



# **Records Retention Schedule**

**March 2018**

## **Introduction**

These guidelines have been developed to provide guidance for the minimum retention periods of information, or 'records' held by the Council.

Guidelines quoted are independent of any particular format of record that might be historically created (e.g. card, register) or media (e.g. paper, electronic) and prolong the Guidelines' period of application.

Records that have reached their recommended retention period under the Guidelines may be destroyed in accordance with the provisions of the Guidelines. Backup copies stored on alternative media (server/ microfilm/ paper etc.) may also be destroyed.

Data containing personal information should be destroyed in order to ensure compliance with the requirements of Data Protection legislation.

## **Limitation of Scope**

These Guidelines should only be used in relation to records owned by Cannock Chase Council and not records owned by other organisations which may be held on our premises.

There is no legal basis for the enforcement and support of some of these Guidelines.

Legislation relating to service areas should therefore always be considered where applicable before destruction takes place.

## **Objectives of the Retention Guidelines**

The aims of the Guidelines are to:

- Assist in identifying records that may be worth preserving permanently as part of a local authority's archives.
- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
- Provide consistency for the destruction of those records not required permanently after specified periods.
- Promote improved Records Management practices within local government.

## **Destruction of Records**

Whenever there is the possibility of litigation, the records and information that are likely to be affected will not be amended or disposed of until the threat of litigation has been removed.

## **Acknowledgements**

Introductory text based on “Retention Guidelines for Local Authorities” produced by the Local Government Group Of The Records Management Society of Great Britain (2003)

Retention schedule adapted from Birmingham City Council’s records retention schedule.

## **Explanation of Retention Guidelines Headings**

These Retention Guidelines that follow are divided into sections of commonly undertaken administrative functions.

Table Key:

### **Function**

The name of each function is specified in this entry. This relates to a group of records that perform the same activity.

### **Activities**

The Schedule provides notes that define each function in terms of related activities.

### **Ref. / Reference number**

The function or entry reference number provides ease of reference.

### **Record Type**

Description containing specific information about the record type.

### **Examples**

This section provides common examples of the type of records included within the particular function.

### **Retention Recommendation**

The entry provides a recommended retention period specifying how long the records should be kept prior to destruction and the activity, transaction or event to which the retention period or sentence should be tied.

### **Source**

Provides an indication of formal and informal sources of guidance. This may include specific legislation or reference to recommendation from professional bodies.

FUNCTION	ACTIVITIES	Ref.	RECORD TYPE	EXAMPLES	RETENTION RECOMMENDATION	SOURCE
Advice	Contingency Planning	3.1.1.1	Activities in relation to the requirement of local authorities to provide advice on contingency planning to business		Retain Until Superseded +2 Years	RMS Recommendation
Emergency Planning	Emergency Agencies	3.2.1.1	List of public contacts for emergency agencies		Retain until Superseded	RMS Recommendation
Emergency Planning	Emergency Call-Outs	3.2.2.1	Emergency Call Out – time and dates of each call out		Closure Date + 6 years	RMS Recommendation
Emergency Planning	Emergency Plan	3.2.3.1	Process of creating implementing and reviewing the emergency plan for the local community Business Continuity Plan		Retain Until Superseded +6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	3.2.3.1	Process of creating implementing and reviewing the emergency plan for the local community Evacuation		Retain Until Superseded +6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	3.2.3.1	Process of creating implementing and reviewing the emergency plan for the local community Emergency plan test		Retain Until Superseded +6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	3.2.3.1	Process of creating implementing and reviewing the emergency plan for the local community Training exercises		Retain Until Superseded +6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	3.2.3.1	Process of creating implementing and reviewing the emergency plan for the local community.	<i>Confidential planning Documents</i>	Retain Until Superseded +6 Years	RMS Recommendation
Emergency Service	Notifications	3.3.1.1	Process of notifying individuals and organisations on their failures to conform to licensing standards (in regard to emergency services)		Closure Date + 2 years	RMS Recommendation
Enforcement	Fire Safety Legislation	3.4.1.1	Records relating to the enforcement of Fire Safety Legislation		Closure Date + 2 years	RMS Recommendation
Enforcement	Fire Safety Legislation	3.4.1.2	Records relating to the prosecution of an individual or organisation for the breach of fire safety legislation		Closure Date + 7 years	Police and Criminal Evidence Act 1984
Enforcement	Fire Safety Legislation	3.4.1.3	Fire Drill		Date Created + 5 years	RMS Recommendation
Fire Prevention	Fire Certification	3.5.1.1	Fire Certificate Compliance		Closure Date + 7 years	RMS Recommendation
Fire Prevention	Fire Hydrants Inspections	3.5.1.1	Fire Prevention Fire Hydrants Inspection records		Closure Date + 7 years	RMS Recommendation
Fire Prevention	Fire Safety	3.5.3.1	Records relating to the advice given to individuals and organisations on an individual basis relating to fire safety and emergencies.		Retain Until Superseded +2 years	RMS Recommendation
Fire Prevention	Fire Safety	3.5.3.2	Fire Drill		Date Created + 5 years	RMS Recommendation
Fire Prevention	Fire Safety Inspections	3.5.4.1	Fire Safety Inspections		Date of last action +7 Years	RMS Recommendation
Fire Prevention	Fire Safety Inspections	3.5.4.2	Inspections – Equipment	<i>Fire Alarm/Extinguisher/Sprinkler Systems</i>	Date of Disposal + 6 years	RMS Recommendation
Fire Prevention	Fire Safety Inspections	3.5.4.3	Records documenting the assessment of requirements for fire-fighting systems and equipment		Review of Assessment + 5 years	1) Health and Safety at Work 1974. 2) Fire Precautions (workplace) Regulations.
Fire Prevention	Incident Monitoring	3.5.5.1	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not		Closure Date + 6 years	RMS Recommendation
Fire Prevention	Incident Monitoring	3.5.5.2	Activities that report on all minor incidents in the local community		Closure Date + 6 years	RMS Recommendation
Advice	Campaigns	4.1.1.1	Records relating to campaigns within consumer repairs		Date Created + 7 years	RMS Recommendation

Enforcement	Prosecution of Offences	4.2.1.1	Records relating to investigations and enforcement action undertaken by trading standards	Dangerous and wild animals	Termination or expiry date + 7 years	Police & Criminal Evidence Act 1984
Enforcement	Prosecution of Offences	4.2.1.1	Records relating to investigations and enforcement action undertaken by trading standards	Health and safety at work	Termination or expiry date + 7 years	Police & Criminal Evidence Act 1984
Investigation, Inspections and Monitoring	Inspections	4.3.1.1	Process of inspecting premises, individuals or organisations	Trading standards expectation records	Closure Date + 7 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.1.2	Process of inspecting the food hygiene standards of establishments	Food standards inspection forms	Closure Date + 7 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	Air Pollution	Closure date + 3 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	Food safety	Closure Date + 3 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	Food Standards	Closure Date + 3 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	General nuisance within the public domain	Closure Date + 3 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	Health and well being of animals	Closure Date + 3 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	Infectious diseases	Closure Date + 3 years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	Land pollution	Closure Date + 3 Years	RMS Recommendation
Investigation, Inspections and Monitoring	Inspections	4.3.2.1	Process of carrying out monitoring to ensure that the process is safe	Pollution	Closure date + 3 years	RMS Recommendation
Registration, Certification and Licensing	Entertainment and drinks	4.4.1.1	Register of licensed entertainment and drink venues		Closure Date + 2 years	RMS Recommendation
Registration, Certification and Licensing	Food Premises	4.4.2.1	Register of licence food premises		Closure Date + 2 years	RMS Recommendation
Registration, Certification and Licensing	Licence Premises	4.4.3.1	Register of premises licences for the sale or consumption of alcohol		Closure Date + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Animal boarding licences	Date registration lapses + 2 Years	1) Breeding of Dogs Act 1973 and 1991 2) Breeding and Sale of Dogs (Welfare) Act, 1999
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Animal breeding licences	Date registration lapses + 2 Years	1) Breeding of Dogs Act 1973 and 1991 2) Breeding and Sale of Dogs (Welfare) Act, 1999
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Animal movement licences	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Application for Animal Registration	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Application for registration of business premises	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Auction premises licences	Date registration lapses + 2 Years	RMS Recommendation

Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Cemetery licences	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Certificates of registration of door supervisors	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Certification of registration of taxi drivers	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Dangerous and wild animals licences	Date registration lapses + 2 Years	Dangerous Wild Animals Act, 1976
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Entertainment licences	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Food business licences	Date registration lapses + 2 Years	1) Food Safety Food premises (Registration, Regulations 1991 2) Food Safety Act 1990
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Food licences	Date registration lapses + 2 Years	1) Food Safety Food premises (Registration, Regulations 1991 2) Food Safety Act 1990
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Hackney licences	Date registration lapses + 2 Years	Local Government (Miscellaneous Provisions Act) 1976, 1982
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Liquor licences	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Lottery registration and gaming	Date registration lapses + 2 Years	Lotteries and Amusement Act, 1976
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Personal licences – regarding fire safety and public entertainment	Date registration lapses + 2 Years	Licensing Act, 2003
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Premises licences – club premises and temporary events	Date registration lapses + 2 Years	Licensing Act, 2003
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Sex establishment licences	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Street collections and lotteries licences	Date registration lapses + 2 Years	House to House Collections Act, 1939

