication Administration; Medication Audits; Handover Records; Nurse Call Out Records	4 years from date of administration, audit, handover or call out	Review/Destroy	Limitation Act 1980 (Section 11)
1.2.13	Residential Homes	Protection of Residents Property Records	6 years from date of last contact	Destroy/Delete	Common Practice
1.2.14	Residential Homes	Return of Medication to the Pharmacy Records	6 years from date medication returned	Review/Destroy	Limitation Act 1980 (Section 2)
1.2.15	Residential Homes	Visting Records; Staff Sign-in; Visitor Sign-in; Yearly Diaries	6 years from date of visit 6 years from year of diary	Review/Destroy	Limitation Act 1980 (Section 2)
1.2.16	Residential Homes	Care Quality Commission Notifications; Provider Compliance; Quality Assurance; Registration Certificates; Service Unit	6 years from date of notification/certificate/expiry of statement	Destroy/Delete	Limitation Act 1980 (Section 2)

		Guides; Statement of Purpose			
1.2.17	Residential Homes	Care Quality Commission Inspection Reports	6 years from date of next inspection	Review/Destroy	Limitation Act 1980 (Section 2)
1.2.18	Residential Homes	Correspondence with Coroner relating to Deaths in Adult Residential Homes	15 years from date of death	Destroy/Delete	Common Practice
1.3.1	Supporting Adults	Records relating to the Integrated Health & Social Care for Clients; Management of Mental Health Support Records	20 years from date of last contact	Review/Destroy	The Records Management Code of Practice for Health and Social Care 2021
1.3.2	Supporting Adults	Learning Disability; Physical Disability; Sensory Disability; Rehabilitation & Discharge; Communication Support; Drug & Alcohol Misuse; Occupational Therapy; Home Care	6 years from date of last contact	Review/Destroy	Limitation Act 1980 (Section 2)
1.4.1	Care Needs Assessments	Records relating to the Care of Adults with Learning Impairments	6 years from date of last contact	Review/Destroy	Limitation Act 1980 (Section 2)
1.4.2	Care Needs Assessments	Care Needs Assessments	Until added to client record	Destroy/Delete	Business Need
1.4.3	Care Needs Assessments	Contacts & Assessments that do not progress	2 years from date of last contact	Destroy/Delete	Business Need
1.5.1	Community and Day Centres	Records relating to the running of Community & Day Centres	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 2)
1.6.1	Adult Care Plans	Records relating to Applications for & Management of Adult Care Plans	6 years from date plan ends	Review/Destroy	Limitation Act 1980 (Section 2)

1.7.1	Care at Home	Records relating to the Provision of Care Services in Clients Home	Current year + 6 years	Review/Destroy	Limitation Act 1980 (Section 5)
1.7.2	Care at Home	Records relating to the Provision of Community Alarms & Telecare Services	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 5)
1.7.3	Care at Home	Records relating to Home Adaptations & Aids Provided to Disabled People	6 years from date of disposal of asset	Destroy/Delete	Limitation Act 1980 (Section 2)
1.8.1	Service User Registers	Records relating to the Management of a Register of Sight Impaired, Deaf & Disabled Adults	6 years from date of death or ceasing to be registered	Destroy/Delete	Limitation Act 1980 (Section 2)
1.9.1	Social Care Contact	Records relating to Contact with Social Care that does not progress	2 years from date of last contact	Destroy/Delete	Common Practice
1.10.1	Consultations	Consultation Contributions; Questionnaires; Surveys; Responses	6 years from date of completion	Destroy/Delete	Common Practice
1.11.1	Carers Advice & Support	Records relating to the Provision of Advice & Support for Adult Carers where the Carer is not known to Social Services	6 years from date of last contact	Destroy/Delete	Limitation Act 1980 (Section 2)
1.12.1	Advocacy for Carers	Records relating to the Provision of Advice, Counselling & Support for carers	Current year + 3 years	Destroy/Delete	Common Practice
1.13.1	Alternate Care Providers	Records relating to Contracts with Alternative Care Providers	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 5)

1.14.1	Carers Assessment	Records relating to Applications for & Management of Carers Assessments	6 years from date of assessment	Destroy/Delete	Common Practice
1.15.1	Respite Care	Records relating to the Provision of Respite Care for Adults	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 2)
1.16.1	Short Breaks	Records relating to Young People (aged over 18 years) who are taking part in Short Breaks	6 years from date of last contact	Destroy/Delete	Limitation Act 1980 (Section 2)
1.17.1	Safeguarding Vulnerable Adults	Records relating to the Provision of a Safeguarding Adults Board; Multi Agency Risk Assessment Conference (MARAC)	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 2)
1.17.2	Safeguarding Vulnerable Adults	Records relating to the Safeguarding of Vulnerable Adults	6 years from resolution date	Review/Destroy	Limitation Act 1980 (Section 2)
1.18.1	Financial Affairs Management	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	Current year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
1.19.1	Financial Assessments & Direct Payments	Records relating to Applications for & Management of Social Care Financial Assessments;	6 years from date of last payment	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400

		Management of Direct Payments Scheme			
1.20.1	Shared Care	Records relating to the Provision of Shared Care for Adults where the Adult is not known to Social Services	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)
1.21.1	Care Act	Records relating to the Implementation of the Care Act 2014	6 years from date superseded	Destroy/Delete	Common Practice
1.22.1	Personal Assistants	Records relating to the Personal Assistant Register	6 years from termination of contract	Destroy/Delete	Common Practice
	DBS Checks	DBSChecks	<i>See entry 12.2.4</i>		
1.23.1	Contract Management	Records relating to the Management of Contracts for Goods & Services; Financial Records; Tender Records; Reports; Individual Agreements; Contracts Signed Under Seal	<u>Contract Under Hand</u> : 6 years from termination of contract <u>Contracts Under Seal</u> : 12 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)
1.24.1	Commissioning	Records relating to ASC Commissioning Processes, Strategy & Policies; Guidance; Flowcharts; Service Standards; Trackers (Suspension, Termination, Relocation, Closures); Action Plans; Reports	6 years from date of last action/superseded	Destroy/Delete	Business Need
1.24.2	Commissioning	Records relating to ASC Commissioning Engagement & Management; Customer	6 years from date of last contact	Destroy/Delete	Limitation Act 1980 (Section 2)

		Records, Resident Lists; Chronologies; Community Engagement Details; BRS Stratification; Correspondence; Meetings & Forums; Questionnaires; Surveys; Consultations			
1.24.3	Commissioning – Grants	Records relating to Grants & Grant Management	6 years from end of funding or period specified by funding body	Destroy/Delete	Common Practice
1.24.4	Commissioning – Provider and Quality Management	Quality Assurance Records; Provider Management Records; Quality Audits; Care Quality Commission Inspection Reports; Provider DBS Checks; Provider Staff Records; Provider Concern & Complaints; Data Returns; Provider Policy & Procedure; Communications; Care Home Contract Logs; Provider Financial Management & Due Diligence Records	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)

Function:

Cemeteries and Crematoria

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
2.1.1	Burial and Cremation	Cremation Registers; Burial Registers	Permanent	Offer to Archivist after administrative use is concluded	Cremation (England and Wales) Regulations 2008 Section 34
2.1.2	Burial and Cremation	Records relating to Cremation & Interment Process and Applications	15 years from date of cremation	Destroy/Delete	Cremation (England and Wales) Regulations 2008 Section 34
2.2.1	Memorial	Records relating to Cemetery & Crematorium Memorial Applications	6 years from date of application	Destroy/Delete	Limitation Act 1980 (Section 2)
2.2.2	Memorial	Records relating to Cemetery & Closed Churchyard Inspections	6 years from date of inspection	Destroy/Delete	Limitation Act 1980 (Section 2)
2.2.3	Memorial	Records relating to Memorial Removal	6 years from date of removal	Destroy/Delete	Limitation Act 1980 (Section 2)
2.3.1	Exhumation	Exhumation Application Forms; Exhumation Licenses	15 years from date of exhumation	Destroy/Delete	Burial Act 1857 (Section 25)

Function:

Children and Families

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
3.1.1	Adoption and Fostering	Supported Lodging Files; Approved Foster Carer Case Records	10 years (minimum) from date approval is terminated	Review/Destroy	The Fostering Services (England) Regulations 2011
3.1.2	Adoption and Fostering	Records relating to Case Records for People <u>Not</u> Approved as a Foster Parent or who Withdraw their Application prior to Approval	3 years (minimum) from date of refusal or withdrawal	Review/Destroy	Common Practice
3.1.3	Adoption and Fostering	Adoption Records; Carer Records; Child File; Adoption Placement Reports & Plans; Adoption Support Plan; Adopted Children Register; Child Permanence Record	150 years from date of adoption order (where an adoption order is not made, information should be transferred to the looked after case record and held for 75 years from date of birth)	Review/Destroy	The Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005 (Section 6)
3.1.4	Adoption and Fostering	Enquiries from Potential Adopters & Foster Carers; Correspondence	1 year from date of last contact	Destroy/Delete	Common Practice
3.2.1	Programme Management and Development	Records relating to Individual Case Management in Provision of Family Support; Parenting Skills Advice; Attendance Records; Project	7 years from date of closure	Destroy/Delete	Common Practice

		Files; Development of Services or Programmes for Children; Correspondence			
3.2.2	Programme Management and Development	Free School Meals	6 years from date created	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
3.2.3	Programme Management and Development	Records relating to Assessing Families Suitability in the Care of Children; Family Aid Work; Intensive Support Records	In accordance with the retention period for the main Social Care & Health case record	Destroy/Delete	Common Practice
3.2.4	Programme Management and Development	Exclusion Files	23 years from date of birth	Destroy/Delete	Limitation Act 1980 (Section 2)
3.2.5	Programme Management and Development	Appeal Files	2 years from closure of appeal process	Destroy/Delete	School Admissions Appeals Code 2022
3.2.6	Programme Management and Development	Records relating to the Provision of Services or Programmes to Support the Development of Young Persons	15 years from date of closure	Destroy/Delete	Common Practice
3.2.7	Programme Management and Development	Records relating to the Provision of Services or Programmes to Support the Development of Children; Course Reports; Attendance Records	25 years from date of closure	Destroy/Delete	Common Practice
3.3.1	Residential Homes	Children's Home Register	Permanent	Secure Storage for Permanent Preservation	Common Practice

3.3.2	Residential Homes	Admissions Registers; Discharge Registers; Diaries; Rotas; Daily logs; Record of Pocket Money & Valuables; Medical/Health Care; Visitors; Fire Precaution & Practice; Register of Adults Working in the Home	15 years (minimum) from date of last entry	Review/Destroy	Children's Homes Regulations 2001 (Reg. 29 and Schedule 4)
3.3.3	Residential Homes	Menus	1 year from date created	Destroy/Delete	Children's Homes Regulations 2001 (Reg 29 and Schedule 4)
3.3.4	Residential Homes	Records relating to the Operation of the Establishment; Inspection Reports	15 years from date of last entry	Review/Destroy	Children's Homes Regulations 2001
3.3.5	Residential Homes	Records relating to Authorised and Unauthorised Absences	15 years from date of last entry	Review/Destroy	Children's Homes Regulations 2001
3.3.6	Residential Homes	Sanctions Records	15 years from date of last entry	Review/Destroy	Children's Homes Regulations 2001
3.3.7	Residential Homes	Secure Unit Records	25 years from date of closure	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
3.4.1	Special Education	SEN Files; City Youth Justice Records	35 years from date of birth	Review/Destroy	Retention Guidelines for Local Authorities 2003:1
3.4.2	Special Education	Case Records for Children in Children's Homes	35 years from date of birth (75 years from date of birth for case records for children in children's homes)	Review/Destroy	The Children's Homes (England) Regulations 2015
3.5.1	Supporting Children	Young Persons Looked After Records; Looked After Children Records; Residential Care Records; Case Records	75 years from date of birth (15 years from date of death if the child dies before the age of 18)	Review/Destroy	The Children's Homes (England) Regulations 2015

		for Children in Children's Homes			Care Planning, Placement and Case Review (England) Regulations 2010
3.5.2	Supporting Children	Privately Fostered Children's Records	2 years from date of last contact	Destroy/Delete	Children (Private Arrangements for Fostering) Regulations 2005 (amended by Children Act 2005 s44)
3.5.3	Supporting Children	Guardian CAFCASS Records; Guardian Ad Litem Records	10 years (minimum) from termination of placement	Review/Destroy	The Fostering Services Regulations 2002
3.5.4	Supporting Children	Schedule 1 Offenders	Permanent	Secure Storage for Permanent Preservation	Sex Offenders Act 1997
3.5.5	Supporting Children	Child Protection Register	Permanent	Secure Storage for Permanent Preservation	Arrangements for Placement of Children (General) Regulations 1991 (SI 1991/1890)
3.5.6	Supporting Children	Child Protection Case Files, Conference Minutes; Core Assessment; Investigation; Registration; Supervision Orders	40 years from date of birth	Review/Destroy	Arrangements for Placement of Children (General) Regulations 1991 (SI 1991/1890)
3.5.7	Supporting Children	Child Protection Single Assessment & Advice	10 years from date of closure	Destroy/Delete	Children Act 1989
3.5.8	Supporting Children	Case Records of Unaccompanied Minors (if not looked after)	10 years from date of closure	Destroy/Delete	Common Practice
3.5.9	Supporting Children	Video Recordings & Tape Evidence of Child Witnesses	Permanent (subject to individual decision by Strategic Director, Children & Young People & the Senior Police Officer Concerned)	Secure Storage for Permanent Preservation	Common Practice