Registration, Certification and Licensing	Licensing	4.4.4.1	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Street trading licences	Date registration lapses + 2 Years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.4.4.	Process involving the licensing of sites for the holding of toxic or hazardous substances (including petroleum, agricultural chemical products or herbicides)	Contaminated land register/pollution	Termination or expiry date + 60 years	RMS Recommendation
Registration, Certification and Licensing	Licensing	4.4.5.1	Register of licenced sex establishments		Closure date + 2 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.1	Process of maintaining buildings	Repair & Maintenance	Date Terminated + 6 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.1	Process of maintaining buildings	General maintenance files	Date Terminated + 6 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.1	Process of maintaining buildings	Job sheets	Date Terminated + 6 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.1	Process of maintaining buildings	Contractors signing in and out should include details of work completed	Date Terminated + 6 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.1	Process of maintaining buildings	Contractor Work Log	Date Terminated + 6 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.2	Building Regulations Files		Closure Date + 5 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.3	Equipment, Tools & Maintenance Bids		Closure Date + 6 years	Limitation Act, 1980
Maintenance of Council Property	Maintenance	5.1.1.4	Electrical Diagrams		Retain for Life of Building	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.5	Emergency Maintenance Requirements		Retain Until Conclusion of Administrative Use	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.6	Instruction Manuals		Closure Date + 7 years	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.7	Quotes received for proposed works	Quotes for Requisitioning works	Retain Until Conclusion of Administrative Use	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.7	Quotes received for proposed works	Price Information	Retain Until Conclusion of Administrative Use	RMS Recommendation
Maintenance of Council Property	Maintenance	5.1.1.8	Maintenance Plans		Retain for Life of Building	RMS Recommendation
Maintenance of Council Property	Refurbishment	5.1.2.1	Design Proposals		Retain Until Conclusion of Administrative Use	RMS Recommendation
Maintenance of Council Property	Refurbishment	5.1.2.2	Photographic documentation of the alterations made		Retain Until Conclusion of Administrative Use	RMS Recommendation
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.1	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Legal documents relating to the purchase/sale	Date Terminated + 6 years,if under £50,000 or Date Terminated + 12 years if over £50,000	Limitation Act, 1980
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.1	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Particulars of sale documents	Date Terminated + 6 years,if under £50,000 or Date Terminated + 12 years if over £50,000	Limitation Act, 1980
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.1.	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Board of survey	Date Terminated + 6 years,if under £50,000 or Date Terminated + 12 years if over £50,000	Limitation Act, 1980
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.1	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Certificates of approval	Date Terminated + 6 years,if under £50,000 or Date Terminated + 12 years if over £50,000	Limitation Act, 1980
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.1.	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Lease agreements	Date Terminated + 6 years,if under £50,000 or Date Terminated + 12 years if over £50,000	Limitation Act, 1980
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.1	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Applications for leases, licences and rental revision	Date Terminated + 6 years,if under £50,000 or Date Terminated + 12 years if over £50,000	Limitation Act, 1980

Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.2	Management of the disposal (by sale or write off) process for 'real property'	Legal documents relating to the sale	Date Terminated (after all obligations/entitlements are concluded) + 15 years	RMS Recommendation
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.2	Management of the disposal (by sale or write off) process for 'real property'	Particulars of sale documents	Date Terminated (after all obligations/entitlements are concluded) + 15 years	RMS Recommendation
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.2	Management of the disposal (by sale or write off) process for 'real property'	Board of survey	Date Terminated (after all obligations/entitlements are concluded) + 15 years	RMS Recommendation
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.3	Suitability of land for purchase		Retain Until Conclusion of Administrative Use	RMS Recommendation
Property Acquisition and Disposal	Acquisition and Disposal	5.2.1.4	Process of handing property from contractor to council	Play Area Completion Certificates	Disposal Date + 6 years	Limitation Act, 1980
Property Acquisition and Disposal	Deeds	5.2.2.1	Process of maintaining a listing of all property owned ( ie Deeds)		Disposal Date + 6 years	RMS Recommendation
Property Acquisition and Disposal	Deeds	5.2.2.2	Deeds and certificates of title for properties owned by the organisation		Transfer to new owner when property is disposed of	RMS Recommendation
Property Acquisition and Disposal	Deeds	5.2.2.3	Process of recording the acquisition of interests, wayleave and easements affecting property owned by the organisation		Transfer to new owner when property is disposed of	RMS Recommendation
Property Acquisition and Disposal	Deeds	5.2.2.4	Land Ownership	OS sheets detailing current land owned	Retain Until Conclusion of Administrative Use	RMS Recommendation
Property and Land Management	Accessibility	5.3.1.1	Records relating to the accessibility of property owned by the council		Closure Date + 6 years	RMS Recommendation
Property and Land Management	Building Surveys	5.3.2.1	Building Surveys		Closure Date + 5 years	RMS Recommendation
Property and Land Management	Building Surveys	5.3.2.2	High rise tower block condition records		Retain for Life of Building + 3 years	RMS Recommendation
Property and Land Management	Estate Management	5.3.3.1	Energy consumption data		Retain for Life of Building	RMS Recommendation
Property and Land Management	Estate Management	5.3.3.2	Building Energy Management (BEMS) files	Details of the BEMS	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Estate Management	5.3.3.2	Building Energy Management (BEMS) files	Drawings of the layout of the system	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Estate Management	5.3.3.2	Building Energy Management (BEMS) files	Any site changes	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Estate Management	5.3.3.2	Building Energy Management (BEMS) files	Database maps	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Estate Management	5.3.3.2	Building Energy Management (BEMS) files	Correspondence	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Estate Management	5.3.3.3	Display Energy Certificates (DEC's)	Display Energy Certificate	Date Created + 7 years	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 No 991) S16 and S17
Property and Land Management	Estate Management	5.3.3.3	Display Energy Certificates (DEC's)	DEC Advisory Report	Date Created + 7 years	The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 No 991) S16 and S17
Property and Land Management	Estate Management	5.3.3.4	BRE Environmental Assessment Method (BREEAM) for buildings		Check with the relevant advisory body for further advice	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.1	Process of recording routine requests for general building facilities maintenance	Maintenance Log	Closure Date + 2 Years	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.2	Process of monitoring the condition of Council Premises on a regular basis	Caretakers weekly monitoring sheets	Closure Date + 2 Years	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.3	General maintenance and repairs		Disposal Date + 6 years	Limitation Act, 1980
Property and Land Management	Facilities Management	5.3.4.4	Manufacturers - safes and Tills		Retain Until Superseded	
Property and Land Management	Facilities Management	5.3.4.5	Warranties and Guarantees		On expiry	RMS Recommendation



Property and Land Management	Facilities Management	5.3.4.6	Security Systems details		Retain until Conclusion of Administrative use	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.7	Process of applying for and arranging bookings which require a hire fee to be paid	Room Bookings	Date Terminated + 6 years	Limitation Act, 1980
Property and Land Management	Facilities Management	5.3.4.8	Process of applying for and arranging bookings which do not require a hire fee to be paid	Room Bookings	Retain until Conclusion of Administrative use	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.9	Booking diaries	Room booking diaries	Retain until Conclusion of Administrative use	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.10	Process of changing telephone numbers and allocating new numbers/telephone lines	Request for Telephone Works	Current Financial Year + 6 years	Limitation Act, 1980
Property and Land Management	Facilities Management	5.3.4.10	Process of changing telephone numbers and allocating new numbers/telephone lines	List of Telephone numbers	Current Financial Year + 6 years	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.11	Records relating to the catering and domestic management of kitchens within council buildings	Establishment files	Retain until Conclusion of Administrative use	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.12	Process of checking authorised car parking within council facilities		Retain until Conclusion of Administrative use	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.13	Issuing of car park permits and any associated documentation (non-financial)		Retain until Superseded	RMS Recommendation
Property and Land Management	Facilities Management	5.3.4.14	Process of recording those traders using the overnight parking facilities		Closure Date + 2 Years	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.1	Records documenting the acquisition and disposal of leased vehicles	Leases	Disposal Date + 6 years	Limitation Act, 1980
Property and Land Management	Fleet Management	5.3.5.1	Records documenting the acquisition and disposal of leased vehicles	Contracts	Disposal Date + 6 years	Limitation Act, 1980
Property and Land Management	Fleet Management	5.3.5.1	Records documenting the acquisition and disposal of leased vehicles	Quotes	Disposal Date + 6 years	Limitation Act, 1980
Property and Land Management	Fleet Management	5.3.5.1	Records documenting the acquisition and disposal of leased vehicles	Approvals	Disposal Date + 6 years	Limitation Act, 1980
Property and Land Management	Fleet Management	5.3.5.2	Records documenting leasing out (or hire) arrangements for vehicles		Date Terminated + 6 Years	Limitation Act, 1980
Property and Land Management	Fleet Management	5.3.5.3	Process of recording the ownership and history of a vehicle	Log Book	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.3	Process of recording the ownership and history of a vehicle	Plating Certificates	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.4	Records detailing which lease company owns each leased vehicle and cost details		Disposal Date + 6 years	Limitation Act, 1980
Property and Land Management	Fleet Management	5.3.5.5	Process of specifying the lease vehicle required	Specialist Vehicle Specification	Retain Until Conclusion of Administrative Use	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Job sheets	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Vehicle check log/sheets	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	General Maintenance	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Replacement programme	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Service Detail	Retain for Length of Ownership	RMS Recommendation

Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Safety Inspection Sheets	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Daily Oil and Water Checks	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Maintenance Log	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Daily Vehicle defect reporting	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.6	Process of recording the maintenance of vehicles which are leased or owned by the Council	Daily Vehicle check list	Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.7	Records detailing the schedule of maintenance to be carried out	Maintenance Schedule	Closure Date + 1 Year	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.7	Records detailing the schedule of maintenance to be carried out	Fleetpower	Closure Date + 1 Year	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.8	Vehicle Tax (including the collection of the tax disc)		Current Financial Year + 5 Years	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.9	Records relating to the MOT Test	Test Certificate (Pass/Fail)	Closure date + 18 months	Ministry of Transport Recommendation, 2004
Property and Land Management	Fleet Management	5.3.5.10	Records detailing the schedule of MOT's to be carried out		Closure Date + 2 Years	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.11	Section 19 Permits		Retain for Length of Ownership	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.12	A record of all vehicles either owned or leased by the Council		Retain Until Conclusion of Administrative Use	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.13	Process of recording the internal loan of a council fleet vehicle (non-financial)		Date Terminated + 2 years	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.14	Record of Council fleet vehicles that are out of the authority area		Closure date + 2 years	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.16	Process of recording drivers usage of a vehicle	Mini bus drivers handover book	Closure Date + 7 Years	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.17	Process of recording mini bus mileage per journey		Date Created + 6 years	RMS Recommendation
Property and Land Management	Fleet Management	5.3.5.18	Process of recording the disposal details of a vehicle (Includes financial details)		Disposal Date + 6 years	Limitation Act, 1980
Property and Land Management	Fleet Management	5.3.5.19	Process of recording the mileage of the Council owned vehicle		Date Created + 6 years	Limitation Act, 1980
Property and Land Management	Land and Property History	5.3.6.1	Maps and Plans (historical and current)	Town Hall	Retain for the Life of Building	RMS Recommendation
Property and Land Management	Land and Property History	5.3.6.2	Photographs (historical and current)	Town Hall	Retain Until Conclusion of Administrative Use	RMS Recommendation
Property and Land Management	Land and Property History	5.3.6.3	Property content inventories	Town Hall	Retain for Life of Building	RMS Recommendation
Property and Land Management	Land and Property History	5.3.6.4	Process of maintaining a listing of all property owned		Disposal Date + 6 years	RMS Recommendation
Property and Land Management	Land and Property History	5.3.6.5	Historical information gathered from non-published sources and which remains unpublished	Project files	Retain Until Conclusion of Administrative Use	RMS Recommendation
Property and Land Management	Land and Property History	5.3.6.6	Historical information gathered from non-published sources and which is published	working papers	Retain Until Conclusion of Administrative Use	RMS Recommendation
Property and Land Management	Leasing	5.3.7.1	Process of managing leased property	Lease agreements	Date Terminated + 15 Years	RMS Recommendation
Property and Land Management	Leasing	5.3.7.1	Process of managing leased property	Rental expenditure authorities	Date Terminated + 15 Years	RMS Recommendation
Property and Land Management	Leasing	5.3.7.1	Process of managing leased property	Valuation queries	Date Terminated + 15 Years	RMS Recommendation
Property and Land Management	Leasing	5.3.7.1	Process of managing leased property	Applications for leases, licences and rental revision	Date Terminated + 15 Years	RMS Recommendation

Property and Land Management	Leasing	5.3.7.1	Process of managing leased property	Requests for works, cleaning etc	Closure Date + 7 Years	RMS Recommendation
Property and Land Management	Management	5.3.8.1	Property file		Retain for Length of Ownership + 6 Years	RMS Recommendation
Property and Land Management	Scheduling	5.3.9.1	Details of statues, memorials and other furniture which exist inside or attached to a building		Retain Until Conclusion of Administrative Use	RMS Recommendation
Property and Land Management	Security	5.3.10.1	Process of visitors to a building signing in and out for security purposes (excluding older peoples residential homes)	Visitor Books	Closure Date + 2 Years	RMS Recommendation
Property and Land Management	Security	5.3.10.1	Process of visitors to a building signing in and out for security purposes (excluding older peoples residential homes)	Visitors signing in and out sheets	Closure Date + 2 Years	RMS Recommendation
Property and Land Management	Security	5.3.10.2	Process of issuing and returning a key to a named employee		Date Created + 1 year	RMS Recommendation
Property and Land Management	Security	5.3.10.3	Process of maintaining and issuing a contact list for internal office use only	Employee details	Retain until Conclusion of Administrative use	RMS Recommendation
Property and Land Management	Security	5.3.10.4	Process of maintaining an electronic version of all staff badges issued		Destroy on expiry of badge	RMS Recommendation
Property and Land Management	Security	5.3.10.5	Request for the issue of staff badges		Current Financial Year + 2 Years	RMS Recommendation
Property and Land Management	Security	5.3.10.6		Banned Persons File, PVP	Date Terminated + 6 Years	Limitation Act, 1980
Property and Land Management	Security	5.3.10.6	Process of considering and implementing a ban on a named person	Associated Paperwork	Date Terminated + 6 Years	Limitation Act, 1980
Property and Land Management	Security	5.3.10.7	Process of recording where a breach of security has occurred and who dealt with it	Call out books	Closure Date + 6 Years	Limitation Act, 1980
Property and Land Management	Security	5.3.10.7	Process of recording where a breach of security has occurred and who dealt with it	Log Book	Closure Date + 6 Years	Limitation Act, 1980
Property and Land Management	Security	5.3.10.8	Process of checking the security of an area or property on a daily basis	Radio Operations Logs	Closure Date + 6 Years	Limitation Act, 1980
Property and Land Management	Security	5.3.10.9	Requests for the provision of security for Council buildings (successful	Site Survey	Date Terminated + 6 years	RMS Recommendation
Property and Land Management	Security	5.3.10.10	Requests for the provision of security for Council buildings (unsuccessful	Site Survey	Date Terminated + 2 Years	RMS Recommendation
Property and Land Management	Security	5.3.10.11	Survey of security facilities and procedures of newly acquired Council buildings to ensure that they meet Council guidelines	Non-conformance records	Current Year + 5 Years	RMS Recommendation
Property and Land Management	Security	5.3.10.12	CCTV Recordings	Video tapes/DVD's	If not required for evidential purposes, keep for 31 days prior to reuse or destruction	Data Protection Act (1998)
Property and Land Management	Security	5.3.10.13	CCTV Evidential tapes		Settlement of Case or Issue + 3 years	Data Protection Act (1998)
Property and Land Management	Security	5.3.10.14	CCTV Tracking Records		Keep for 3 years following the media destruction before considering destruction	RMS Recommendation
Property and Land Management	Site Investigation	5.3.11.1	Site Investigation Report		Permanently	RMS Recommendation
Property and Land Management	Site Investigation	5.3.11.2	Process of maintaining a record of the Site Investigation Reports that have been carried out	Site Investigation report spreadsheet	Retain until Conclusion of Administrative use	RMS Recommendation
Property and Land Management	Valuations	5.3.12.1	Records relating to the valuation of property upon disposal		End of Financial Year after disposal + 6 Years	RMS Recommendation
Property Use and Development	Car Parking	5.4.1.1	Process of managing and undertaking renovations and development specific to car parking		Closure Date + 7 years	RMS Recommendation
Property Use and Development	Design and Construction	5.4.2.1	Architect Plans		Retain for Life of Building	RMS Recommendation
Property Use and Development	Design and Construction	5.4.2.2	Architectural Models		Retain until Conclusion of Administrative use	RMS Recommendation

Property Use and Development	Design and Construction	5.4.2.3	Architectural Brief - draft		Retain until Conclusion of Administrative use	RMS Recommendation
Property Use and Development	Design and Construction	5.4.2.4	Architectural Brief - final		date of final Certificate of Completion + 15 Years	1) Latent Damage Act 1986 2) National Archives: "Records Management: Retention Scheduling 1. Buildings Records"
Property Use and Development	Design and Construction	5.4.2.5	Construction design and Management (CDM) files		Permanently	RMS Recommendation
Property Use and Development	Design and Construction	5.4.2.6	Clerk of works site dairy		Date of final certificate of Completion + 6 Years	Limitation Act, 1980
Property Use and Development	Design and Construction	5.4.2.7	Engineer Plans		Retain for Life of Building	RMS Recommendation
Property Use and Development	Travellers Sites	5.4.3.1	Records relating to sites specifically designated as "Travellers Sites"		Closure date + 3 Years	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.1	Deeds - Purchase of Exclusive Rights of Burial		Date Created + 75 Years	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.2	Authority to Re-open a Grave		Retain for Length of Ownership	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.3	Statutory Declaration		Date Created + 75 Years	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.4	Transfer of Grants		Date Created + 75 Years	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.5	Grant Receipt Books & counterfoils		Retain for Length of Ownership	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.6	War Graves Commission Correspondence		Retain Until Conclusion of Administrative Use	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.7	Certified Extracts	Burial	Date Created + 1 year	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.7	Certified Extracts	Cremation	Date Created + 1 year	RMS Recommendation
Burial Identity and Location	Registration	6.1.1.8	Indexes	Burial	Closure of Site + 50 Years	Disused Burial Grounds Act 1991
Burial Identity and Location	Registration	6.1.1.8	Indexes	Burial (War Graves)	Closure of Site + 50 Years	Disused Burial Grounds Act 1992
Burial Identity and Location	Registration	6.1.1.8	Indexes	Body Parts	Closure of Site + 50 Years	Disused Burial Grounds Act 1993
Burial Identity and Location	Registration	6.1.1.8	Indexes	Cremation	Closure of Site + 50 Years	Disused Burial Grounds Act 1994
Burial Identity and Location	Registration	6.1.1.8	Indexes	Grave Number	Closure of Site + 50 Years	Disused Burial Grounds Act 1995
Burial Identity and Location	Registration	6.1.1.8	Indexes	Graves	Closure of Site + 50 Years	Disused Burial Grounds Act 1996
Burial Identity and Location	Registration	6.1.1.8	Indexes	Purchase of Graves	Closure of Site + 50 Years	Disused Burial Grounds Act 1997
Burial Identity and Location	Registration	6.1.1.8	Indexes	War Graves	Closure of Site + 50 Years	Disused Burial Grounds Act 1998
Burial Identity and Location	Registration	6.1.1.8	Indexes	Listing of Internments	Closure of Site + 50 Years	Disused Burial Grounds Act 1999
Burial Identity and Location	Registration	6.1.1.8	Indexes	Listings of Deceased People	Closure of Site + 50 Years	Disused Burial Grounds Act 2000
Burial Identity and Location	Registration	6.1.1.9	Registers	Exhumation	Closure of Site + 50 Years	Disused Burial Grounds Act 2001
Burial Identity and Location	Registration	6.1.1.9	Registers	Cremations of Body Parts	Closure of Site + 50 Years	Disused Burial Grounds Act 2002
Burial Identity and Location	Registration	6.1.1.9	Registers	Cremation Ledger	Closure of Site + 50 Years	Disused Burial Grounds Act 2003
Burial Identity and Location	Registration	6.1.1.9	Registers	Cremation	Closure of Site + 50 Years	Disused Burial Grounds Act 2004
Burial Identity and Location	Registration	6.1.1.9	Registers	Purchase of Graves	Closure of Site + 50 Years	Disused Burial Grounds Act 2005
Burial Identity and Location	Registration	6.1.1.9	Registers	Public Graves Registers	Closure of Site + 50 Years	Disused Burial Grounds Act 2006