3.5.10	Supporting Children	Registration Files of Childminders or Day Care Providers	10 years from date of last contact (function carried out by Ofsted since 01/04/2002. Some files remain at DCC)	Destroy/Delete	Office for Standards in Education, Children's Services and Skills
3.5.11	Supporting Children	Records on Child Minders	Current financial year + 6 years	Destroy/Delete	Common Practice
3.5.12	Supporting Children	Records relating to Children Staying Overnight with Child Minders & Sessional Carers; Investigations of Allegations & Incidents	35 years from date of last contact	Review/Destroy	The Childcare Act 2006
3.5.13	Supporting Children	Records on Seasonal Carers	10 years from date of last contact	Destroy/Delete	The Childcare Act 2006
3.5.14	Supporting Children	Investigation of Allegations & Incidents	10 years from date of closure (date of birth + 25 years for child protection / child safeguarding)	Review/Destroy	The Records Management Code of Practice for Health and Social Care 2016
3.5.15	Supporting Children	Ofsted Checks	2 years from date of assessment	Destroy/Delete	Business Need
3.5.16	Supporting Children	Other Fostering Agency Checks	7 years date response provided	Destroy/Delete	Common Practice
3.5.17	Supporting Children	Children in Need Records (children who have not been adopted, looked after and who have not been subject of a child protection inquiry)	10 years from date of closure	Destroy/Delete	Common Practice
3.6.1	Youth Offending	Records relating to work with Adults; Pre-Court Decisions;	3 years from date of closure or child reaches 18th	Destroy/Delete	Youth Offending Teams (England) Youth Justice Board 2011

		Reprimand; Final Warnings; Referral Orders	birthday (whichever occurs first)		
3.6.2	Youth Offending	Sex Offenders Register	Subject to the length of time on register	Review/Destroy	Sexual Offences Act 2003
3.6.3	Youth Offending	Offender Case Files (Court Orders)	5 years from date of closure or child reaches 18th birthday (whichever occurs first)	Destroy/Delete	Youth Offending Teams (England) Youth Justice Board 2011
3.6.4	Youth Offending	Case Files for Young People who have had a Custodial Sentence or a Supervision Order resulting in them becoming 'Looked After'	75 years from date of birth or 15 years from date of death (if the child dies before the age of 18)	Review/Destroy	Youth Offending Teams (England) Youth Justice Board 2011
3.6.5	Youth Offending	Statutory Orders	5 years from date of closure	Destroy/Delete	Youth Offending Teams (England) Youth Justice Board 2011
3.7.1	Quality Assurance Framework	Records relating to the Quality Assurance Framework for CSC/EH & Specialist Services; Case File Audits; Records of Observations of Practice; Feedback; QA Delivery Records; Strategic Interview & Focus Group Records	11 years from date of last entry	Destroy/Delete	Common Practice
3.8.1	Educational Psychology	Records relating to the Process of Assessing & Providing Individual Support for Children Requiring Educational Psychology Support; Pupil/Client Files	25 years from date of birth	Destroy/Delete	Business Need
3.9.1	School Provision	In-year Applications; Main	6 years from date of decision	Destroy/Delete	Business Need

		Round Applications; Decision Letters; Proof of Address; Sibling Checks; Appeals Case Files; Correspondence	(key information transferred to the official pupil record)		
3.9.2	School Provision	Complaints; Legal Challenges	6 years from resolution date	Review/Destroy	Limitation Act 1980 (Section 2)
3.9.3	School Provision	Data Sharing Records; Parental Consent Forms	6 years from termination of agreement	Destroy/Delete	Business Need
3.9.4	School Provision	Admissions Arrangements; Consultation Files	Permanent (historical/statistical purposes)	Secure Storage for Permanent Preservation	Business Need
3.9.5	School Provision	Catchment Area Mapping; Annual Allocation Reports; Allocation Statistics	Permanent (historical/statistical purposes)	Offer to Archivist after administrative use is concluded	Business Need
3.10.1	CYP Commissioning Placements	Records relating to Placement Sourcing – Children in Care; Care Records; Referral Forms; Logs & Trackers; Financial Approval for Sourcing Placements of LAC, CiN & Young Homeless 16- & 17-Year Olds	6 years from date of placement	Review/Destroy	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.2	CYP Commissioning Placements	Records relating to Individual Placement Agreements	6 years from date of placement	Review/Destroy	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.3	CYP Commissioning Placements	Records relating to Issues & Complaints about Placements	6 years from date of placement	Review/Destroy	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)

3.10.4	CYP Commissioning Quality Assurance	Quality Assurance Records about Providers	7 years from termination of contract	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.5	CYP Commissioning Quality Assurance	CYP Consultations; Quality Visit Questionnaires	6 years from date of placement	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.6	CYP Commissioning Providers	Contracts with Providers for Services	6 years from termination of contract	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.7	CYP Commissioning Complex Cases	Logs; Agendas; Meeting Minutes; Referral Forms; Case Records; Assessments	6 years from date of conclusion/outcome	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.8	CYP Commissioning Panels and Boards	Records relating to Residential Panel; Young People Housing Panel; Payments & Budget Monitoring Records; Referral Details; Trackers; Logs; Meeting Minutes; Agendas; Assessments	6 years from date of conclusion/outcome	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.9	CYP Commissioning Panels and Boards	Records relating to the Voices in Action, Youth Council & Derby Homes Youth Board; Consent Forms; Membership Forms; Meeting Attendance Records	6 years from date of last meeting	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)

3.10.10	CYP Commissioning Social Impact Bond	Logs; Agendas; Meeting Minutes; Referral Forms; Case Records; Assessments	6 years from date of conclusion/outcome	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.11	CYP Commissioning Partners	Records relating to Data Returns to Track Service Impact; Partner Data Returns	15 years from date of closure	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.12	CYP Commissioning Early help	Records relating to Priority Families Panel & Team Around the Family (TAF); Referrals to Integrated Early Help Commissioning Framework	15 years from date of closure	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.13	CYP Commissioning Early help	Records relating to Early Help Commissioning Panel	15 years from date of closure	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.14	CYP Commissioning Early help	Records relating to the National Impact Study (NIS) & Family Progress Data (FPD)	15 years from date of closure	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.15	CYP Commissioning Early help	Records relating to Priority Family Records; Nomination Forms; Outcome Forms; Evidence to Support PbR; LCS/EHM Case Notes; Conviction Records; Health Data; Progress to Work Evidence; Employment	15 years from date of closure	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)

		Information; DV Information; Census Data			
3.10.16	CYP Commissioning Youth Mayor	Application Forms for Youth Mayor Process	6 years from date of last election	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.17	CYP Commissioning Children in Care	Records relating to Children in Care Contacts (CICC) and Children in Care Council and Consent; Consent Forms for Regional Events; Feedback Forms	6 years from date of last election	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.18	CYP Commissioning Vulnerable Children	Records relating to Vulnerable Children's Meetings	15 years from date of closure	Review/Destroy	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.19	CYP Commissioning Correspondence	Letters; Correspondence	6 years from resolution date	Destroy/Delete	Common Practice
3.10.20	CYP Commissioning Complains and Compliments	Logs; Letters; Evidence of Complaints & Compliments	7 years from resolution date	Destroy/Delete	Children's Act 1989 (Section 41) Children's Act 2004 (Section 31)
3.10.21	CYP Commissioning Health Funding	Requests for Health Funding	7 years from resolution date	Destroy/Delete	Business Need
	CYP Commissioning - Finance	Finance	<i>See various finance entries</i>		
3.10.22	CYP Commissioning School and Education	Pupil Referral Unit (PRU) Records	15 years from date of closure	Destroy/Delete	The Education Act 1996
3.10.23	CYP Commissioning Schools and Education	Records relating to Home to School/College Transport; Application Forms; Evidence	7 years from resolution date	Destroy/Delete	The Education Act 1996

3.10.24	CYP Commissioning Schools and Education	Records relating to Placement Sourcing SEND Education; Records Supporting the Mini-Competition Process for Independent & Non-Independent Maintained Schools (INMSS)	7 years from resolution date	Destroy/Delete	The Education Act 1996
3.10.25	CYP Commissioning Schools and Education	Records relating to NEET (Not in Education, Employment or Training)	15 years from resolution date	Destroy/Delete	The Education Act 1996
3.10.26	CYP Commissioning Schools and Education	Records relating to Educational Placements SEND	7 years from resolution date	Destroy/Delete	The Education Act 1996
3.10.27	CYP Commissioning Schools and Education	Records relating to Children Missing Education Audits	7 years from date of last audit	Destroy/Delete	The Education Act 1996
3.10.28	CYP Commissioning Children's Centres	Records relating to Services Accessed	15 years from resolution date	Destroy/Delete	Business Need
3.10.29	CYP Commissioning Youth Offending	Records relating to Youth Offending including Personal Details; Offences & Outcome Records	15 years from date of closure	Destroy/Delete	Business Need

Function:

Communications

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
4.1.1	External Communications	Communication Subscriber Databases	3 years from date of last action	Destroy/Delete	Business Need
4.2.1	Internal Communications	Communication Subscriber Databases	Weekly	Destroy/Delete	Business Need
4.2.2	Internal Communications	Teams Chat Messages	2 days	Destroy/Delete	Business Need
4.2.3	Internal Communications	Teams Channel Messages	30 days	Destroy/Delete	Business Need
4.3.1	Design	Design Records; Corporate Branding; Templates	3 years from date superseded	Destroy/Delete	Business Need
4.4.1	Press and Media	Media & Publicity Protocols	3 years from date of expiry	Destroy/Delete	Business Need
4.4.2	Press and Media	Press & Media Lists	From termination of operation or contract	Destroy/Delete	Business Need
4.4.3	Press and Media	Social Media	3 years from date of last action	Destroy/Delete	Business Need
4.5.1	Marketing	Advertising Databases	From termination of operation or contract	Destroy/Delete	Business Need
4.6.1	Publications	Publications	3 years from date last action	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
4.7.1	Event Management	Event Registration; Event Planning; Event Delivery; Booking Records; Lists of attendees & Participants	2 years from date of event (anonymised data can be retained for 6 years after event)	Destroy/Delete	Business Need

Function:

Community Safety

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
5.1.1	Prevent	Records relating to Channel; Minutes; Channel Guidance; PAF's; Reviews; Review Log	10 years from date created	Destroy/Delete	Business Need (The Prevent Duty)
5.1.2	Prevent	Records relating to Reporting; Community Sentiment Reporting; General Prevent Reporting; Queries Logs; Contact Lists	3 years from date created	Destroy/Delete	Business Need (The Prevent Duty)
5.1.3	Prevent	CTLP Records; HO Guidance & Advice; Disruption Reports; Disruption Tactics, HO Communications	3 years from date created	Destroy/Delete	Business Need (The Prevent Duty)
5.2.1	Resettlement & Refugees	Policies & Procedures; Operational Guidance; Eligibility Criteria; Grant Policies; Guidance relating to Caps & Eligibility	6 years from date superseded	Destroy/Delete	Business Need
5.2.2	Resettlement & Refugees	Records relating to Financial Management; Grant Funding Records; Payment Schedules; Grant Allocation Records; Funding Claims; Reconciliation Data; Local	6 years from end of funding or period specified by funding body	Review/Destroy	HMRC - Compliance Handbook Manual CH15400

		Authority Housing Fund (LAHF)			
5.2.3	Resettlement & Refugees	Meeting Minutes; Action Logs; Decision Tracking; Briefings; Updates	6 years from date of meeting, decision or briefing	Destroy/Delete	Business Need
5.2.4	Resettlement & Refugees	Correspondence Records; Letters; Enquiry Responses; Liaison with Home Office	6 years from date of last action	Destroy/Delete	Business Need
5.2.5	Resettlement & Refugees	Records relating to accommodation management; Address Checks; Accommodation Centre Records; Hotel Records; Patch Lists	6 years from date of last contact or post tenancy	Destroy/Delete	Limitation Act 1980 (Section 5)
5.2.6	Resettlement & Refugees	Records relating to Property & Procurement; Procurement Requests; Onboarding Records; PCC Reporting Datasets	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)
5.2.7	Resettlement & Refugees	Records relating to Community Sponsorship Schemes	6 years from termination of sponsorship or agreement	Destroy/Delete	Limitation Act 1980 (Section 5)
5.2.8	Resettlement & Refugees	Records relating to the Advice, Issue Reporting & Eligibility (AIRE) Home Office Contract	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)
5.2.9	Resettlement & Refugees	Records relating to Compliance, Safeguarding & Legal Processes; Refugee Family Reunification Records;	6 years from date of closure	Review/Destroy	Limitation Act 1980 (Section 5)