Burial Identity and Location	Registration	6.1.1.9	Registers	Re-opening of Graves	Closure of Site + 50 Years	Disused Burial Grounds Act 2007
Burial Identity and Location	Registration	6.1.1.9	Registers	Memorials & Inscription	Closure of Site + 50 Years	Disused Burial Grounds Act 2008
Burial Identity and Location	Registration	6.1.1.9	Registers	Memorials	Closure of Site + 50 Years	Disused Burial Grounds Act 2009
Burial Identity and Location	Registration	6.1.1.9	Registers	Location of Ashes	Closure of Site + 50 Years	Disused Burial Grounds Act 2010
Burial Identity and Location	Registration	6.1.1.9	Registers	Internment	Closure of Site + 50 Years	Disused Burial Grounds Act 2011
Burial Identity and Location	Registration	6.1.1.9	Registers	Cremation (BACA'S Monthly Report	Closure of Site + 50 Years	Disused Burial Grounds Act 2012
Burial Identity and Location	Registration	6.1.1.9	Registers	Burial	Closure of Site + 50 Years	Disused Burial Grounds Act 2013
Burial Identity and Location	Registration	6.1.1.9	Registers	Disinterment	Closure of Site + 50 Years	Disused Burial Grounds Act 2014
Burial Identity and Location	Registration	6.1.1.10	Records identifying the location of graves, memorials and ashes	Cemetery Plans	Closure of Cemetery + 50 Years	Disused Burial Grounds Act 2015
Burial Identity and Location	Registration	6.1.1.10	Records identifying the location of graves, memorials and ashes	Section Plans	Closure of Cemetery + 50 Years	Disused Burial Grounds Act 2016
Burial Identity and Location	Registration	6.1.1.10	Records identifying the location of graves, memorials and ashes	Burial Plot Layout	Closure of Cemetery + 50 Years	Disused Burial Grounds Act 2017
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Booking forms	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1952
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Confirmation of Burial to occur	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1953
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Indemnity Forms	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1954
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Order for foreman to dig grave	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1955
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Foreman safety checklist	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1956
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Certificate of authority for burial (new graves only)	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1957
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Order for common internment (public graves)	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1958
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Certificate of the removal of liability	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1959
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Certificate for burial	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1960
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Midwife Certificate	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1961
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Registrars certificate	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1962

Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Letter of authority	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1963
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Crematorium Certificate	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1964
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Disposal/Coroners/Midwife certificate	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1965
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Funeral Directors confirmation of booking	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1966
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	Application for Cremation	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1967
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	form B C & F	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1968
Burial Identity and Location	Bookings	6.1.2.1	Process of booking and confirming the funeral arrangements (Burial and Cremation)	witness scattering papers	Date Created C + 15 Years	Local Authorities Act 1977 and Cremation Act 1969
Burial Identity and Location	Bookings	6.1.2.2	Statistical Monitoring	Burials occurring	Retain Until Conclusion of Administrative Use	RMS Recommendation
Burial Identity and Location	Bookings	6.1.2.2	Statistical Monitoring	Graves Re-openings	Retain Until Conclusion of Administrative Use	RMS Recommendation
Burial Identity and Location	Exhumations	6.1.3.1	Authorisation to exhume	Faculty	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Exhumations	6.1.3.1	Authorisation to exhume	Home Office Licence	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Application to erect a Plaque	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Memorial applications	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Memorial Requests Permit	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Applications to Erect a Memorial (Card Index & Forms)	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Application for grant of right to erect and maintain or add inscription to a memorial	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Application to erect Memorial Plaques	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	BACAS	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Deposit Case for Original Memorial Drawings	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.1	Process of applying and erecting (or adding an inscription to) a memorial	Cremation Booking System	Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.2	Process of removing a memorial	authority to Remove Memorials	Removal of Memorial + 6 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.2	Process of removing a memorial	BACAS	Removal of Memorial + 6 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.2	Process of removing a memorial	Cremation Booking System	Removal of Memorial + 6 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.2	Process of removing a memorial	Memorial Removal Details	Removal of Memorial + 6 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.3	Fallen Memorials		Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.4	Memorial Safety Inspection		Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.5	Stonemason Permits		Date Created C + 15 Years	RMS Recommendation
Burial Identity and Location	Memorial Management	6.1.6.6	Records detailing the removal of a memorial		Removal + 6	RMS Recommendation

Maintenance of Burial Grounds	Planned Maintenance	6.2.1.1	Information relating to the maintenance of grave plots and memorials	Perpetuity Forms where the Agreements been Completed	Length of plot ownership	RMS Recommendation
Maintenance of Burial Grounds	Planned Maintenance	6.2.1.2	Rights to have the grave/memorial maintained		Length of plot ownership	RMS Recommendation
Maintenance of Burial Grounds	Planned Maintenance	6.2.1.3	Trees/Plants Correspondence		Retain for Conclusion of Administrative Use	RMS Recommendation
Maintenance of Burial Grounds	Redundant Churchyards	6.2.2.1	Documentation relating to disused churchyards, specifically their upkeep records relating to the emergency or unplanned maintenance to cemeteries and crematoria		Date Terminated + 21	RMS Recommendation
Maintenance of Burial Grounds	Responsive Maintenance	6.2.3.1			Date Terminated + 22	RMS Recommendation
Decision Making	Council and Committee Meetings	7.1.1.1	Council and Committee meetings	Applies to open and restricted meetings. Includes minutes, agenda and associated material	Closure Date + 6 years	RMS Recommendation
Decision Making	Meeting - Cabinet	7.1.2.1	Cabinet meeting		Closure Date + 6 years	RMS Recommendation
Decision Making	Meeting - Cabinet	7.1.2.2	Meetings concerning health and safety	Building User Group	Closure Date + 5 Years	RMS Recommendation
Decision Making	Meeting - Cabinet	7.1.2.3	Deputy Leaders Cabinet Briefings		Closure Date + 5 Years	RMS Recommendation
Decision Making	Meeting - Cabinet	7.1.2.4	deputy Leaders Correspondence		Closure Date + 5 Years	RMS Recommendation
Decision Making	Meeting - Cabinet	7.1.2.5	Elected members correspondence and response		Closure Date + 5 Years	RMS Recommendation
Decision Making	Meeting - Cabinet	7.1.2.6	Questions in Full Council		Closure Date + 5 Years	RMS Recommendation
Decision Making	Meeting - Cabinet	7.1.2.7	Constituency Conventions		Closure Date + 5 Years	RMS Recommendation
Executive	Statutory Appointments	7.2.1.1	Appointment files		Permanently	RMS Recommendation
Executive	Statutory Appointments	7.2.1.2	Vacancy Files		Date of Appointment + 2	RMS Recommendation
Governance	Constitution	7.3.1.1	Records relating to the constitution of the council		Permanently	RMS Recommendation
Honours and Awards	Honours Submissions	7.4.1.1	The process and preparing of honours submissions	Honours nomination form	Closure date + 3 Years	RMS Recommendation
Honours and Awards	Honours Submissions	7.4.1.1	The process and preparing of honours submissions	Covering documentation	Closure date + 3 Years	RMS Recommendation
Honours and Awards	Honours Submissions	7.4.1.1	The process and preparing of honours submissions	Letters of support	Closure date + 3 Years	RMS Recommendation
Member Support	Gifts and Hospitality	7.5.1.1	Register of gifts and hospitality		Destroy - 18 months after member leaves office	RMS Recommendation
Member Support	Register of Interest	7.5.2.1	Records relating to a members disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members		Destroy - 18 months after member leaves office	RMS Recommendation
Planning	Cross Departmental Consideration	7.6.1.1	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions - non health and safety related		Closure date + 3 Years	RMS Recommendation
Planning	Forward Plan	7.6.2.1	The list of items to be considered by the cabinet over the next four months		Permanently	RMS Recommendation
Planning	Strategic Plan	7.6.3.1	The process of preparing business for strategic consideration and making a record of Policy Groups discussion, debate and resolutions		Closure date + 6 Years	RMS Recommendation
Planning	Strategic Plan	7.6.3.1	The process of preparing business for strategic consideration and making a record of Non- executive discussion, debate and resolutions		Closure date + 6 Years	RMS Recommendation

Planning	Strategic Plan	7.6.3.1	The process of preparing business for strategic consideration and making a record of Overview & Scrutiny Committee discussion, debate and resolutions	Closure date + 6 Years	RMS Recommendation
Planning	Strategic Plan	7.6.3.1	The process of preparing business for strategic consideration and making a record of Regulatory Committees discussion, debate and resolutions	Closure date + 6 Years	RMS Recommendation
Planning	Strategic Plan	7.6.3.1	The process of preparing business for strategic consideration and making a record of Sun Committees discussion, debate and resolutions	Closure date + 6 Years	RMS Recommendation
Planning	Strategic Plan	7.6.3.1	The process of preparing business for strategic consideration and making a record of Constituency Committees discussion, debate and resolutions	Closure date + 6 Years	RMS Recommendation
Planning	Strategic Plan	7.6.3.1	The process of preparing business for strategic consideration and making a record of Strategic Plan discussion, debate and resolutions	Closure date + 6 Years	RMS Recommendation
Planning	Strategic Plan	7.6.3.2	Process of reviewing the strategic plan	Closure Date + 5 Years	RMS Recommendation
Representation	Elections	7.7.1.1	Census and Population Information	Retain Until Conclusion of Administrative Use	RMS Recommendation
Representation	Elections	7.7.1.2	Profiling Surveys	Retain Until Conclusion of Administrative Use	RMS Recommendation
Representation	Elections	7.7.1.3	Constituency Profile	Retain Until Conclusion of Administrative Use	RMS Recommendation
Representation	Elections	7.7.1.4	Community Profile	Retain Until Conclusion of Administrative Use	RMS Recommendation
Representation	Elections	7.7.2.1	Electoral Petitions	Closure Date + 6 Years	Limitation Act, 1980
Representation	Elections	7.7.2.2	Electoral Roll	Destroy all copies as only one should exist with the elections office	RMS Recommendation
Representation	Elections	7.7.2.3	Electoral Register		
Representation	Elections	7.7.2.4	Ballot Papers - local elections	Closure Date + 6 months	1)Representation of the People Regulations 1986 2) Local elections (Parish and Communities) Rules 1986
Representation	Elections	7.7.2.5	Ballot Papers - European elections	Closure Date + 1 Year	European Parliamentary Elections Regulations 1999
Representation	Elections	7.7.2.6	Consolidated returns of votes received	Closure Date + 6 months	RMS Recommendation
Representation	Elections	7.7.3.1	Leader of council and opposition papers	Closure date + 3 years	RMS Recommendation
Business Intelligence	Marketing	8.1.1.1	Process of collecting and managing economic and social data about the local area	Collection Date + 20 Years	RMS Recommendation
Regeneration	Business Awards	8.2.1.1	Grant files	Current Financial Year + 6 years. Refer to funding organisation for advice	RMS Recommendation
Regeneration	Business Development	8.2.2.1	Records relating to activities designed to develop and encourage business development I the local area	Externally funded projects	Closure Date + 6 years. Refer to funding organisation for advice
Regeneration	Business Development	8.2.2.1	Records relating to activities designed to develop and encourage business development I the local area	Business Associations	Closure Date + 6 years. Refer to funding organisation for advice



Markets	Stalls and Traders	8.2.3.1	Process of buying or transferring one stall from one trader to another	Finance Agreement	Current Financial Year + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.1	Process of buying or transferring one stall from one trader to another	Transfer Agreement	Current Financial Year + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.1	Process of buying or transferring one stall from one trader to another	Rent Amendments	Current Financial Year + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.1	Process of buying or transferring one stall from one trader to another	Code of Conduct	Current Financial Year + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.1	Process of buying or transferring one stall from one trader to another	License	Current Financial Year + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.1	Process of buying or transferring one stall from one trader to another	Lease	Current Financial Year + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.2	Records relating to each trader	Trader files (Casual) including application to purchase a stall, personal details, trading days, and any breaches of market regulations which occur	Expiry Date + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.2	Records relating to each trader	Trader files (Permanent) including application to purchase a stall, personal details, trading days, and any breaches of market regulations which occur	Expiry Date + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.2	Records relating to each trader	Tenants Files (schedule lease and correspondence). Including application to purchase a stall, personal details, trading days and any breaches of market regulations which occur	Expiry Date + 6 Years	Limitation Act, 1980
Markets	Stalls and Traders	8.2.3.3	Records detailing the extent of the market site	Tenancy schedule	Retain Until Conclusion of Administrative Use	RMS Recommendation
Markets	Stalls and Traders	8.2.3.3	Records detailing the extent of the market site	Plan	Retain Until Conclusion of Administrative Use	RMS Recommendation
Accounts and Audit	Internal Auditing	11.1.1.1	Process of monitoring the monies spent	Financial Statement	Current Financial Year + 2 Years	RMS Recommendation
Accounts and Audit	Internal Auditing	11.1.1.1	Process of monitoring the monies spent	Spend Report	Current Financial Year + 2 Years	RMS Recommendation
Accounts and Audit	Internal Auditing	11.1.1.1	Process of monitoring the monies spent	Financial monitoring sheet	Current Financial Year + 2 Years	RMS Recommendation
Accounts and Audit	Internal Auditing	11.1.1.1	Process of monitoring the monies spent	Budget staffing records	Current Financial Year + 2 Years	RMS Recommendation
Accounts and Audit	Internal Auditing	11.1.1.2	Records documenting the conduct and results of financial audits, and action taken to address issues raised		Closure date + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.1	Quarterly Statements		Adoption of the following years annual budget + 2 Years	RMS Recommendation
Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	Closedown detail	Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	Salary information	Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	Preparation of Accounts	Current Financial Year + 6 Years	Limitation Act, 1980

Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	Working Accounts	Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	System Reports	Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	Ledger Print outs	Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	Closedown file	Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.2	Process of preparing for and conducting the closedown of accounts procedure excluding trust funds	Final/Annual Accounts	Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.4	Process of preparing for and conducting the closedown of accounts procedure for trust funds	Final/Annual Accounts	Permanently	RMS Recommendation
Accounts and Audit	Reporting	11.1.2.5	Period End		Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.6	Reports - Monitoring		Current Financial Year + 6 Years	Limitation Act, 1980
Accounts and Audit	Reporting	11.1.2.7	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Consolidated annual reports	Closure Date + 6 Years	RMS Recommendation
Accounts and Audit	Reporting	11.1.2.7	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Consolidated financial statement	Closure Date + 6 years	RMS Recommendation
Accounts and Audit	Reporting	11.1.2.8	The process that supports and consolidates financial transactions on a periodic (less than annual basis, superseding those from the previous period	Consolidated monthly and quarterly reports/financial statements	Retain Until Conclusion of Administrative Use	RMS Recommendation
Accounts and Audit	Reporting	11.1.2.8	The process that supports and consolidates financial transactions on a periodic (less than annual basis, superseding those from the previous period	Debtor listings and reports.	Retain Until Conclusion of Administrative Use	RMS Recommendation
Asset Management	Maintaining Assets	11.2.1.1	Summary management reporting on the overall assets of the local authority	Asset register	Disposal of item/Asset or last item in register + 6 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 2006
Asset Management	Maintaining Assets	11.2.1.2	The process of maintaining plant and equipment		Disposal Date + 6 years	RMS Recommendation
Asset Management	Maintaining Assets	11.2.1.3	Process of compiling and maintaining an inventory of goods held	Inventory books	Closure Date + 3 years	
Asset Management	Maintaining Assets	11.2.1.4	Process of maintaining and updating the stock check or control records	Stock sheets (cleaning materials and food items)	Current Financial Year + 2 Years	
Asset Management	Maintaining Assets	11.2.1.4	Process of maintaining and updating the stock check or control records	Movement of Telephones	Current Financial Year + 2 Years	
Asset Management	Maintaining Assets	11.2.1.5	Stock taking sheets		Current Financial Year + 2 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 2006
Asset Management	Maintaining Assets	11.2.1.6	Stock loss report		Closure Date + 6 years	Limitation Act, 1980

Asset Management	Maintaining Assets	11.2.1.7	Records of goods arriving or leaving specific premises. Includes stock failure records	Order and delivery check list	Current Financial Year + 6 Years	1) Limitation Act, 1980 2) The National Archives: Generic Disposal Schedules, N03 Accounting Records 2006
Asset Management	Maintaining Assets	11.2.1.14	The activities involved in collecting, recording and analysing information about the value of the Councils assets for accounting purposes	Including valuation records and supporting documents for financial statement	Current Financial Year + 12 Years	Taxes Management Act, 1970
Asset Management	Maintaining Assets	11.2.1.15	Process of recording the location of credit/debit card machines in use throughout the organisation		Retain Until Conclusion of Administrative Use	RMS Recommendation
Financial Provisions Management	Borrowing	11.3.1.1	Loan records		6 years after repayment of the loan	
Financial Provisions Management	Borrowing	11.3.1.2	Mortgages (signed)		Last payment + 6 Years	RMS Recommendation
Financial Provisions Management	Borrowing	11.3.1.3	Mortgages (sealed)		Last payment + 12 years	RMS Recommendation
Financial Provisions Management	Borrowing	11.3.1.4	Summary management of loans	Loan Register Includes all supporting documentation regarding the budget finalisation process	Permanently	RMS Recommendation
Financial Provisions Management	Budget	11.3.2.1	Annual Budget		Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Budget	11.3.2.2	Estimates - Draft		Adoption of the following years annual budget + 2 Years	RMS Recommendation
Financial Provisions Management	Budget	11.3.2.3	Departmental Budgets	System Reports	Adoption of the following years annual budget + 2 Years	RMS Recommendation
Financial Provisions Management	Budget	11.3.2.3	Departmental Budgets	Monitoring	Adoption of the following years annual budget + 2 Years	RMS Recommendation
Financial Provisions Management	Budget	11.3.2.4	Budgets - Other		Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Budget	11.3.2.5	Capital Records held in departments		Current Financial Year + 10 Years	
Financial Provisions Management	Budget	11.3.2.6	Capital records held centrally		Current Financial Year + 20 Years	
Financial Provisions Management	Budget	11.3.2.7	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances	Budget statement	Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Budget	11.3.2.7	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances	Monthly monitoring	Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Budget	11.3.2.8	Process of identifying savings is allocated and delivered to every directorates/department, including work plan to identify target for performance improvement	Benefit Realisation	Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Budget	11.3.2.8	Process of identifying savings is allocated and delivered to every directorates/department, including work plan to identify target for performance improvement	Target Performance Report	Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Debt Management	11.3.3.1	Process of recording and attending to current debts		Retain Until Conclusion of Administrative Use	RMS Recommendation
Financial Provisions Management	Debt Management	11.3.3.2	Process of recording and attending waived debts		Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Debt Management	11.3.3.3	Legal action taken against debtors		Settlement of Case + 6 Years	Limitation Act, 1980
Financial Provisions Management	Debt Management	11.3.3.4	Debtors Personal Accounts		Current Financial Year + 6 Years	Limitation Act, 1980

Financial Provisions Management	Donations	11.3.4.1	Corporate or private donations (of a financial nature or of equipment)		Current Financial Year + 6 Years	Limitation Act, 1980
Financial Provisions Management	Funding Bids	11.3.5.1	Bid for money funded by a UK organisation (where the bid has been successful)	Including financial and background papers. Likely to include proposals, correspondence, tender reports, costings and monitoring results	Closure Date + 6 Years. Refer to funding organisation for advice	Limitation Act, 1980
Financial Provisions Management	Funding Bids	11.3.5.2	Bid for money funded by a UK organisation (where the bid has not been successful)	Including financial and background papers. Likely to include proposals, correspondence and costings	Closure date + 6 years Refer to funding organisation for advice. Retain as reference for possible future resubmission if required	Limitation Act, 1980
Financial Provisions Management	Funding Bids	11.3.5.3	Bid for money funded by a European organisation (where the bid has been successful)	Including financial and background papers. Likely to include proposals, correspondence, tender reports, costings and monitoring results	Refer to funding organisation for advice	RMS Recommendation
Financial Provisions Management	Funding Bids	11.3.5.4	Bid for money funded by a European organisation (where the bid has not been successful)	Including financial and background papers. Likely to include proposals, correspondence and costings	Refer to funding organisation for advice Retain as reference for possible future resubmissions if required	RMS Recommendation
Financial Provisions Management	Funding Bids	11.3.5.5	Records documenting the administration of annual funding allocations from Central Government and estimates of future funding requirements	Formula Spending Share	Closure Date + 6 Years Refer to funding organisation for advice.	Limitation Act, 1980
Financial Provisions Management	Funding Bids	11.3.5.5	Records documenting the administration of annual funding allocations from Central Government and estimates of future funding requirements	Comprehensive Spending Review	Closure Date + 6 Years Refer to funding organisation for advice.	Limitation Act, 1980
Financial Provisions Management	Strategic and Planning	11.3.7.1	Process of monitoring monies to be spent	Forecast sheets	Closure Date + 6 months	RMS Recommendation
Financial Transactions Management	Authorisation	11.4.1.1	authority to manage the bank account		Retain until superseded + 6 Years	Limitation Act, 1980
Financial Transactions Management	Authorisation	11.4.1.2	List of authorised signatories		6 years after person ceases to be a signatory or the list is superseded	RMS Recommendation
Financial Transactions Management	Authorisation	11.4.1.3	Private Vehicle User Allowance application forms		Date Terminated + 6 Years	RMS Recommendation
Financial Transactions Management	Authorisation	11.4.1.4	Process of a Senior Officer with delegated authority approving expenditure for work to be carried out	Delegated authority files	Closure Date + 6 Years	RMS Recommendation
Financial Transactions Management	Expenditure	11.4.2.1	Cheques - cancelled		Current Financial Year + 2 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Expenditure	11.4.2.2	Cheques - void (Blank or unused)		Current Financial Year + 2 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Expenditure	11.4.2.3	Cheques - dishonoured		Current Financial Year + 2 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998