		Welfare Checks; Safeguarding Records			
5.2.10	Resettlement & Refugees	Records relating to Service User Data; Family Composition Data; Integration & Support Plans; Case Records	6 years from date of closure	Review/Destroy	Limitation Act 1980 (Section 5)
5.2.11	Resettlement & Refugees	Case Records; Family Composition Data; Placement & Integration Support Plans	6 years from date of closure	Review/Destroy	Limitation Act 1980 (Section 5)
5.2.12	Resettlement & Refugees	Records relating to Homes for Ukraine Datasets; Sponsor & Guest Records; Placement Tracker	6 years from date of closure	Destroy/Delete	Limitation Act 1980 (Section 5)

Function:

Council Property and Facilities Management

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
6.1.1	Management of Council Property	Land Deeds; Property Deeds; Land & Property Rental Records; Property Valuation Lists; Purchase & Sale of Property Register	Life of Property + 12 years	Destroy/Delete	Limitation Act 1980 (Section 12)
6.2.1	Property Acquisition and Disposal	Records relating to Management of the Acquisition Process for Real Property; Plans	Life of Property + 12 years	Offer to Archivist after administrative use is concluded	Common Practice
6.2.2	Property Acquisition and Disposal	Records relating to the Sale of Property; Legal Records; Particulars of Sale; Board of Survey; Tender Records; Conditions of Contract	15 years from termination	Offer to Archivist after administrative use is concluded	Common Practice
6.3.1	Property and Land Management	Consolidated Property & Buildings Annual Reports; Summary of Leased Property; Summary of Local Authority's Owned Property; Site register; Register of leases	Permanent	Secure Storage for Permanent Preservation	Common Practice
6.3.2	Property and Land Management	Lease Agreements; Rental Expenditure Authorities;	15 years from date of expiry of lease	Destroy/Delete	Common Practice

		Valuation Queries; Applications for Leases, Licenses; Rental Revision			
6.3.3	Property and Land Management	Works Requests	7 years from date created	Destroy/Delete	Common Practice
6.3.4	Property and Land Management	Stock Monitoring Records	6 years from date of survey of housing stock	Destroy/Delete	Limitation Act 1980 (Section 2)
6.3.5	Property and Land Management	Records relating to System Development & Implementation Plans	Until system is decommissioned	Destroy/Delete	Business Need
6.3.6	Property and Land Management	Records Relating to System Administration; Maintenance Records; Monitoring Records	1 year from date created	Destroy/Delete	Business Need
6.3.7	Property and Land Management	Fleet Authorisation Numbers; Approvals as Drivers; Vehicle Allocations & Authorisations; Vehicles Maintenance Records; Vehicle Usage Reports; Vehicle Log Books	6 years from date allocated/approved	Destroy/Delete	Limitation Act 1980 (Section 2)
6.3.8	Property and Land Management	Leases; Contracts; Quotes; Approvals	6 years from termination	Destroy/Delete	Limitation Act 1980 (Section 2)
6.4.1	Property Development and Renovation	Project Specifications; Plans; Installation Manuals; Certificates of Approval	Permanent	Secure Storage for Permanent Preservation	Common Practice
6.4.2	Property Development and Renovation	Correspondence: Work Orders; Tender Records; Conditions of Contracts; Valuation Certificates	15 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)

6.5.1	Facilities Management	Swipe Card Photo Data	6 months from termination of contract	Destroy/Delete	Business Need
6.5.2	Facilities Management	Swipe Card Logs	2 years from date created	Destroy/Delete	Working Time Regulations 1998 (Reg. 9)

Function:

Democracy

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
7.1.1	Corporate Planning and Reporting	Corporate Plan; Strategy Plans; Business Plans; Annual Reports; Strategic Management Meeting Minutes	Permanent	Offer to Archivist after administrative use is conclude	Retention Guidelines for Local Authorities 2003:1
7.1.2	Corporate Planning and Reporting	Improvement Boards; Cross Department Consideration	1 year from date of meeting	Destroy/Delete	Business Need
7.2.1	Decision Making	Council Minutes; Agendas; Business Papers; Notice Papers & Proceedings; Indexes; Committee Minutes; Register of Delegations to Special Committees	Permanent (keep available for 6 years from date of meeting/decision for public inspection)	Offer to Archivist after administrative use is conclude	Local Government Act 1972 (Section 100C)
7.2.2	Decision Making	Draft/ Rough Minutes (all formats including Audio Tapes)	Destroy from date of confirmation of the minutes	Destroy/Delete	Common Practice
7.2.3	Decision Making	Records of Officer Delegated Decision Making	6 years from date of decision	Destroy/Delete	The Openness of Local Government Bodies Regulations 2014
7.2.4	Decision Making	Petitions	6 years from date of submission of the petition	Destroy/Delete	Business Need - Derby City Council Petitions Scheme

7.2.5	Decision Making	Webcast Recordings of Committee Meetings	Permanent	Secure Storage for Permanent Preservation	Common Practice
7.2.6	Decision Making	Standards Complaints	6 years from date of complaint	Destroy/Delete	Common Practice Statutory framework under Localism Act 2011
7.3.1	Policy, Procedures, Strategy and Structure	Records relating to Policy Implementation & Development; Policies; Procedures; Precedents; Instructions; Directorate Plans & Strategies; Community Strategy; Community/City Plan; Community Safety Plan	6 years from date of meeting, decision or plan	Review/Destroy	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
7.3.2	Policy, Procedures, Strategy and Structure	Asset Management Plan	Permanent	Secure Storage for Permanent Preservation	Retention Guidelines for Local Authorities 2003:1
7.3.3	Policy, Procedures, Strategy and Structure	Minutes of Monitoring & Reviewing Strategic Plans, Policies & Procedures	6 years from date created	Destroy/Delete	Common Practice
7.4.1	Honours and Awards	Honours Nomination Forms; Covering Records; Letters of Support; Referral for Comment from Lord Lieutenant	5 years from date of last action (retain details of recipients permanently)	Destroy/Delete Secure Storage for Permanent Preservation	Common Practice
7.5.1	Representation	Electoral Register (Live & Historic); Notices of Alteration to the Electoral Register	Permanent	Secure Storage for Permanent Preservation	Representation of the People Act 1983 (Section 9A) Elections Act 2022 (Section 1A(2)(a))

7.5.2	Representation	Ballot Papers; Ordinary, Tendered, Lost & Spoilt, Postal & Unused Ballot Papers; Completed Corresponding Number Lists; Certificates of Employment; Other Forms Completed in Polling Station	1 year from close of poll (extendable by court order)	Destroy/Delete	Representation of the People (England and Wales) Regulations 2001 (Reg 91) Representation of the People Act 1983 (Schedule 1, Rule 57)
7.5.3	Representation	Records relating to Election Results & Associated Documentation; Declaration or Result	Permanent	Secure Storage for Permanent Preservation	Representation of the People Act 1983 (Schedule 1, Rule 50(1)(c))
7.5.4	Representation	Electoral Registration & Canvass Data; Applications to Register to Vote; Absent Vote Applications (Postal & Proxy); Declaration Renewals; Canvass Response Forms; Household Enquiry Forms	<u>Electronic Records:</u> Lifetime of registration <u>Paper Records:</u> 3 months from date of application or canvass response (email records to be deleted when processed)	Destroy/Delete	Electoral Registration and Administration Act 2013 Representation of the People Act 1983 (Schedule 9, Section 10ZC)
7.5.5	Representation	Records relating to Voter Authority Certificate Applications & Supporting Documentation	<u>Electronic Records:</u> Lifetime of registration <u>Paper Records:</u> 3 months from date of application	Destroy/Delete	The Voter Identification Regulations 2022
7.5.6	Representation	Records relating to Documentary Evidence of Entitlement to Register; Identity Documents; Proof of Address; Immigration Documentation	<u>Electronic Records:</u> Lifetime of registration <u>Paper Records:</u> 3 months from date of registration or rejection of application	Destroy/Delete	Representation of the People (England and Wales) Regulations 2001 (Regulation 26B)

7.5.7	Representation	Postal Vote Statements (Completed Statements)	1 year from date of election (extendable by court order)	Destroy/Delete	Representation of the People Act 1983 (Schedule 1, Rule 57)
7.5.8	Representation	Marked Copies of Electoral Register (Polling Station & Postal); Marked Absent Vote Lists; Marked Proxy Lists; Marked Postal Proxy Lists	1 year from date of election (extendable by court order)	Destroy/Delete	Representation of the People Act 1983 (Schedule 1, Rule 57)
7.5.9	Representation	Nominated Papers; Consent to Nomination Forms	1 year from date of election	Destroy/Delete	Representation of the People Act 1983 (Schedule 1, Rule 57)
7.5.10	Representation	Records Relating to Home Address Forms Received as Part of Nomination	<u>Local Government Elections:</u> 35 days from date of declaration of result <u>Parliamentary & PCC Elections:</u> 21 days from date of declaration of result	Destroy/Delete	Representation of the People Act 1983 (Schedule 1, Rule 53A) The Local Elections (Principal Areas) (England and Wales) Rules 2006 (Schedules 2 & 3, Rule 50A)
7.5.11	Representation	Notice of Election; Statement of Persons Nominated; Notice of Poll; Statutory Notices (Published During & After) Nomination Period	28 days from date of election	Destroy/Delete	Representation of the People Act 1983 (Schedule 1, Rules 5,14,23) The Local Elections (Principal Areas) (England and Wales) Rules 2006 (Schedules 2 & 3, Rules 3,9,21)
7.5.12	Representation	Records Relating to Candidate Election Expense Returns & Declarations Submitted by Election Agents	2 years from date of receipt of the expense return (available for public inspection during retention period)	Destroy/Delete	Representation of the People Act 1983 (Sections 81-83, 89) Police and Crime Commissioner Elections Order 2012 (Articles 40-44)
7.5.13	Representation	Elections Staffing Records for Individuals Recruited to Work	5 years from date of most recent election worked	Destroy/Delete	Representation of the People Act 1983 (Schedule 1, Rule 26)

		on Elections; Recruitment Records; Right to Work Checks; Payment Records	(automatic deletion 2 years after the most recent election at which the individual worked; data wipe 3 years thereafter)		Local Elections (Principal Areas) (England and Wales) Rules 2006 (Schedule 2, rule 23(1))
7.5.14	Representation	Records Relating to Data Sets Received from Derby City Council Departments for Canvass & Registration Purposes	Up to 1 year from date of receipt	Destroy/Delete	Representation of the People Act 1983 (Section 9A) Representation of the People (England and Wales) Regulations 2001 (Regulation 23)
7.5.15	Representation	Leader of Opposition Papers	3 years from date of last action	Destroy/Delete	Common Practice
7.5.16	Representation	Mobile Phone Log; SMS Messages Elections Team	1 month from day of election or conclusion of annual canvass	Destroy/Delete	Common Practice
7.6.1	Elected Members	Councillor Appointments; Committee Memberships; Outside Body Appointments	Permanent	Secure Storage for Permanent Preservation	Common Practice
7.6.2	Elected Members	Casework & Correspondence Relating to Elected Members	6 years from date of receipt	Destroy/Delete	Common Practice
7.6.3	Elected Members	Records Relating to Registers & Declarations; Interests; Gifts; Hospitality; Expenses Records	Permanent	Secure Storage for Permanent Preservation	Localism Act 2011 The Local Authorities (Members' Allowances) (England) Regulations 2003
7.6.4	Elected Members	Training Materials; Training Records; Personal Development Plans	6 years from date created or duration of term of office	Destroy/Delete	Common Practice
7.7.1	Statutory Returns	Reports to Central Government	7 years from date of closure	Destroy/Delete	Common Practice

Function:

Education, Learning & Skills

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
8.1.1	Newly Qualified Teachers	Assessment Forms; Reports	6 years from date created	Destroy/Delete	Recommended by the Department for Education
8.2.1	Derby Adult Learning	Records relating to European Social Fund Funding Matching	2030 (check & update 31 st Dec 2030)	Review/Destroy	Funding and Performance Management Rules 2014 to 2020 European Social Fund (ESF) Programme
8.2.2	Derby Adult Learning	Records Relating to Learner Onboarding; Initial Assessments; Enrolment; Personal Learner Record	Current academic year + 7 years	Destroy/Delete	DfE Funding Rules The East Midlands Combined County Authority (EMCCA)
8.2.3	Derby Adult Learning	Learning Plans; Progress Review Records & Trackers; Feedback; Registers; Group Profiles	Current academic year + 7 years	Destroy/Delete	DfE Funding Rules The East Midlands Combined County Authority (EMCCA)
8.2.4	Derby Adult Learning	Records Relating to Learning Support; Assessments; Plans; Reviews; Trackers	Current academic year + 7 years	Destroy/Delete	DfE Funding Rules The East Midlands Combined County Authority (EMCCA)
8.2.5	Derby Adult Learning	Learner Examinations; Assessments; Registrations; Exam Papers; Certifications	Current academic year + 7 years	Destroy/Delete	DfE Funding Rules The East Midlands Combined County Authority (EMCCA)
8.3.1	Transition 2 Learning	Learner Recruitment Records, Enrolment; Assessments; Safeguarding &	6 years from end of enrolment	Destroy/Delete	DfE Funding Rules

		Welfare Records; Curriculum; Examinations	<u>SEND records:</u> 31 years from date of birth		Special Educational Needs and Disability Code of Practice (0-25 years)
8.4.1	SEN Assessment and Support	Special Educational Needs (SEN) Assessments; Education Health Care Plans (EHC); SEN Tribunal Records; Reviews; Correspondence; Decisions; Appeals Evidence Bundles; Legal Advice; Directions	31 years from date of birth <u>Ceased plans:</u> 6 years from date ceased <i>(see children & families for looked after children's retentions)</i>	Destroy/Delete	Children and Families Act 2014 (Part 3 Special Educational Needs and Disabilities (SEND))
8.5.1	SEN Funding	Records relating to SEND/EHCP Funding Panel (for Records Containing Funding & Placement Decisions About Multiple Children with EHCPs)	31 years from date of birth of youngest child named in the record	Destroy/Delete	Children and Families Act 2014 (Part 3 Special Educational Needs and Disabilities (SEND))
8.5.2	SEN Funding	Supplementary Funding Records (for Finance & Audit Purposes)	Current financial year + 7 years	Destroy/Delete	Common Practice
8.6.1	School Learners	Attendance & Exclusion Records	25 years from date of birth	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
8.6.2	School Learners	Daily Attendance Registers	3 years from date of entry	Destroy/Delete	Common Practice
8.7.1	College and Further Education Learners	Attendance Records; Temporary or Permanent Exclusion Records	6 years from end of academic year in which learner leaves or course ends	Destroy/Delete	Common Practice
8.8.1	Education, Health and Care Plans (EHCP)	Records relating to Education, Health and Care Plans; Annual Review Records; Therapist	6 years from date plan is ceased or 31 years from date of birth	Destroy/Delete	Children and Families Act 2014 (Part 3 Special Educational Needs and Disabilities (SEND))

		Assessment Reports; Medical Reports			
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Function:

Finance

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
9.1.1	Accounts and Audit	Publication of Council Accounts; Court Case Papers; Insurance Records	6 years from date created	Review/Destroy	Local Government Finance Act 1992
9.1.2	Accounts and Audit	Signed Audited Accounts	Permanent	Offer to Archivist after administrative use is concluded	Audit Commission Act 1998
9.1.3	Accounts and Audit	Financial Account Working Papers; FMIS Records; Government Statistical Returns; RO & CO Forms; Audit Committee Meeting Minutes; Audit Terms of Reference; Audit Reports (Others)	Current financial year + 6 years	Destroy/Delete	The Accounts and Audit Regulations 2015
9.1.4	Accounts and Audit	Audit Reports (Long-term Contracts)	6 years from date of closure	Destroy/Delete	National Archive (11) Internal Audit Records
9.1.5	Accounts and Audit	Committee Reports; Background Papers	6 years from date of decision (background papers can be deleted 4 years from date of meeting or decision)	Destroy/Delete	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
9.1.6	Accounts and Audit	Contracts; Agreements	6 years from termination of contract	Destroy/Delete	National Archives (5) Contractual Records

9.1.7	Accounts and Audit	Internal Audit Records	Until superseded	Destroy/Delete	Business Need
9.1.8	Accounts and Audit	Audit Programme Records; Audit Plans & Strategies	1 year from date of closure	Destroy/Delete	National Archive (11) Internal Audit Records
9.1.9	Accounts and Audit	Standing Orders; Financial Regulation Records; Computer Hardware & Software Descriptions	Permanent	Secure Storage for Permanent Preservation	Common Practice
9.1.10	Accounts and Audit	European Social Fund Records; European Regional Development Fund Records	Permanent	Review/Destroy	Common Practice
9.2.1	Asset Management	Asset Register	6 years from date of disposal of asset	Destroy/Delete	National Archive (10) Central Expenditure Records HMRC - Compliance Handbook Manual CH15400
9.2.2	Asset Management	Stores Records; Issue Notes; Requisition Notes	Current financial year + 3 years	Destroy/Delete	National Archive (3) Accounting Records
9.3.1	Corporate Counter Fraud	Case Records (No Prosecution)	18 months from date of closure	Destroy/Delete	Common Practice
9.3.2	Corporate Counter Fraud	Case Records (Prosecution)	6 years from date of closure or 2 years from end of investigation (where no prosecution)	Destroy/Delete	Common Practice
9.3.3	Corporate Counter Fraud	Case File (POCA Order)	6 years from outcome of hearing/end of custodial sentence/date of order	Destroy/Delete	Proceeds of Crime Act 2002
9.4.1	Loans and Leasing	Loan Records (after redemption of loan)	Current financial year + 6 years	Destroy/Delete	The Money Laundering Regulations 2007 (Section 19(1))

9.5.1	Grant Funding	Records relating to Grant Funding; Processing & Assessment of Applications for Grant Funding; Administration of Funding Payments; Trust Funds; External Funding	6 years from end of funding or period specified by funding body	Review/Destroy	Common Practice
9.6.1	Investment Management	Investment Records	6 years from date investments are liquidated or matured	Destroy/Delete	Local Government Finance Act 1992
9.7.1	Financial Transaction Management	Journals; Expense Claims; Allowance Claims; Copy Receipts; Goods Received Notes	Current financial year + 6 years	Destroy/Delete	National Archive (3) Accounting Records
9.7.2	Financial Transaction Management	Budget Management Records; Costing Records; Budget Monitoring; Budget Books	Current financial year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.7.3	Financial Transaction Management	Detailed Working Papers; Prime Records of Cash Recorded; Prime Records of Postal Payments	Current financial year + 3 years	Destroy/Delete	National Archive (3) Accounting Records
9.7.4	Financial Transaction Management	Summaries of Accounts Records; Petty Cash Records; Deliver Notes	Current financial year + 2 years	Destroy/Delete	National Archive (3) Accounting Records
9.7.5	Financial Transaction Management	Banking Records; Invoices; Purchase Orders; Payment Records; Credit Records	Current financial year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.7.6	Financial Transaction Management	Payment Card Details	Not to be retained in any format	Destroy/Delete	Payment Card Industry Data Security Standard

9.7.7	Financial Transaction Management	Records relating to Prime Evidence of Money being Banked & Income Raising	Current financial year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.7.8	Financial Transaction Management	Audit Records of Monies Paid & Received	Current financial year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.7.9	Financial Transaction Management	Records relating to Recovery or Writing off Debt	6 years from date of last payment	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.7.10	Financial Transaction Management	Cash Books; Cash Sheets	6 years from date of last transaction	Destroy/Delete	National Archive (3) Accounting Records
9.7.11	Financial Transaction Management	Cheques Drawn on Bank Accounts	6 years from date issued	Destroy/Delete	National Archive (3) Accounting Records
9.7.12	Financial Transaction Management	Advice Notices	1 year from date issued	Destroy/Delete	National Archive (3) Accounting Records
9.8.1	National Taxation	VAT; Income Tax; National Insurance Records	Current financial year + 3 years	Destroy/Delete	The Income Tax (Employments) (Amendment) Regulations 1996
	Payroll and Pensions	Health Records (For compensation claims for work related injuries)	<i>See entry 10.5.1</i>		
9.9.1	Payroll and Pensions	Records relating to the Transparency of Senior Salaries	Current financial year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.9.2	Payroll and Pensions	Inland Revenue Returns; Department of Work & Pensions Returns	Current financial year + 6 years	Destroy/Delete	Finance Act 2008 (Schedule 37)
9.9.3	Payroll and Pensions	Timesheets; Car Allowance Claims; Overtime Claims	Current financial year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 2)
9.9.4	Payroll and Pensions	Records relating to Forecasting; Staffing Forecasting	Current financial year + 6 years	Destroy/Delete	Local Government Act 2003

9.10.1	Business Rates	Records relating to Billing, Administration & Collection of Business Rates	6 years from date of last transaction	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.11.1	Business Improvement Districts (BIDs)	Records relating to Billing, Administration & Collection of Business Improvement Districts (BIDs)	6 years from date of last transaction	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.12.1	Council Tax	Records relating to Processing Council Tax Support Claims & Changes in Circumstances	6 years from date of last transaction	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.12.2	Council Tax	Records relating to Recovery of council Tax Support Excess Awards	6 years from date of last transaction	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.13.1	Single Discretionary Award	Records relating to Processing of Single Discretionary Award Claims	6 years from date of last transaction	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
9.14.1	Consultation	Records relating to Arrangements of Public Meetings or Other Means by Which Citizens Can Be Consulted on Budget Plans for The Forthcoming Year	6 years from date created	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400

Function:

Health and Safety

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
10.1.1	Accident and Incident Reporting	Employee Incident Report Forms	6 years from date of incident	Destroy/Delete	Limitation Act 1980 (Section 2)
10.1.2	Accident and Incident Reporting	Records relating to Incidents Involving Members of the Public (Adults); Incident Report Forms; Accident Investigation Reports	6 years from date of incident	Destroy/Delete	Limitation Act 1980 (Section 2)
10.1.3	Accident and Incident Reporting	Records relating to Incidents Involving Members of the Public (Children); Incident Report Forms; Accident Investigation Reports	21 years from date of birth	Review/Destroy	Limitation Act 1980 (Section 2)
10.1.4	Accident and Incident Reporting	Records relating to the Investigation of Work-Related Ill Health Cases	6 years from date of incident	Review/Destroy	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
10.2.1	Hazardous Substances	Records relating to Accidental Exposure to Radiation	75 years from date of birth (retain for a minimum of 50 years)	Review/Destroy	The Ionising radiation regulations 1999
10.2.2	Hazardous Substances	Records relating to Accidental Exposure to Asbestos	40 years from date of last entry	Review/Destroy	Control of Asbestos at Work Regulations 2012

10.3.1	Inspection and Assessments	Equipment Inspection Records; Monitoring Results	6 years from date created	Destroy/Delete	Limitation Act 1980 (Section 2)
10.3.2	Inspection and Assessments	Property Asbestos Records	40 years from closure of building	Review/Destroy	Control of Asbestos at Work Regulations 2012
10.4.1	Risk Assessments	Noise & Vibration Risk Assessments; DSE Risk Assessments; Collective/Team Based Stress Risk Assessments; Surveys	6 years from date superseded	Review/Destroy	Limitation Act 1980 (Section 2)
10.4.2	Risk Assessments	Asbestos Risk Assessments (tasks & activities where exposure exceeds action level – incidents of exposure are listed above)	40 years from closure of building	Review/Destroy	Control of Asbestos at Work Regulations 2012
10.4.3	Risk Assessments	COSHH Substance Risk Assessments; COSHH Safety Data Sheets	6 years from date of last action/use	Review/Destroy	Control of Substances Hazardous to Health Regulations 2002
10.4.4	Risk Assessments	Health & Safety Monitoring Records; Audit & Inspection Records; Plant & Equipment Inspection Records; Portable Electrical Equipment Test Records; Fixed Electrical Inspection Test Records; Written Procedures; Safe Systems of Work	6 years from date of inspection	Review/Destroy	Limitation Act 1980 (Section 2)

10.5.1	Control of Substances Hazardous to Health	COSH Records; Health Records; Health Surveillance Records	40 years from date of last entry	Review/Destroy	Control of Substances Hazardous to Health Regulations 2002
10.6.1	Health Surveillance	General Health & Exposure Monitoring Records	Whilst employed and under health surveillance (see entry above)	Review/Destroy	Control of Vibration at Work Regulations 2005 Control of Noise at Work Regulations 2005

Function:

Housing

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
11.1.1	Housing Provision	Home Energy; Housing Benefits; Council Tax; Housing Development; Leaseholder Records; Mortgage Records	6 years from date of last action	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
11.1.2	Housing Provision	Right To Buy Case Records	6 years from date of closure	Destroy/Delete	Limitation Act 1980 (Section 2)
11.1.3	Housing Provision	Renewals; Grants (under £50,000); Rent Accounts	6 years from date of last payment	Destroy/Delete	Limitations Act 1980 (Section 5)
11.1.4	Housing Provision	Renewals; Grants (over £50,000)	12 years from date of last payment	Destroy/Delete	Limitations Act 1980 (Section 5)
11.2.1	Managing Tenancies	Hostels; Tenancy Support; Supported Housing; Community Care	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 2)
11.2.2	Managing Tenancies	Records relating to Housing Applications; Allocation Systems; Housing Options	6 years from date of application	Destroy/Delete	Limitation Act 1980 (Section 2)
11.2.3	Managing Tenancies	Sheltered Housing	6 months from date of assessment	Destroy/Delete	Business Need
11.2.4	Managing Tenancies	Housing Improvement; Housing Repairs; Key Tenancy Records; Correspondence	6 years from termination of tenancy	Destroy/Delete	Limitations Act 1980 (Section 5)