Financial Transactions Management	Expenditure	11.4.2.4	Cheques - presented or accepted		Current Financial Year + 6 Years	Limitation Act, 1980
Financial Transactions Management	Expenditure	11.4.2.5	Cheques - Counterfoils		Current Financial Year + 2 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Expenditure	11.4.2.6	Bank deposit books/slips/butts		Current Financial Year + 6 Years	Limitation Act, 1980 and the National Archives ; Generic Disposal Schedules No 3 Departmental Records 1998
Financial Transactions Management	Expenditure	11.4.2.7	Delivery Notes		Current Financial Year + 2 Years	
Financial Transactions Management	Expenditure	11.4.2.8	Requisition Orders	Stationery Orders	Current Financial Year + 6 Years	Limitation Act, 1980
Financial Transactions Management	Expenditure	11.4.2.9	Requests for stationery stock		Current Financial Year + 2 Years	RMS Recommendation
Financial Transactions Management	Expenditure	11.4.2.10	Equipment Maintenance payments		Current Financial Year + 6 Years	Limitation Act, 1980
Financial Transactions Management	Expenditure	11.4.2.11	Invoices - Paid (including any supporting evidence or subsequent validation of the invoice)	Utility Bills	Current Financial Year + 6 Years	Limitation Act, 1980
Financial Transactions Management	Expenditure	11.4.2.11	Invoices - Paid (including any supporting evidence or subsequent validation of the invoice)	Meter readings	Current Financial Year + 6 Years	Limitation act, 1980
Financial Transactions Management	Expenditure	11.4.2.11	Invoices - Paid (including any supporting evidence or subsequent validation of the invoice)	Mobile telephone bill	Current Financial Year + 6 Years	Limitation act, 1980
Financial Transactions Management	Expenditure	11.4.2.11	Invoices - Paid (including any supporting evidence or subsequent validation of the invoice)	Enforcement and removals (parking)	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.12	Notifications to amend invoices		Retain for the same period as the original invoice	Limitation Act, 1980
Financial Transactions Management	Expenditure	11.4.2.13	Receipts		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.14	Till Rolls		Current Financial Year + 3Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Expenditure	11.4.2.15	Advice Notes		Current Financial Year + 2 Years	
Financial Transactions Management	Expenditure	11.4.2.16	Purchase orders		Current Financial Year + 6 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 2006
Financial Transactions Management	Expenditure	11.4.2.17	Records relating to the use of or monitoring of postage		Current Financial Year + 6 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 2006 & Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.18	Petty Cash	Vouchers	Current Financial Year + 3Years	
Financial Transactions Management	Expenditure	11.4.2.18	Petty Cash	Slips	Current Financial Year + 3Years	
Financial Transactions Management	Expenditure	11.4.2.18	Petty Cash	Transaction Book	Current Financial Year + 3Years	

Financial Transactions Management	Expenditure	11.4.2.18	Petty Cash	Analysis Sheets	Current Financial Year + 3Years	
Financial Transactions Management	Expenditure	11.4.2.18	Petty Cash	Purchase Card Transaction Log	Current Financial Year + 3Years	
Financial Transactions Management	Expenditure	11.4.2.19	Management of Petty cash accounts	Documentation related to the opening (and where applicable closure ) of petty cash accounts	Retain until superseded + 6 Years	Limitation Act, 1980
Financial Transactions Management	Expenditure	11.4.2.19	Management of Petty cash accounts	Details of authorised signatories	Retain until superseded + 6 Years	Limitation Act, 1980
Financial Transactions Management	Expenditure	11.4.2.19	Management of Petty cash accounts	Record of any changes to authorised signatories, account holders	Retain until superseded + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.19	Management of Petty cash accounts	Details of account	Retain until superseded + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.20	Inventory Books		Closure Date + 3 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Expenditure	11.4.2.21	Car Mileage Forms/ Car Allowance Forms		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.24	Expenses Claims	Honorarium payments	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.24	Expenses Claims	Per diem payments	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.24	Expenses Claims	Staff Cover costs	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.24	Expenses Claims	Personal Allowance claims	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.28	Monitoring of expenditure (including proof of transactions occurring)		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.29	Order for goods and services		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.30	Remittance Books		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.31	Weekly Purchase Summary		Current Financial Year + 2 Years	RMS Recommendation
Financial Transactions Management	Expenditure	11.4.2.32	Sundry Payments		Current Financial Year + 6 Years	
Financial Transactions Management	Expenditure	11.4.2.34	Costing	Predicted annual staffing costs	Current Financial Year + 2 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Expenditure	11.4.2.39	Taxi Bookings		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.40	Summary information relating to the payment of grant claims		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Expenditure	11.4.2.45	Postal Banking Records		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Fraud	11.4.3.1	Reports	Fraud Benefit Report	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Funding Applications	11.4.4.1	Bid for money made by an external organisation for funding from the council (where the bid has been successful)		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Funding Applications	11.4.4.2	Bid for money made by an external organisation for funding from the council (where the bid has not been successful)		Current Financial Year + 6 Years	Limitation Act 1980

Financial Transactions Management	Funding Applications	11.4.4.3	Internal application made by a council department for additional funding from the council		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.1	Invoices - Requests for or generation of	Invoice request forms	Closure Date + 2 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Income	11.4.5.1	Invoices - Requests for or generation of	Invoice request schedules	Closure Date + 2 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Income	11.4.5.2	Till Rolls		Current Financial Year + 3 Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Income	11.4.5.3	Receipt books for monies collected		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.4	Variation Order		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.5	Process of recording and analysing daily/weekly income	cash receipt form	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.5	Process of recording and analysing daily/weekly income	Cash and Deposit Statement (monthly)	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.5	Process of recording and analysing daily/weekly income	Cash Analysis Sheets (Daily)	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.5	Process of recording and analysing daily/weekly income	Cash Transaction Sheet (Daily)	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.6	Bank related material	Paying in Books	Current Financial Year + 6 Years	Limitation Act 1981
Financial Transactions Management	Income	11.4.5.6	Bank related material	Bank statements	Current Financial Year + 6 Years	Limitation Act 1982
Financial Transactions Management	Income	11.4.5.6	Bank related material	Banking Sheets	Current Financial Year + 6 Years	Limitation Act 1983
	Income	11.4.5.7	Cheque Registers	Log of cheques received by the department	Current Financial Year +2Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 2006
Financial Transactions Management	Income	11.4.5.8	Process of managing and monitoring the payment of monies raised through the fulfilment of planning obligations	Section 106 files/Systems	Closure Date + ^ Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.10	Summary reports of ticket sales		Current Financial Year + 6 Years	Limitation Act
Financial Transactions Management	Income	11.4.5.11	Process of recording when a cheque or direct debit form is received		Current Financial Year +2Years	The National Archives: Generic Disposal Schedules, No 3 Accounting Records 1998
Financial Transactions Management	Income	11.4.5.17	Invoices sent for payments to the Council (including any supporting evidence or subsequent validation of the invoice)	Recharges for damage to street furniture	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.17	Invoices sent for payments to the Council (including any supporting evidence or subsequent validation of the invoice)	Over-runs	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Income	11.4.5.18	Payments received for penalty/parking charges		Current Financial Year + 6 Years	Limitation Act 1981
Financial Transactions Management	Income	11.4.5.19	Chip and pin sales receipts	Credit/Debit card receipt generated by chip and pin machines	Current Financial Year + 6 Years	RMS Recommendation

Financial Transactions Management	Income	11.4.5.20	Records relating to documentation of court charges	Court cost requirements	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
		11.4.5.21	Records relating to authorisation of Direct Debit instructions including:	Direct debit mandates	Life of the instruction + 6 years	Limitation Act 1980
Financial Transactions Management	Internal Recharging	11.4.6.1	Inter departmental transfers	Internal transfer request forms	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Internal Recharging	11.4.6.1	Inter departmental transfers	Journal files	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Internal Recharging	11.4.6.1	Inter departmental transfers	Budget transfer	Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Internal Recharging	11.4.6.2	Recharge transactions		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Internal Recharging	11.4.6.3	Supplementary Invoices		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	Investments	11.4.7.1	Records documenting the overall management of the institutions financial investment portfolio		Divestment + 6	Limitation Act 1980
Financial Transactions Management	Investments	11.4.7.2	Records documenting the purchases/sale of investment		Current Financial Year + 6 Years	Limitation Act 1980
Financial Transactions Management	National Insurance Numbers	11.4.8.1	Processes involved in the collection of National Insurance Numbers		Termination of employment + 2 years	RMS Recommendation
Financial Transactions Management	Reconciliation	11.4.9.1	Process of monitoring the monies spent	Period Monitoring	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.1	Process of monitoring the monies spent	Financial Statement	Current Financial Year + 6 Years	RMS Recommendation
Financial Transactions Management	Reconciliation	11.4.9.1	Process of monitoring the monies spent	Finance Monitoring sheets	Current Financial Year + 6 Years	RMS Recommendation
Financial Transactions Management	Reconciliation	11.4.9.1	Process of monitoring the monies spent	Budget staffing records	Current Financial Year + 6 Years	RMS Recommendation
Financial Transactions Management	Reconciliation	11.4.9.2	Income/Ledgers/Spreadsheets		Closure Date + 10 Years	
Financial Transactions Management	Reconciliation	11.4.9.3	Process of reconciling the money received with the money banked	Reconciliation sheets	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.3	Process of reconciling the money received with the money banked	Daily banking variance sheets	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.3	Process of reconciling the money received with the money banked	Cashier files (daily information)	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.3	Process of reconciling the money received with the money banked	Cash analysis	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.3	Process of reconciling the money received with the money banked	Weekly Income analysis sheet	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.3	Process of reconciling the money received with the money banked	Security firms cash collection sheets	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.3	Process of reconciling the money received with the money banked	Sale float log	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.4	Process of recording changes to the ledger		Closure Date + 10 Years	
Financial Transactions Management	Reconciliation	11.4.9.5	Stock check		Current Financial Year + 2 Years	