Function:

Human Resources

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
12.1.1	Personnel File	Emergency Contacts; Qualifications; Employment Contracts; Variations to Contracts; Restructure Outcomes; Recruitment Records; Working Time Directive Opt-Outs; Apprentice Records; People Management System Forms & Logs, COVID Vaccination Status	6 years from termination of contract 25 years from termination of contract for employees working with children	Destroy/Delete	Chartered Institute of Personnel and Development
12.1.2	Personnel File	Senior Executive or Statutory Employee Personnel Records	Permanent	Offer to Archivist after administrative use is concluded	Chartered Institute of Personnel and Development
12.2.1	Recruitment and Selection	Records relating to <u>Unsuccessful</u> Candidates; Application Forms; References. Includes Unsuccessful Disabled Candidates & Unsuccessful Social Worker Candidates	2 years from date recruitment is finalised	Destroy/Delete	Chartered Institute of Personnel and Development Disability Discrimination Act 1995

12.2.2	Recruitment and Selection	Records relating to <u>Successful</u> Candidates; Application Forms; References; Salary Change Records	6 years from termination of contract 25 years from termination of contract for employees working with children	Destroy/Delete	Limitation Act 1980 (Section 5)
12.2.3	Recruitment and Selection	Curriculum Vitae's (CVs downloaded from a CV database/job board)	6 months from date recruitment is finalised	Destroy/Delete	Chartered Institute of Personnel and Development
12.2.4	Recruitment and Selection	DBS/CRB Checks; Disclosure and Barring Service (DBS) Checks	6 months from date of receipt (record of checks expiry date can be retained, to trigger 3-year renewals)	Destroy/Delete	Disclosure and Barring Service (DBS) Code of Practice
12.3.1	Probation	Probation Records	6 years from termination of contract 25 years from termination of contract for employees working with children	Destroy/Delete	Limitation Act 1980 (Section 5)
12.4.1	Disciplinary and Grievance	Disciplinary Investigation Reports; Outcome Letters; Warnings	6 years from date of closure	Review/Destroy	Limitation Act 1980 (Section 5)
12.4.2	Disciplinary and Grievance	Grievances Records	6 years from termination of contract 25 years from termination of contract for employees working with children	Destroy/Delete	Limitation Act 1980 (Section 5)
12.4.3	Disciplinary and Grievance	Records relating to Allegations which are Proved to be Unfounded	From date of completion of investigation	Destroy/Delete	The Employment Practices Code (ICO)

			(exceptions - where for its own protection the DCC has to keep a limited record that an allegation was received & investigated, e.g., where the allegation relates to abuse & the worker is employed to work with children and/or vulnerable adults)		
12.4.4	Disciplinary and Grievance	Records relating to Allegations which are Proved to be unfounded - Staff Working with Children/Vulnerable Adults	Retirement age or 10 years from date of allegation (whichever is longer)	Review/Destroy	Common Practice
12.5.1	Termination	Dismissal Records; Redundancy (section 188) Records; Calculations; Payments; Notifications to Secretary of State	6 years from termination of contract 25 years from termination of contract for employees working with children	Destroy/Delete	Chartered Institute of Personnel and Development
12.5.2	Termination	Retirement & Transfers (TUPE); Redeployment	6 years from date of transfer	Destroy/Delete	Transfer of Undertakings (Protection of Employment) Regulations 2006
12.6.1	Pay and Rewards	Bank Records; Pension Records; Car Loans & Mileage Band; Change of Hours; Regrading Records; Equal Pay Records	6 years from termination of contract 25 years from termination of contract for employees working with children	Destroy/Delete	Limitation Act 1980 (Section 5)
12.6.2	Pay and Rewards	Honorarium; Travel & Subsistence Records	Current financial year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 5)
12.6.3	Pay and Rewards	Salary Records; Overtime, Bonus, Payment & Expenses	Current financial year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400

		Records; Payroll Advances, Payroll Deductions, Recoverable Expenses, Salary Change Notifications; Trade Union Memberships; New Starter Forms; Leaver Forms; L1 Forms; Reports; Attachment of Earnings			
12.6.4	Pay and Rewards	HMRC (Inland Revenue) Approvals	Permanent	Offer to Archivist after administrative use is concluded	Chartered Institute of Personnel and Development
12.6.5	Pay and Rewards	Income Tax & NI Returns; Income Tax Records; HMRC Correspondence	Current financial year + 6 years	Destroy/Delete	The Income Tax (Employments) Regulations 1996
12.6.6	Pay and Rewards	Statutory Maternity Payment; Statutory Paternity Payment; Statutory Adoption Pay Records; Statutory Sick Pay; Sickness Notifications	Current financial year + 6 years	Destroy/Delete	The Statutory Maternity Pay (General) Regulations 1986 The Statutory Sick Pay (General) Regulations 1982
12.7.1	Pensions	Pensions Records; Scheme Member Information; Opt In/Out Forms; Dismissal Form; Letters; Payslips	13 years from termination of contract	Review/Destroy	HMRC - Compliance Handbook Manual CH15400
12.8.1	Job Descriptions and Person Specifications	Adverts; Job Descriptions; Person Specifications	6 years from termination of contract (job descriptions held longer if a deferred benefits pension request is received – hold as long as necessary)	Destroy/Delete	Limitation Act 1980 (Section 2)

12.9.1	Attendance, Leave and Special Leave	Staff Sick Notes; Fit Notes; Absence Forms; Return to Work Forms; Phased Return Records	Current financial year + 6 years	Destroy/Delete	HMRC - Compliance Handbook Manual CH15400
12.9.2	Attendance, Leave and Special Leave	Certification of Absence Forms; Self- certification Forms; Doctors Certificates; Monitoring, Certificates, Calculations	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 2)
12.9.3	Attendance, Leave and Special Leave	Attendance Management Records; Trigger Interview Notes, Agreements; Record of Annual Leave Taken; Jury Service Notification; Occupational Health Documents; Other Leave Requests	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 5)
12.9.4	Attendance, Leave and Special Leave	Flexi-time Sheets; Accrued Leave; Annual Leave; Other Leave Records	Current financial year + 6 years	Destroy/Delete	Working time regulations 1998
12.9.5	Attendance, Leave and Special Leave	Statutory & Occupational, Maternity, Paternity, Adoption & Parental Leave Records	6 years from end of tax year in which the leave period ends	Destroy/Delete	Maternity and parental leave regulations 1999 The Statutory Maternity Pay (General) Regulations 1986
12.10.1	Performance Training and Development	Records Relating to Training Progress Reports & Apprentice Training Progress	7 years from date of completion	Destroy/Delete	Business Need
12.10.2	Performance Training and Development	Training Registers; Training Concerning Children; Training	<u>Children</u> – 35 years from date of completion	Destroy/Delete	Retention Guidance for Local Authority 2003

		Concerning Occupational Health & Safety	<u>H&S</u> – 50 years from date of completion		
12.10.3	Performance Training and Development	Training Requests; Certificates; Proof of Training Course Completion	7 years from date of completion	Destroy/Delete	Retention Guidance for Local Authority 2003
12.10.4	Performance Training and Development	Performance Conversations; Objectives; Capability Reviews, GCPs	6 years from date superseded	Destroy/Delete	Business Need
12.10.5	Performance Training and Development	Supervision Records	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)
12.11.1	Personnel Administration	Records relating to Managing Change; Changes to Existing or Creation of New Organisational Units; Creation of New Posts Records; Job Evaluation Appeals	Current financial year + 6 years	Destroy/Delete	Common Practice
12.11.2	Personnel Administration	Records relating to Code of Conduct; Declaration of Gifts; Hospitality; Consumption of Alcohol, Illegal Substances or Medication	6 years from date of closure	Destroy/Delete	Limitation Act 1980 (Section 2)
12.11.3	Personnel Administration	Records relating to Disclosure of Interest; Additional Employment; Disclosure of Conflict of Interest; Relationships at Work	6 years from termination of contract (or from withdrawal date if withdrawn)	Destroy/Delete	Limitation Act 1980 (Section 5)
12.12.1	Volunteers and Work Experience	Application Forms; References; Qualifications; Fitness to Work Certificates; Attendance Records;	1 year from termination of placement	Destroy/Delete	Business Need

		Agreements; Training Records			
12.13.1	Occupational Health	Management Referral Forms; Consent, Clinical Assessment Notes, OH Reports to Management	6 years from termination of contract	Review/Destroy	Limitation Act 1980 (Section 2)
12.13.2	Occupational Health	Management Reviews; Employee Records; Clinical Advice	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 2)
	Occupational Health	Health Surveillance Records; Exposure Monitoring	<i>See entry 10.5.1</i>		
12.13.3	Occupational Health	Pre-Employment Assessments; Health Questionnaires; Fitness for Work Decisions	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 2)
12.13.4	Occupational Health	Immunisation Records; Occupational Vaccination & Immunity Records	6 years from termination of contract	Destroy/Delete	Common Practice
12.13.5	Occupational Health	Case Management Records; Long-term Sickness Reviews; Rehabilitation Plans; Case notes	6 years from termination of contract	Review/Destroy	Limitation Act 1980 (Section 2)
12.13.6	Occupational Health	Ill Health Retirement Records; Medical Assessments & Supporting Records	6 years from date of closure	Review/Destroy	Limitation Act 1980 (Section 2)
12.13.7	Occupational Health	Management Advice (General); Non-clinical Workplace Advice (where no individual record is held)	6 years from date created	Destroy/Delete	Business Need

12.13.8	Occupational Health	Safety Critical Medicals; Medical Assessments for Drivers, Machinery Operators, Lone Workers	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 2)
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Function:

Information and Communications Technology (ICT)

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
13.1.1	ICT Service Operation and Help Desk Support	Service Requests; Incident Management; Problem Management; Technical Management; Help Desk Support	1 year from date created	Destroy/Delete	Business Need
13.2.1	Systems Tracking	Audit Logs; Audit Reports	After administrative use is concluded	Destroy/Delete	Business Need
13.3.1	Systems Support	Support Matrix; VPN Matrix	Permanent (live document) Personal details removed once superseded	Secure Storage for Permanent Preservation	Business Need
13.4.1	Systems Licensing	Licenses associated with ICT Hardware & Software	Permanent (live document) Contract information retained for 6 years from termination of contract (Personal details removed once superseded)	Review	Limitation Act 1980 (Section 2)
13.5.1	Data Management	Back-ups; Restores	13 months from date created (dependant on SLA)	Destroy/Delete	Business Need
13.5.2	Data Management	Email Security; Encryption; Egress Documentation; Accounts; School Egress Accounts	Until superseded	Destroy/Delete	Business Need

13.6.1	Configuration Management	Hardware Configuration; Software Configuration; Network Configuration	2 years from termination	Destroy/Delete	Common Practice
13.7.1	Account Management	Audit Process Records; Usernames; Trackers	Until superseded	Destroy/Delete	Business Need
13.8.1	User Account Management	Active Directory; Shared Folder Permissions; Email Accounts; 2 Factor Authentication; SCSM/Provance; SCCM; On Call Process; Starters; Leavers; Transfers	30 days after termination of contract (unless requested for legal investigation)	Destroy/Delete	Business Need
13.9.1	Privileged Account Management	Passwords & Accessibility Records	From termination of account	Destroy/Delete	Business Need
13.10.1	Maintenance	Network Maintenance; Server Maintenance	6 years from date created	Review/Destroy	Limitation Act 1980 (Section 2)
13.11.1	Asset Management	Software; Laptops; Mobile Phones	From termination of contract or until reallocated to new user	Destroy/Delete	Business Need
13.12.1	Security and Event Management	Security Incidents; Alerts	90 days (option to retain longer in the event of a criminal investigation)	Review/Destroy	Business Need
13.13.1	Information Security	Data Security Information & Documentation	6 years from date created	Review/Destroy	Limitation Act 1980 (Section 2)
13.14.1	Manuals	Systems & Software Manuals; User Manuals	2 years from termination	Destroy/Delete	Common Practice
13.15.1	Project Management	Gateway Process; Request Forms	Current financial year + 6 years	Destroy/Delete	Business Need
13.16.1	Digital Services Solutions	Power Platform; GovService	1 year from date created (dependant on service retentions)	Destroy/Delete	Business Need

13.17.1	AI Tools	Microsoft 365 Copilot & Copilot Chat	30 days from date created	Destroy/Delete	Business Need
13.17.2	AI Tools	External Co-pilots (Darcie & Ali)	<u>Redacted Data/Transcripts:</u> 12 months from date created <u>Unredacted Data/Transcripts:</u> 30 days from date created	Destroy/Delete	Business Need
13.17.3	AI Tools	Staff Co-pilot (Perrie)	<u>Redacted Data/Transcripts:</u> 12 months from date created <u>Unredacted Data/Transcripts & Chat User History:</u> 30 days from date created	Destroy/Delete	Business Need
13.17.4	AI Tools	SmartNotes (PerrieNotes)	12 months from date created <u>Recordings:</u> 30 days from date created	Destroy/Delete	Business Need
13.17.5	AI Tools	Workspaces (PerrieNotes)	12 months from date created	Destroy/Delete	Business Need

Function:

Information Management

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
14.1.1	Records Management	Classification Schemes, Inventories (IAR, ROPA), Accession Registers; Depositor Files of Collections Transferred to Archives; Disposal Logs; Retention Schedule Changes Log	Permanent (live records reviewed and updated annually or when information changes)	Secure Storage for Permanent Preservation	Common Practice
14.1.2	Records Management	Disposal Certificates	Current year + 10 years	Review/Destroy	Business Need
14.1.3	Records Management	Records Management Policies & Procedures; Retention & Disposal Policy	6 years from date superseded	Review/Destroy	Business Need
14.1.4	Records Management	Retention Amendment Forms & Requests; Supporting Evidence	10 years from date created	Review/Destroy	Business Need
14.1.5	Records Management	Records relating to the Management of the Councils EDRMS; Change Request Forms; File Plans; Project Records	10 years from date created	Review/Destroy	Business Need

Function:

Legal and Contracts

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
15.1.1	Bye-Laws	Applications & Certificates; Permits; Licences; Infringement Notices (Parking); Fixed Penalty Notices (City Wardens); Correspondence	Current year + 6 years	Review/Destroy	Limitation Act 1980 (Section 2)
15.1.2	Bye-Laws	Master set of Bye-Laws; Policy Development Records; Correspondence & Submissions of the Process of Making Local Laws	6 years from date bye-law expires	Review/Destroy	Limitation Act 1980 (Section 2)
15.2.1	Litigation	Building Inspection Fees; Deposit Guarantee Scheme; Racial Harassment Loan; Furniture Pack; Furniture Storage	15 years + 1 month from date of last action	Review/Destroy	Limitation Act 1980 (Section 14B)
15.2.2	Litigation	Drain, Footway & Repair Work Records; Rechargeable Works; Works in Default; Accident Damage; Shop Front/Face Lift Scheme; Advertising; Block Schemes; Tipping Charges; Target Rent	15 years + 1 month from date of last action	Review/Destroy	Limitation Act 1980 (Section 14B)

		Cooker; Removal of Rubbish Records			
15.2.3	Litigation	Employee Debts; Commercial Debts; Sundry Debts; Liquidation; Prosecution/Sanction Records; RTB Service & Repair Charges; Residential Care Home & Home Care Charges	15 years + 1 month from outcome of hearing where proceeds taken or 6 years from end of custodial sentence	Review/Destroy	Limitation Act 1980 (Section 14B)
15.2.4	Litigation	Ex-Tenant Arrears; Hostel Arrears; Market Stall Arrears	15 years + 1 month from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.2.5	Litigation	High Court Against DCC; High Court By DCC; County Court Against DCC; County Court By DCC; Pension Claims Disputes; Compensation Payments	15 years + 1 month from date settled	Review/Destroy	Limitation Act 1980 (Section 14B)
15.2.6	Litigation	Legal Guidance Records	Until superseded	Destroy/Delete	Business Need
15.2.7	Litigation	Overpaid Housing Benefit; Overpaid Housing Benefit to Landlord; Overpaid Council Tax Benefit; Overpaid Student Grants; Housing Renovation Grant	15 years + 1 month from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.2.8	Litigation	Road Scheme Part 1 Compensation Claims	15 years + 1 month from date of last action	Review/Destroy	Limitation Act 1980 (Section 14B)
15.3.1	Education	Delegated Budget; Educational Records; Nuisance & Pupil Records (Schools); School Premises;	7 years from date of last action	Destroy/Delete	Common Practice

		School Transport; Student Transport; ACPC; Registered Childminder/Day Care; General Advice (Education & Children)			
15.3.2	Education	Special Educational Needs; SEND Tribunal Records	35 years from date of birth (75 years from date of birth for looked after children)	Review/Destroy	The Children's Homes (England) Regulations 2015
15.4.1	Educational Trusts	Educational Trusts	15 years + 1 month from date of last action (minimum)	Review/Destroy	Limitation Act 1980 (Section 14B)
15.5.1	Employment Law	Advice; Tribunal Records; Disciplinary Matters; Equal Pay Claims	15 years + 1 month from date of last action	Review/Destroy	Limitation Act 1980 (Section 14B)
15.6.1	School Exclusion and Admission	Admissions; Complaints Panel; Representations Panel	25 years from date of birth	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
15.6.2	School Exclusion and Admission	School Exclusion Independent Review Paperwork	5 years from date of exclusion review panel	Destroy/Delete	Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, Including Pupil Movement Guidance, August 2024 (Section 239)
15.7.1	Social Care and Health	Adoption Records; CICA Claims; Care Proceedings; Private Law Proceedings; Case Conferences; S7 Report; S37 Report; Looked After Children Report; Secure Accommodation; Inherent Jurisdiction	15 years + 1 month from date of last action	Review/Destroy	Limitation Act 1980 (Section 14B)

15.7.2	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	15 years + 1 month from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.8.1	Housing	Disposal Records (Non RTB)	Permanent	Secure Storage for Permanent Preservation	Common Practice
15.8.2	Housing	Housing Benefit/Council Tax Advice; Housing Advice (Other); Housing Benefit Review Board; Housing Possession Rent Arrears; Housing Possessions–Non Rent; Housing Renewal Grants; Housing Renovation Grants; Introductory Tenancies Panel Attendance-Housing; Introductory Tenancies-Rent; Introductory Tenancies-Non-Rent; Title/Status Enquiry (Property); Mortgages Records (Non RTB); Release of Rent Bond	15 years + 1 month from date of decision or last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.8.3	Housing	Right to Buy (Unit Rate); Right to Buy (Non-Standard)	25 years from date of last action	Destroy/Delete	Common Practice

15.8.4	Housing	Section 25 (Unit Rate); Section 25 (Non-Standard); Assignment; Grants; Renewals; Surrender; Termination; Variation; Way Leave	16 years from date of last action	Destroy/Delete	Common Practice
15.8.5	Housing	Rent Review Records	15 years + 1 month from date of closure	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.9.1	Traffic	Records Relating to Street Renaming	Permanent	Offer to Archivist after administrative use is concluded	Highways Act 1980
15.9.2	Traffic	Highways Agreements	15 years + 1 month from of closure	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.9.3	Traffic	Traffic Regulation Orders (Temporary); Traffic Regulation Orders (Special); Traffic Regulation Orders (Other)	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 2)
15.10.1	Licensing	Standard; Non-Standard; Amenity; Property Licences	16 years from date of last action	Destroy/Delete	Common Practice
15.10.2	Licensing	Liquor Licensing; Licensing Appeals	15 years + 1 month from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.11.1	Legal	Procurement Process; Judicial Review; Transfer of Deeds by DCC; Joint Consultative Committee; Service Standards; General Advice; Policy Records; Enquiries; Corporate Legal Advice; CCT-DSO Advice;	15 years + 1 month from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)

		Land Searches; Registration; Voluntary Registration Project; Legal Complaints			
15.11.2	Legal	Charter & Civic Rights; Preservation Orders; Local Authority Company Work Records; Trust & Probate (Advice & Assistance); Orders Otherwise Uncategorised	Permanent	Secure Storage for Permanent Preservation	Common Practice
15.11.3	Legal	Compulsory Purchase Orders; Shires Compulsory Purchase Order; Covenants; Releases; Variation; Easement; Acquisitions; Appropriations; Transfers; Land Purchases	25 years from date of last action	Destroy/Delete	Common Practice
15.11.4	Legal	Footpath Diversion Orders	Permanent	Offer to Archivist after administrative use is concluded	Highways Act 1980
15.11.5	Legal	Economic Development; Non-Housing; ERDF Funded Projects; Land; Property	16 years from date of last action	Destroy/Delete	Common Practice
15.11.6	Legal	Intellectual Property Rights	15 years + 1 month from date intellectual property/copyright ends	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.12.1	Planning	Agreements; Enforcement; Discontinuance Notices	25 years from date of last action	Destroy/Delete	Common Practice
15.12.2	Planning	Listed Buildings	Permanent	Offer to Archivist after administrative use is concluded	Town and Country Planning Act 1990

15.12.3	Planning	Planning Appeals	15 years + 1 month from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.13.1	Prosecution	Unused Prosecution Materials	15 years + 1 month from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.13.2	Prosecution	Prosecutions by DCC; Injunctions; Anti-Social Behaviour; Prosecution against DCC; Prosecution Sanction Records	15 years + 1 month from date of last action	Review/Destroy	Limitation Act 1980 (Section 14B)
15.14.1	Police and Criminal Evidence	PACE Notebooks; Statements; Prosecution Files; PACE CD; Transcripts	6 years from date of closure	Review/Destroy	Police and Criminal Evidence Act 1984
15.15.1	Contract Management	Records Relating to the Development & Specification of a Contract	<u>Contract Under Hand:</u> 15 years + 1 month from termination of contract <u>Contracts Under Seal:</u> 15 years + 1 month from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 14B)
15.16.1	Equality Impact	Equality Impact Assessments	6 years from completion of policy/project	Review/Destroy	Public Sector Equality Duty (Equality Act 2010)

Function:

Leisure, Culture and Tourism

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
16.1.1	Derby Live	Derby LIVE Users Records	3 years from date of last action (unless consent is revoked)	Destroy/Delete	Business Need
16.1.2	Derby Live	Derby Live Booker Data for 3 rd Party Ticketing	3 years from date of last action	Destroy/Delete	Business Need
16.2.1	Derby Active	Derby Active Sport & Leisure Users Records	Current year + 2 years	Destroy/Delete	Business Need
16.3.1	Tourism	Derby Parks - Golf users	Current year + 2 years	Destroy/Delete	Business Need
16.3.2	Tourism	Records relating to Accidents or Complaints in relation to use of Leisure Facilities & Equipment	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)
16.3.3	Tourism	Records relating to Leisure & Culture Marketing, Sales & Information Services; Enquiry Forms	1 year from resolution date	Destroy/Delete	Business Need
16.3.4	Tourism	Leisure & Culture Mailing List Sign-ups	Reviewed annually for the duration of consent	Review/Destroy	Business Need
16.3.5	Tourism	Leisure & Culture Press, Media & VIP Lists	1 years from date of last action	Destroy/Delete	Business Need

16.3.6	Tourism	Corporate Prospects; B2b Enquiries about Corporate Bookings, Packages, Gym Memberships	1 years from date of last action	Destroy/Delete	Business Need
16.3.7	Tourism	Tourism Prospects & Enquiries; Consumer Enquiries; Industry; Groups; Coach Companies; Accommodation; International	3 years from date of last action	Destroy/Delete	Business Need
16.4.1	Tourist Information Centres	Records relating to the Management of Tourist Information Centres	6 years from date created	Destroy/Delete	Limitation Act 1980 (Section 2)
16.5.1	Libraries	Derby Libraries Users Records	Expiration of membership or debt resolution (if account is in default)	Destroy/Delete	Common Practice
16.5.2	Libraries	Library Ban Records	Expiration of ban	Destroy/Delete	Business Need
16.6.1	Live Well	Records relating to Healthy Living & Participation User Records; Live Well; Move More Programme; Live Well Child Weight Management Programme; Active Ewe & Active Supporters Programme	3 years from date of last action		The Records Management Code of Practice for Health and Social Care 2016

Function:

Management and Administration

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
17.1.1	Partnership, Agency and External Meetings	Records relating to the Process of Preparing Business for Partnership & Agencies Consideration & Making the Record of Discussion, Debate & Resolutions (where DCC legally owns the record)	Permanent	Secure Storage for Permanent Preservation	Common Practice
17.2.1	Civic and Royal Events	Records relating to the Process of Organising a Ceremonial Event or Civic Occasions; Invites; Programmes; Speeches, Photographs; Records Relating to the Mayor of Derby	Permanent	Offer to Archivist after administrative use is concluded	Retention Guidelines for Local Authorities 2003:1
17.3.1	Preparing Business	Agendas; Minutes; Council Reports; Recommendations	6 years from date of meeting or decision	Destroy/Delete	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
17.3.2	Preparing Business	Documents Establishing the Committee; Reports; Recommendations; Supporting Records; Council	6 years from date of decision	Destroy/Delete	Local Government Act 1972 (Section 100C)

		Briefing; Discussion Papers	(background papers can be deleted 4 years from date of meeting or decision)		
17.4.1	Enquiries and Complaints	Housing Tenancy Complaints	6 years from resolution date	Destroy/Delete	Limitation Act 1980 (Section 2)
17.4.2	Enquiries and Complaints	Indexes; Registers	Permanent	Secure Storage for Permanent Preservation	Common Practice
17.4.3	Enquiries and Complaints	Management of Detailed Response on Council Action, Policy or Procedure; Reports; Returns; Correspondence	6 years from date of closure	Destroy/Delete	Common Practice
17.4.4	Enquiries and Complaints	Management of Enquiries, Submission & Complaints which result in Significant Change in Policy or Procedure; Reports; Returns; Correspondence	Permanent	Secure Storage for Permanent Preservation	Common Practice
17.4.5	Enquiries and Complaints	Ombudsmen Records	10 years from resolution date	Review/Destroy	Limitation Act 1980 (Section 2)
17.5.6	Enquiries and Complaints	Printed Material; Form Letters	2 years after administrative use is concluded	Destroy/Delete	Common Practice
17.6.1	Public Consultation	Records relating to the Process of Consulting the Public & Staff in the Development of <u>Minor</u> Policies of the Local Authority	1 year from date of closure	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
17.6.2	Public Consultation	Records relating to the Process of Consulting the	6 years from date of closure	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1

		Public & Staff in the Development of Significant Policies of the Local Authority			
17.7.1	Quality and Performance Management	Inspections & Assessment Evidence; Analytical Data; Working Papers; Reports; Improvement Plans Submitted for Purposes of Statutory Inspections (Ofsted, CQC); Self Assessments & Evidence for Purposes of Voluntary External Peer Challenge Activity (LGA, Regional SLI, Other Professional Body)	2 years from date of closure	Destroy/Delete	Common Practice
17.7.2	Quality and Performance Management	Best Value Review	5 years from date of closure	Destroy/Delete	Common Practice
17.8.1	Project, Change and Assurance	Project Management Records; Business Cases; Project Plans; Decision Logs; Issues Logs; Drawings and Plans	6 years from date of closure (for construction projects some records may need to be held for the life of the building)	Destroy/Delete	Business Need
17.9.1	Information Governance	Case File Records Detailing the Authorisation	6 years from date of last action	Destroy/Delete	Common Practice
17.9.2	Information Governance	Records relating to Subject Access Requests (SARs)	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)
17.9.3	Information Governance	Records relating to Freedom of Information	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)

		(FOI) & Environmental Information Requests (EIR)			
17.9.4	Information Governance	Records relating to Detailing the Request, Consideration of Exemptions & Subsequent Appeals	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)
17.9.5	Information Governance	Records relating to the Councils DPA, FOIA, EIR & PSI Policies Procedures	10 years from date of expiry/last action	Destroy/Delete	Business Need
17.9.6	Information Governance	Records relating to Information Security Breaches	<u>Beaches with legal involvement/legal claims:</u> 15 years + 1 month from date of closure <u>Breaches without legal claims:</u> 6 years from date of closure (the retention period will depend on the nature of the breach and claim management requirements)	Destroy/Delete	Limitation Act 1980 (Section 14B)
17.9.7	Information Governance	Records relating to the Release of CCTV Evidence Based on Section 29 or 35	6 years from date of last action/closure	Destroy/Delete	Limitation Act 1980 (Section 2)
17.9.8	Information Governance	Records relating to Sold Service Provision to Schools & Sold Services at Councils & Other Third Parties	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 2)
17.9.9	Information Governance	Records relating to Data Protection Impact	10 years from date superseded	Destroy/Delete	Limitation Act 1980 (Section 2)

		Assessments & Information Sharing & Processing Agreements			
17.9.10	Information Governance	Records relating to RIPA Requests	6 years from date created	Destroy/Delete	Limitation Act 1980 (Section 2)
17.9.11	Information Governance	CCTV Requests from Members of the Public	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)
17.9.12	Information Governance	Information Security Working Group Records; IG Board Records; Information Governance Working Group Records; Digital Enablement Board Records	10 years from date of last action	Destroy/Delete	Business Need
17.9.13	Information Governance	Privacy Notices & Supporting Records	10 years from date of last action	Destroy/Delete	Business Need
17.9.14	Information Governance	Records relating to General IG Compliance Related Activities; Communications; CMS Development; Statistics & Reporting; Risk Register Records; Publication Scheme Open Data	10 years from date of last action	Destroy/Delete	Business Need
17.9.15	Information Governance	Legal Claims Records	15 years + 1 month years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
17.9.16	Information Governance	Records relating to General Data Security Advice	15 years + 1 month years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 14B)
17.9.17	Information Governance	Records relating to External Audits	10 years from date of last action	Destroy/Delete	Business Need
17.10.1	Business Support	Records relating to the Register of the Blind;	100 years from date of birth 3 years from date of death	Review/Destroy	Care Act 2014 (Section 77 (1))

		Certificate of Vision; Impairment Forms			
17.10.2	Business Support	Hard Copy Mail Records (Scanned to Relevant Service Area)	6 Weeks from date of receipt	Destroy/Delete	Common Practice
17.10.3	Business Support	Microfiche/Microfilm Records (Childcare Records before 2007 for Individuals with Social Care Involvement/Adoption)	100 years from date scanned (December 2017 + 100 years)	Review/Destroy	Business Need The Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005 (Section 6)
17.11.1	Local Government Reorganisation	Records Relating to Development of Plans for Local Government Reorganisation	6 years from date plan implemented	Destroy/Delete	Common Practice (based on Local Government Association)
17.12.1	Community Engagement	Records Relating to Links Between Local People, Local Organisations & Decision Makers	4 years from date created	Destroy/Delete	Local Government Act 1972 (Section 100C)
17.13.1	Armed forces community covenant	Records Relating to Armed Forces Community Covenant	3 years from date created	Destroy/Delete	The Armed Forces (Covenant) Regulations 2022

Function:

Planning and Building

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
18.1.1	Building Control	Building Control Registers	Permanent	Offer to Archivist after administrative use is concluded	Retention Guidelines for Local Authorities 2003:1
18.1.2	Building Control	Building Regulations	6 years from date of outcome of enforcement action	Destroy/Delete	Business Need
18.1.3	Building Control	Certificate of Final Inspection; Building Inspection Records; Diaries	15 years from date of completion/issue of final certificate of inspection *prior to 2022 records were held for 10 years from date of completion/issue of final certificate	Destroy/Delete	Building Control Performance Standards 2006 The Building Safety Act 2022
18.1.4	Building Control	Records relating to the Process of Approving Building Applications in Relation to Listed or Other Significant Buildings; Building Files; Plans; Specifications; Correspondence; Applications; Permits; Certificates	Permanent	Secure Storage for Permanent Preservation	Retention Guidelines for Local Authorities 2003:1

18.1.5	Building Control	Records relating to the Process of Approving Building Applications for All Other Buildings; Building Files; Plans; Specifications; Correspondence; Applications; Permits; Certificates	15 years from date of completion/issue of final certificate of inspection *prior to 2022 records were held for 10 years from date of completion/issue of final certificate	Destroy/Delete	Building Control Performance Standards 2006 The Building Safety Act 2022
18.2.1	Development Control	Enforcement Notices	6 years from date of outcome of enforcement action	Destroy/Delete	Building Control Performance Standards 2006
18.2.2	Development Control	Historically Listed Buildings; Definitive Map; Commons Registration; Planning Application Files & Plans; Correspondence Relating to Any Objections; Hearing Papers; Planning Application Register	Permanent	Secure Storage for Permanent Preservation	Common Practice
18.2.3	Development Control	Sites & Monuments Records; Ecological Records; Species Records	Permanent	Offer to Archivist after administrative use is concluded	Common Practice
18.3.1	Forward Planning	Consultation Records & Replies	Current year + 15 years	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
18.3.2	Forward Planning	Inquiries & Objections made by Members of the Public; Public Inquiry Records; Amendments to Definitive Map	Permanent	Secure Storage for Permanent Preservation	Common Practice
18.3.3	Forward Planning	Local Plan	Permanent	Offer to Archivist after	Common Practice

				administrative use is concluded	
18.3.4	Forward Planning	Mineral Planning Application Consultations; Waste Planning Application Consultations; Archaeological Advice & Conditions	Permanent	Offer to Archivist after administrative use is concluded	Retention Guidelines for Local Authorities 2003:1
18.3.5	Forward Planning	Structure Plan; Town Centre Plans; Unitary; Development Plans	Permanent	Offer to Archivist after administrative use is concluded	Common Practice
18.3.6	Forward Planning	Successful Waste Planning Applications; Successful Mineral Planning Applications; Mineral Register; Applications for Mineral Extraction	Permanent	Offer to Archivist after administrative use is concluded	Common Practice
18.3.7	Forward Planning	Tree Preservation Orders; Country Parks & Nature Reserves Development Plans & Correspondence, Land Purchase Agreements; Land Use Surveys; Development Plan; Strategic & Local Plans; Area Action Plans & Supplementary Planning	Permanent	Offer to Archivist after administrative use is concluded	Retention Guidelines for Local Authorities 2003:1

Function:

Procurement

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
19.1.1	Contracting	Major Works; Minor Works (non-standard); Minor Works (Unit Rate); Computer; Consultancy; Goods; Services; Concession; Commission (work); General; Consortium Agreement; Warranties & Indemnities; Agency Contracts	<u>Contract Under Hand (Simple Contract)</u> : 6 years from termination of contract <u>Contracts Under Seal</u> : 12 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)
19.2.1	Tender Process - Successful	Records relating to the tender process; Pre-tender Planning; Invitations to Tender; Tender Evaluation; Negotiations; Supplier Approval; Bids; Correspondence	<u>Contract Under Hand (Simple Contract)</u> : 6 years from termination of contract <u>Contracts Under Seal</u> : 12 years from termination of contract <u>Conveyancing</u> : 15 years from termination	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
19.2.2	Tender Process - Unsuccessful	Records relating to the tender process; Pre-tender Planning; Invitations to	3 years from date of decision	Destroy/Delete	Procurement Act 2023

		Tender; Tender Evaluation; Negotiations; Supplier Approval; Bids; Correspondence			
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Function:

Public Health

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
20.1.1	Health Inequalities	Records relating to Reducing Health Inequalities; Health Equity Audits	6 years from date of publication	Review/Destroy	Health and Social Care Act 2012 (Section 18)
20.2.1	Public Health Delivery	Annual Reports; Policies; Strategies; Procedures; Strategic Meeting Minutes	Permanent	Offer to Archivist after administrative use is concluded	Health and Social Care Act 2012 (Section 31)
20.2.2	Public Health Delivery	Records relating to Delivering Public Health Services & Working with Partners; Operational Meeting Minutes	6 years from date of publication	Review/Destroy	Business Need
20.2.3	Public Health Delivery	Records relating to Assessing & Providing Wellbeing Support or Public Health & Prevention Services for Clients & Local Communities; Stop Smoking Services; Local Area Co-ordinators; Substance Misuse Service; Sexual Health Service	6 years from date of last contact	Destroy/Delete	Business Need
20.2.4	Public Health Delivery	Contact & Distribution Lists for Partners, Stakeholders & Venues	Until superseded (review annually)	Destroy/Delete	Business Need

20.2.5	Public Health Delivery	Records Relating to Public Health Communications Media Assets; Training Materials; Promotional Materials	Until superseded or date scheme ends (retain master copies up to 6 years if required)	Destroy/Delete	Business Need
20.3.1	Event Management	Event Booking & Management Records; Lists of Attendees & Participants	2 years from date of event (or sooner once follow-up complete, unless needed for audit)	Destroy/Delete	Business Need
20.4.1	Health Care Public Health	Child Death Overview Panel Case Files; Completed Form C's; Postmortem Reports; End of Case Discussion Reports	6 years from date of closure (longer if required by local CDOP guidance)	Review/Destroy	Children Act 2004; Working Together to Safeguard Children 2023
20.4.2	Health Care Public Health	Records relating to Providing Public Health Advice to & Supporting Health Commissioning Bodies	6 years from date created	Review/Destroy	Health and Social Care Act 2012 (Section 18)
20.4.3	Health Care Public Health	Records relating to Monitoring & Evaluating Public Health Needs of the Population & Services	6 years from date of publication	Review/Destroy	Health and Social Care Act 2012 (Section 18)
20.5.1	Coronavirus Pandemic Response	Records relating to Information Collected to Support Members of the Public during the Pandemic	Current year + 6 years	Review (review at the end of any official inquiry)	Business Need
20.5.2	Coronavirus Pandemic Response	Records relating to Information Collected to Administer the Symptom-free Lateral Flow Testing for Coronavirus	Whilst necessary	Review (review at the end of any official inquiry)	Business Need

20.5.3	Coronavirus Pandemic Response	Grant Data relating to COVID-19 Grant Fund (where application is successful)	<u>Successful applications</u> - 6 years from date of last payment <u>Unsuccessful applications</u> - 6 years from date of application	Review/Destroy	Business Need
20.5.4	Coronavirus Pandemic Response	Contact Tracing Data; Local Tracing Partnership Data	Whilst necessary	Review (review at the end of any official inquiry)	Business Need
20.6.1	Public Health Commissioning	Contract & Performance Management; Quality Reports; Performance Analysis & Reports; Financial Reports	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)
20.6.2	Public Health Commissioning	Records relating to Smoking Cessation for Over 18's; Event & Transaction Records	2 years from end of 12-week quit period	Destroy/Delete	Records Management Code of Practice for Health and Social Care 2021
20.6.3	Public Health Commissioning	Records relating to Managing Performance & Budget Across Commissioned Services; Performance Reports; Meeting Minutes; Variation Forms	6 years from termination of contract	Destroy/Delete	Business Need
20.6.4	Public Health Commissioning	Lived Experience Team (LET) Drug Related Death Pilot	6 years from date created	Destroy/Delete	Business Need
20.6.5	Public Health Commissioning	NHS Health Checks (TCR); Eligibility Identification via GP Practices; Outcomes Reporting to Council	6 years from termination of contract	Destroy/Delete	Limitation Act 1980 (Section 5)

		(summarised/de-identified reports)			
20.7.1	Public Health Intelligence	Cardiff Data on Alcohol Related Violence; Population Health Monitoring & Reporting Records; Statistical Analysis; Anonymised Data; Recorded Instances of Violence	Current year + 10 years	Destroy/Delete	NHS Data Sharing Agreement (Standard for the Information Sharing to Tackle Violence Minimum Data Set) Data Provided by UHDB
20.7.2	Public Health Intelligence	Housing Records; Housing Stock Condition Data; English Housing Survey; EPCs; HM Land Registry Price Paid; Address-level Housing Datasets Under ISA/SLA	6 years from date of conclusion/end of requirement/termination of contract or agreement (or as specified in ISA/SLA)	Destroy/Delete	Health and Social Care Act 2012 (Section 12) Business Need - License/Agreement Terms
20.7.3	Public Health Intelligence	Health Needs Assessment Records; JSNA; PNA; SEND; HNAs; Evidence Searches; Reviews; Evidence Supporting Public Health Functions	6 years from date superseded (by next JSNA cycle/publication) or from publication of final output	Destroy/Delete	Health and Social Care Act 2012 (Section 18)
20.7.4	Public Health Intelligence	Births Data (released to LA periodically for the epidemiological & statistical analyses required to satisfy the statutory obligations of the Director of Public Health)	From termination of the agreement (subject to renewal on a year-by-year basis through the Data Access Request Service (DARS) application portal)	Destroy/Delete	Health and Social Care Act 2012 (Section 261(1))
20.7.5	Public Health Intelligence	Deaths Records & Data; Primary Care Mortality	6 years from date of notification/end of DARS agreement (use DARS	Destroy/Delete	Health and Social Care Act 2012 (Section 261(1))

		Database Extract; Mortality Rates	destruction procedures/certificate)		GDPR Public Health Recital 159 Statistics and Registration Service Act 2007 (Section 42(4) as Amended by Health and Social Care Act 2012 (Section 287)
20.7.6	Public Health Intelligence	National Child Measurement Programme (NCMP) Statistics (data containing height & weight of children aged 4-5 & 10-11, to assess overweight & obesity levels)	25 years from date of birth (retain until end of relevant financial year)	Destroy/Delete	Records Management Code of Practice for Health and Social Care 2021
20.7.7	Public Health Intelligence	Hospital Activity Records; Hospital Episode Statistics (HES); Outpatient Attendances; Inpatient Admissions; Accident & Emergency Attendances (for 10 years of activity in English Hospital Trusts) Records relating to Record Level Data; Analytical Outputs; Statistical Analyses	Per DARS/HDIS agreement and destruction certificate cycle (do not retain local extracts beyond 10 years. Aggregated outputs retained as needed; review every 2 years) 6 years from date of completion	Destroy/Delete	Health and Social Care Act 2012 (Section 12, 18)
20.8.1	Health Protection	Records relating to Planning against Public Health Related Risks & Hazards; Emergency Preparedness Procedures	Permanent	Offer to Archivist after administrative use is concluded	Health and Social Care Act 2012 (Section 18)

20.8.2	Health Protection	Records relating to Responding to Public Health Related Incidents	6 years from date of closure	Review/Destroy	Health and Social Care Act 2012 (Section 18)
20.8.3	Health Protection	Records relating to Infectious Disease Investigations	6 years from date of closure	Review/Destroy	Health and Social Care Act 2012 (Section 18)
	Financial Management & Procurement	Payment of Services; Invoicing for Services Delivered; Alcohol Detox Invoicing Data; Drug & Alcohol Rehabilitation Invoicing Data	<i>See entry 9.7.5 Retention</i>	Destroy/Delete	
	Financial Management & Procurement	Procurement of public Health Services	<i>See procurement entries - Procurement</i>	Destroy/Delete	

Function:

Registration and Coroners

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
21.1.1	Death Inquiries	Coroners Case; Records related to inquiries into deaths which do not proceed to inquest	10 years from date of last action	Destroy/Delete	The Coroners (Investigations) Regulations 2013
21.1.2	Death Inquiries	Reported Deaths Register; Coroners Case; Records related to inquiries into deaths which do proceed to inquest	Permanent	Secure Storage for Permanent Preservation	The Coroners (Investigations) Regulations 2013
21.2.1	Marriage Services	Marriage Service Records	6 years from date of last action	Destroy/Delete	Limitation Act 1980 (Section 2)
21.2.2	Marriage Services	Wedding Banns; Notice of Marriage	2 years from date of last action	Destroy/Delete	Common Practice
21.3.1	Registration of Births, Marriages and Deaths	Birth Certificate; Death Certificate; Marriage Certificate	1 year from date of issue	Destroy/Delete	Births and Deaths Registration Act 1953
21.3.2	Registration of Births, Marriages and Deaths	Births Register; Deaths Register; Marriage Register	Permanent	Offer to Archivist after administrative use is concluded	Births and Deaths Registration Act 1953

Function:

Registration, Certification and Licensing

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
22.1.1	Investigation, Inspection and Monitoring	Trading Standards Sample & Inspections Records; Fire Certificate Compliance Inspections	6 years from date of expiry	Destroy/Delete	The Regulatory Reform (Fire Safety) Order 2005
22.2.1	Registration Certification and Licensing	Animal Registration Applications; Business Premises Registrations; Release of Animals Impounded Records; Registers	6 years from date of expiry	Destroy/Delete	Limitation Act 1980 (Section 2)
22.2.2	Registration Certification and Licensing	Certificates of Registration for Door Supervisors; Taxi Drivers; Beauty Therapists; Animal Movement Licences; Gaming; Fire Certification; Registration to Sell Poison	6 years from date of expiry	Destroy/Delete	Limitation Act 1980 (Section 2)
22.2.3	Registration Certification and Licensing	Diesel Licences; Petroleum Licences; Health & Safety Licensing; Hazardous Substances; Contaminated Land Register/Pollution	Permanent	Secure Storage for Permanent Preservation	Retention Guidelines for Local Authorities 2003:1

22.2.4	Registration Certification and Licensing	Elderly Person's Home Registration; Children's Home Registration; Child Care Registration; Day Care Registration	Permanent	Secure Storage for Permanent Preservation	Common Practice
22.2.5	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	2 years from date of last action/conclusion	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
22.2.6	Registration Certification and Licensing	Visual Impairment Register	Permanent	Secure Storage for Permanent Preservation	Common Practice
22.2.7	Registration Certification and Licensing	Records relating to the Management of Parking Permits for Disabled People; Blue Badge Permits	<u>Successful applications:</u> 1 year from date of expiry of badge (3 years badge lifespan + 1 year) <u>Unsuccessful applications:</u> 1 year from date of decision	Destroy/Delete	Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000

Function:

Risk Management

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
23.1.1	Business Continuity Planning	Major Incident Plan Test Results	7 years from date of results	Destroy/Delete	Common Practice
23.1.2	Business Continuity Planning	Major Incident Plan; Major incident Report	Permanent	Secure Storage for Permanent Preservation	Common Practice
23.1.3	Business Continuity Planning	Minor Incident Report	7 years from date of report	Destroy/Delete	Common Practice
23.2.1	Insurance	Insurance register	Permanent	Secure Storage for Permanent Preservation	Common Practice
23.2.2	Insurance	Records relating to Insuring Local Authority Officers, Property, Vehicles & Equipment Against Negligence, Loss or Damage; Insurance Policies; Correspondence	7 years from termination of policy	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
23.2.3	Insurance	Records relating to Renewal of Insurance Policies; Correspondence	7 years from date superseded	Destroy/Delete	Common Practice
23.2.4	Insurance	Records relating to Insurance Claims Against DCC or its Officers	6 years from date settled	Destroy/Delete	Limitation Act 1980 (Section 2)

23.3.1	Risk Management	Strategic and Departmental Risk Registers	7 years from end of financial year that the register covers	Destroy/Delete	Business Need
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Function:

Transport and Infrastructure

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
24.1.1	Design and Construction	Planning, Designing, Programming & Constructing Roads, Streets, Bridges & Tunnels	Permanent	Secure Storage for Permanent Preservation	Common Practice
24.2.1	Highway Development	Enquiries Consultation Records; Objects; Correspondence; Advertisement Appeals	7 years from date of decision	Secure Storage for Permanent Preservation	Common Practice
24.2.2	Highway Development	Definitive Map; Amendments to Definitive Map; Enquiries & Disputes Correspondence; Road Adoption Records	Permanent	Offer to Archivist after administrative use is concluded	Retention Guidelines for Local Authorities 2003:1
24.3.1	Highway Enforcement	Records relating to the Enforcement of Infrastructure & Transport Regulations	3 years from compliance with enforcement notice	Destroy/Delete	Common Practice
24.4.1	Highway Maintenance	Reporting of Defects (Potholes; Street lighting; Footpaths; Walls; Trees); Maintenance & Repair of Potholes; Monitoring & Removal of Road	6 years from date created	Destroy/Delete	Limitation Act 1980 (Section 2)

		Obstructions; Road Building & Maintenance Issues			
24.4.2	Highway Maintenance	Requests for Works; Skips/Scaffold Applications; Highway Boundary Information; Construction of Vehicular Accesses; Footpath Resurfacing; New Roads/Streets; Work Inspections; Permit Applications	6 years from date created	Destroy/Delete	Limitation Act 1980 (Section 2)
24.5.1	Infrastructure Management	Street Records; Street Lighting Records	Current year + 6 years	Destroy/Delete	Limitation Act 1980 (Section 2)
24.6.1	Traffic & Transport Management	Traffic Orders	6 years from date of expiry	Destroy/Delete	Limitation Act 1980 (Section 2)
24.6.2	Traffic & Transport Management	No2 Project Monitoring; Vehicle Passage Records	30 days (1 week of data annually requested by JAQU)	Destroy/Delete	Business Need
24.6.3	Traffic & Transport Management	Journey Time & Monitoring Records; Traffic Statistics	5 years from date collected	Destroy/Delete	Business Need
24.7.1	Public Transport	Structure Plan; Local Transport Plan	Permanent	Offer to Archivist after administrative use is concluded	Common Practice
24.7.2	Public Transport	Timetables; Routes; Maps; Fares; Customer & Industry Liaison	3 years from date of last action/superseded	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1

Function:

Waste Management

Disposal URN	Activity	Types of Records	Retention Period	End Action	Legislation/Regulation
25.1.1	Waste Collection	Abandoned Vehicles	6 years from date created	Destroy/Delete	Limitation Act 1980 (Section 2)
25.1.2	Waste Collection	Trade Waste; Bulk Waste; Domestic Waste	3 years from date created	Destroy/Delete	The Refuse Disposal (Amenity) Act 1978
25.1.3	Waste Collection	Controlled Waste	6 years from date created	Destroy/Delete	Retention Guidelines for Local Authorities 2003:1
25.2.1	Waste Disposal	Management of Sites; Waste Site Plans	Permanent	Secure Storage for Permanent Preservation	Retention Guidelines for Local Authorities 2003:1
25.2.2	Waste Disposal	Transfer Sites	3 years from date of closure	Destroy/Delete	Common Practice

Version Control

A complete log of all changes can be requested from the Records Manager.

Version	Author	Amendments
September 2024	Records Manager	
December 2025	Records Manager	<u>Format Changes:</u> Intro wording added <u>Additions:</u> Educational psychology, HR recruitment & selection, information inventories <u>Amendments:</u> Council meetings/decisions, information security breaches
July 2026	Records Manager	<u>Format Changes:</u> Merged retention period & event trigger column, added end action column, changed disposal URN format, alphabetised functions <u>Merged Functions:</u> CYP integrated commissioning merged into children & families, council property & facilities management merged, legal services merged into legal & contracts <u>New Functions:</u> Communications, community safety, information communications technology (ICT), public health <u>Renamed Functions:</u> Education, learning & skills <u>Deleted Functions:</u> Outbreak risk management <u>Amendments:</u> Renamed activities, merged activities, legislation changes, retention changes