Financial Transactions Management	Reconciliation	11.4.9.6	Summary reports generated to process and reconcile payments made	Suspense Reports	Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.6	Summary reports generated to process and reconcile payments made		Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.6	Summary reports generated to process and reconcile payments made		Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.6	Summary reports generated to process and reconcile payments made		Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.6	Summary reports generated to process and reconcile payments made		Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Reconciliation	11.4.9.6	Summary reports generated to process and reconcile payments made		Current Financial Year + 6 Years	Accounts and Audit Regulations 2003 No 533 Section 6
Financial Transactions Management	Refunds	11.4.10.1	Process of Issuing or accepting a refund or credit note		Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.1	Process of applying for, claiming or accessing a claim for benefit payment	Benefit claim forms (Housing Benefit and Council Tax Benefit)	Current Financial Year + 6 Years	Limitation Act 1980 Social Security (Claims and Information)(Housing Benefit and Council Tax Benefit) Regulations, 2002
Local Taxation	Benefits and Subsidies	11.5.1.1	Process of applying for, claiming or accessing a claim for benefit payment	Council Tax Support materials	Current Financial Year + 6 Years	Limitation Act 1980 Social Security (Claims and Information)(Housing Benefit and Council Tax Benefit) Regulations, 2002
Local Taxation	Benefits and Subsidies	11.5.1.1	Process of applying for, claiming or accessing a claim for benefit payment	Benefit Overpayment referrals	Current Financial Year + 6 Years	Limitation Act 1980 Social Security (Claims and Information)(Housing Benefit and Council Tax Benefit) Regulations, 2002
Local Taxation	Benefits and Subsidies	11.5.1.1	Process of applying for, claiming or accessing a claim for benefit payment	Case files	Current Financial Year + 6 Years	Limitation Act 1980 Social Security (Claims and Information)(Housing Benefit and Council Tax Benefit) Regulations, 2002
Local Taxation	Benefits and Subsidies	11.5.1.1	Process of applying for, claiming or accessing a claim for benefit payment	Investigations	Current Financial Year + 6 Years	Limitation Act 1980 Social Security (Claims and Information)(Housing Benefit and Council Tax Benefit) Regulations, 2002
Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Landlord vetting folders	Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Cancelled payments	Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Reissued payments	Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Reversed Payments	Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Missing Payments	Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Missing Payments Log	Current Financial Year + 6 Years	Limitation Act 1980

Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Special Payments	Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.2	Records relating to the processing of payments to landlords	Rejected Payments	Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Benefits and Subsidies	11.5.1.5	Private Finance Initiative		Current Financial Year + 6 Years	Limitation Act 1980
Local Taxation	Business Rates	11.5.2.1	Records relating to recovery of non-payment of Business Rates	Liability Order Lists	Settlement of Case + 6 Years	Limitation Act 1980
Local Taxation	Business Rates	11.5.2.1	Records relating to recovery of non-payment of Business Rates	Case files	Settlement of Case + 6 Years	Limitation Act 1980
Local Taxation	Business Rates	11.5.2.2	The recording of refunds made in relation to Business Rates	Refund notifications	Closure Date + 2 Years	RMS Recommendation
Local Taxation	Business Rates	11.5.2.3	Reports generated to provide summary details on current debts or exemptions to the payment of Business Rates		Closure Date + 6 Years	RMS Recommendation
Local Taxation	Council Tax	11.5.3.1	Records relating to recovery of non-payment of Council Tax	Liability Order Lists	Settlement of Case + 6 Years	Limitation Act 1980
Local Taxation	Council Tax	11.5.3.1	Records relating to recovery of non-payment of Council Tax	Case Files	Settlement of Case + 6 Years	Limitation Act 1980
Local Taxation	Council Tax	11.5.3.2	The recording of refunds made in relation to Council Tax	Refund notifications	Closure Date + 2 Years	RMS Recommendation
Local Taxation	Council Tax	11.5.3.3	Reports generated to provide summary details on current debts or exemptions to the payment of Council Tax		Closure Date + 6 Years	RMS Recommendation
Local Taxation	Council Tax	11.5.3.4	Process of listing - for administrative purposes - the cases heard at court on a specific day and decisions made	Committal Court Lists	Retain Until Conclusion of Administrative Use	RMS Recommendation
Local Taxation	Council Tax	11.5.3.5	Records relating to claims made under Section 44a of the Local Government Finance Act, 1988 (partly occupied property relief)		Closure Date + 1 Year	RMS Recommendation
Local Taxation	Council Tax	11.5.3.6	Records relating to claims made under Section 44a of the Local Government Finance Act, 1988 (Hardship relief claims)		Closure Date + 1 Year	RMS Recommendation
Local Taxation	Council Tax	11.5.3.7	Records relating to mandatory and/or discretionary relief claims made under section 43 and Section 47 of the Local Government Finance Act 1988		Closure Date + 1 Year	RMS Recommendation
Local Taxation	Council Tax	11.5.3.8	Records relating to the arrangement and progress of special visits and inspections of a ratepayers property		Retain Until Conclusion of Administrative Use	RMS Recommendation
Local Taxation	Council Tax	11.5.3.9	List of deaths registered at the Registry Office during the preceding week		Retain Until Conclusion of Administrative Use	RMS Recommendation
Local Taxation	Council Tax	11.5.3.10	Government Returns		Current Financial Year + 6 Years	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.1	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists	Retain until Superseded + 5 Years	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.1	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Ratings Lists	Retain until Superseded + 5 Years	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.2	Notifications of amendments to be made to the Valuation/Ratings List	Valuation Office Agency Direction Schedules	Retain for the same period as the original list	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.2	Notifications of amendments to be made to the Valuation/Ratings List	Valuation Schedules	Retain for the same period as the original list	RMS Recommendation

Local Taxation	Property Valuation	11.5.4.3	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property		Retain until Superseded + 5 Years	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.4	Records relating to the monitoring of property/land which is subject to planning approval in order to ascertain whether amendments to the rate should be made	New Property folder	Retain Until Conclusion of Administrative Use	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.4	Records relating to the monitoring of property/land which is subject to planning approval in order to ascertain whether amendments to the rate should be made	Schedule of Reports Seeking amendments to the Valuation List	Retain Until Conclusion of Administrative Use	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.4	Records relating to the monitoring of property/land which is subject to planning approval in order to ascertain whether amendments to the rate should be made	Planning Schedules	Retain Until Conclusion of Administrative Use	RMS Recommendation
Local Taxation	Property Valuation	11.5.4.4	Records relating to the monitoring of property/land which is subject to planning approval in order to ascertain whether amendments to the rate should be made	Billing Authority Reports	Retain Until Conclusion of Administrative Use	RMS Recommendation
National Taxation	Tax Payments	11.6.1.1	Income tax returns		Current Financial Year + 3 Years	Income Tax (Employment) Regulations 1993
National Taxation	Tax Payments	11.6.1.2	Tax Forms	P38	date Created + 6 Years	Taxes Management Act, 1970
National Taxation	Tax Payments	11.6.1.2	Tax Forms	P45	date Created + 6 Years	Taxes Management Act, 1970
National Taxation	Tax Payments	11.6.1.2	Tax Forms	P46	date Created + 6 Years	Taxes Management Act, 1970
National Taxation	Tax Payments	11.6.1.2	Tax Forms	P6	date Created + 6 Years	Taxes Management Act, 1970
National Taxation	Tax Payments	11.6.1.2	Tax Forms	P60	date Created + 6 Years	Taxes Management Act, 1970
National Taxation	Tax Payments	11.6.1.2	Tax Forms	P9	date Created + 6 Years	Taxes Management Act, 1970
National Taxation	Tax Payments	11.6.1.3	Tax returns		date Created + 6 Years	Taxes Management Act, 1970 and VAT Act 1994
National Taxation	Tax Payments	11.6.1.4	Tax Certificates		date Created + 6 Years	Taxes Management Act, 1970
National Taxation	Tax Payments	11.6.1.5	Construction Industry Tax Vouchers		date Created + 6 Years	Taxes Management Act, 1970
Payroll and Pensions	Pay	11.7.1.1	Time sheets	Temporary staff timesheets	Current Financial + 3 Years	
Payroll and Pensions	Pay	11.7.1.2	Overtime sheets		Current Financial + 3 Years	
Payroll and Pensions	Pay	11.7.1.3	Payslips			RMS Recommendation
Payroll and Pensions	Pay	11.7.1.5	Process of monitoring wages being paid	wage sheets and Lists of Wages	Current Financial Year + 2 Years	The National Archives: Generic Schedules N0 3 Accounting Records 2006
Payroll and Pensions	Pay	11.7.1.6	Payroll - excluding year end		Closure Date + 10 Years	
Payroll and Pensions	Pay	11.7.1.7	Payroll - year end only		Closure Date + 6 Years	
Payroll and Pensions	Pay	11.7.1.8	Process of inputting new staff data onto the wages system	Delphi input forms	Current Financial Year + 3 Years	
Payroll and Pensions	Pay	11.7.1.9	Non-statutory payroll deductions		date Created + 6 Years	
Payroll and Pensions	Pay	11.7.1.10	Tax and National Insurance payments		date Created + 6 Years	Taxes Management Act, 1970
Payroll and Pensions	Pay	11.7.1.11	BACs amendments and listings		Date Created + 3 Years	Taxes Management Act, 1970
Payroll and Pensions	Pay	11.7.1.12	Salary advices		Current Financial Year + 3 Years	Financial Services Act 1986

Payroll and Pensions	Pay	11.7.1.13	Personal Bank details		Retain under superseded + 3 Years	RMS Recommendation The National Archives Generic Disposal Schedules No 2 Personnel Records
Payroll and Pensions	Pay	11.7.1.14	Tax code notifications		Date Created + 3 Years	Taxes Management Act, 1970
Payroll and Pensions	Pay	11.7.1.15	Overpayment documentation		Repayment or write ff + 6	The National Archives Generic Disposal Schedules No 2 Personnel Records
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Car Mileage reports	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Secondary employment calculation reports	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Sickness reports	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Report of suspended employees	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Manual payment schedule	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	End of cycle reports	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Payroll Exceptions	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Count of employees by employment status	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.16	Summary reports generated immediately prior to, or after, the payroll has been run to eliminate potential errors and ensure the accuracy	Incompletely costed employees	Date Created + 2 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Exceptions reports	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Cumulative analysis report	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	National Insurance analysis report	Date Created + 3 years	RMS Recommendation

Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Pension analysis report	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Consolidated summary of payments, benefits and deductions	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Costing analysis	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Taxable payments reconciliation	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Voyager code errors	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Net pay comparison report	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pay	11.7.1.17	Summary reported generated on a weekly or monthly basis to reconcile payments made	Permanent values variance report	Date Created + 3 years	RMS Recommendation
Payroll and Pensions	Pensions	11.7.2.1	Summary reported generated on a weekly or monthly basis to reconcile payments made	New Starters Form	Retain Until Conclusion of Administrative Use	RMS Recommendation
Payroll and Pensions	Pensions	11.7.2.2	Members Records (including contributions)		Current Year + 6 Years	Local Government Superannuation Act
Payroll and Pensions	Pensions	11.7.2.3	Pensioners Records		Termination of Benefit + 12 Years	Limitation Act 1980
Compliance	Strategy and Planning	12.1.1.1	activities that develop policies, procedures, strategies and structures for local authorities (health and safety related)	Policies and Procedures	Retain until superseded + 50 Years	Health and Safety at work Act 1974
Compliance	Strategy and Planning	12.1.1.1	activities that develop policies, procedures, strategies and structures for local authorities (health and safety related)	Instructions	Retain until superseded + 50 Years	Health and Safety at work Act 1974
Compliance	Strategy and Planning	12.1.1.2	Evacuation Procedures		Retain until superseded	RMS Recommendation
Compliance	Strategy and Planning	12.1.1.3	Health and Safety Building Manuals		Disposal date + 10 Years	RMS Recommendation
Compliance	Strategy and Planning	12.1.1.4	Process of recording information for reports and statistics	Audit system	Retain Until Conclusion of Administrative Use	RMS Recommendation
Compliance	Training	12.1.2.1	Records documenting the nomination/appointment of fire wardens		Termination of Appointments	1) Health and Safety at work Act 1974 2) Fire Precautions (Work Place) Regulations 3) Management of Health and Safety at Work Regulations 1999
Compliance	Training	12.1.2.2	Records documenting the appointment of official first aiders		Termination of Appointments	1) Health and Safety at work Act 1974 2) Fire Precautions (Work Place) Regulations 3) Management of Health and Safety at Work Regulations 2000
Compliance	Training	12.1.2.3	Health and Safety Training Records which are role specific	Fire Wardens	Termination + 5 Years	Health and Safety at work Act 1974
Compliance	Training	12.1.2.3	Health and Safety Training Records which are role specific	First Aid Training	Termination + 5 Years	Health and Safety at work Act 1974

Compliance	Training	12.1.2.4	Health and Safety Training Records which are not role specific	Manual Handling	Termination + 5 Years	Health and Safety at work Act 1974
Compliance	Training	12.1.2.5	Proof of completion of a health and safety related training course		Closure Date + 7 Years	RMS Recommendation
Emergency Planning	Emergency Plan	12.2.1.1	Process of reviewing, creating and implementing the emergency plan	Business Continuity Plan	Retain until superseded + 6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	12.2.1.1	Process of reviewing, creating and implementing the emergency plan	Evacuation Checklist	Retain until superseded + 6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	12.2.1.2	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not		Closure Date + 6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	12.2.1.3	Activities that report on all minor incidents in the local community		Closure Date + 6 Years	RMS Recommendation
Emergency Planning	Emergency Plan	12.2.1.4	Process of maintaining listings of current security systems	Details of alarm systems and who runs the alarms	Retain until Superseded	RMS Recommendation
Emergency Planning	Emergency Plan	12.2.1.4	Process of maintaining listings of current security systems	Site Code System	Retain until Superseded	RMS Recommendation
Emergency Planning	Emergency Plan	12.2.1.5	Process of maintaining and issuing an emergency contact list for emergency planning only	List of key holders	Retain Until Conclusion of Administrative Use	RMS Recommendation
Monitoring	Accident and Incident Reporting	12.3.1.1	Accident books and forms where the accident is not reported to the Health and Safety Executive and relating to subject aged under 18 years		Statutory Closure Date + 3 Years Recommended Closure date + 25 Years	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995
Monitoring	Accident and Incident Reporting	12.3.1.2	Accident books and forms where the accident is not reported to the Health and Safety Executive and relating to subject aged over 18 years (regardless of whether the accident is reported to the Health and Safety Executive		Statutory Closure Date + 3 Years Recommended Closure date + 4Years	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995
Monitoring	Accident and Incident Reporting	12.3.1.3	Vehicle Accidents		Settlement of issue or case + 7 Years	RMS Recommendation
Monitoring	Accident and Incident Reporting	12.3.1.4	Records of medical treatment applied to named subjects	First Aid Books		
Monitoring	Accident and Incident Reporting	12.3.1.4	Records of medical treatment applied to named subjects	Minor Accident Treatment		
Monitoring	Accident and Incident Reporting	12.3.1.4	Records of medical treatment applied to named subjects	Register		
Monitoring	Accident and Incident Reporting	12.3.1.5	Health Care Plan		Statutory Closure Date + 3 Years. Recommended Closure Date + 25 Years	RMS Recommendation
Monitoring	Accident and Incident Reporting	12.3.1.6	Accident Investigation Reports		Settlement of Issue or case + 7 Years	RMS Recommendation
Monitoring	Accident and Incident Reporting	12.3.1.7	Process of recording incidents regarding criminal damage (or intent to cause such)	Theft report book	Statutory Closure Date + 3 Years. Recommended Closure Date + 4 Years	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995
Monitoring	Accident and Incident Reporting	12.3.1.7	Process of recording incidents regarding criminal damage (or intent to cause such)	Incident report	Statutory Closure Date + 3 Years. Recommended Closure Date + 4 Years	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995
Monitoring	Accident and Incident Reporting	12.3.1.7	Process of recording incidents regarding criminal damage (or intent to cause such)	Duty Manager Report	Statutory Closure Date + 3 Years. Recommended Closure Date + 4 Years	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995
Monitoring	Accident and Incident Reporting	12.3.1.8	Process of recording incidents regarding discrimination	Racist Incident Forms	Date Created + 5 Years	Race Relations Act 1976

Monitoring	Accident and Incident Reporting	12.3.1.8	Process of recording incidents regarding discrimination	Harassment Reports	Date Created + 5 Years	Race Relations Act 1976
Monitoring	Accident and Incident Reporting	12.3.1.9	Process of recording incidents relating to disruptive/threatening behaviour	Attacks or Threats	Statutory Closure Date + 3 Years. Recommended Closure Date + 4 Years	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995
Monitoring	Accident and Incident Reporting	12.3.1.10	Process of recording incidents relating to disruptive/threatening behaviour by children	Attacks or Threats	Current Year + 20 Years	RMS Recommendation
Monitoring	Accident and Incident Reporting	12.3.1.11	Incident Log Book	Supervisors Log Book	Date Created + 5 Years	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 and Race Relations Act 1976
Monitoring	Accident and Incident Reporting	12.3.1.11	Incident Log Book	Control Room Log Book		Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 and Race Relations Act 1976
Monitoring	Asbestos Inspections	12.3.3.1	Records documenting assessments to determine the presence of asbestos		Statutory Elimination of asbestos + 5 Years or Review of assessment + 5 years. Recommended Closure + 40 years	Control of Asbestos at Work Regulations 2002
Monitoring	Asbestos Inspections	12.3.3.2	Process of assessing and inspecting a building for the presence of asbestos and then removing it	Asbestos Surveys	Closure Date + 40 Years	Control of Asbestos at Work Regulations 2002
Monitoring	Asbestos Inspections	12.3.3.2	Process of assessing and inspecting a building for the presence of asbestos and then removing it	Asbestos Sampling reports	Closure Date + 40 Years	Control of Asbestos at Work Regulations 2002
Monitoring	Asbestos Inspections	12.3.3.2	Process of assessing and inspecting a building for the presence of asbestos and then removing it	Material analysis report	Closure Date + 40 Years	Control of Asbestos at Work Regulations 2002
Monitoring	Asbestos Inspections	12.3.3.2	Process of assessing and inspecting a building for the presence of asbestos and then removing it	Certification of reoccupation	Closure Date + 40 Years	Control of Asbestos at Work Regulations 2002
Monitoring	Asbestos Inspections	12.3.3.3	Exposure to asbestos - by identifiable individual		Closure Date + 40 Years	Control of Asbestos at Work Regulations 2002
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Portable Appliance Testing	Disposal date + 6Years	RMS Recommendation
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Fire Alarm Maintenance reports	Disposal date + 6Years	RMS Recommendation
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Lightning Conductor	Disposal date + 6Years	RMS Recommendation
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Emergency/Secondary lighting	Disposal date + 6Years	RMS Recommendation
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Fire Alarm/Extinguisher	Disposal date + 6Years	RMS Recommendation
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Pressure testing for pressurised systems	Disposal date + 6Years	RMS Recommendation
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Combustion Reports	Disposal date + 6Years	RMS Recommendation
Monitoring	Equipment	12.3.4.1	Process of inspecting equipment to ensure it is safe	Hose Reel Checks	Disposal date + 6Years	RMS Recommendation

Monitoring	Equipment	12.3.4.2	Records involved in the monitoring, inspection , testing for Legionnaires Disease and checking of results, including details of the state of operation of the system	Risk Assessment	Date Created + 5 Years	Legionnaires Disease: A Guide for Employers. Health and Safety Executive
Monitoring	Equipment	12.3.4.2	Records involved in the monitoring, inspection , testing for Legionnaires Disease and checking of results, including details of the state of operation of the system	Written scheme to control the risk of Legionella	Date Created + 5 Years	Legionnaires Disease: A Guide for Employers. Health and Safety Executive
Monitoring	Equipment	12.3.4.2	Records involved in the monitoring, inspection , testing for Legionnaires Disease and checking of results, including details of the state of operation of the system	Routine monitoring results	Date Created + 5 Years	Legionnaires Disease: A Guide for Employers. Health and Safety Executive
Monitoring	Equipment	12.3.4.4	Electrical testing - fixed installation records		Retain for Life of Building	RMS Recommendation
Monitoring	Equipment	12.3.4.5	Land Lord Certificates for Gas Installations		Date Created + 2 Months	The Gas Safety (Installation and Use) Regulations 1998
Monitoring	Equipment	12.3.4.6	Lifting Operations - Thorough examinations		For as long as the equipment is operated	The Lifting Operations and Lifting Equipment Regulations S1 1998 No 2307 Reg 9
Monitoring	Equipment	12.3.4.7	Lifting Operations- Thorough examination and inspection (other than accessory)		For as long as the equipment is operated	The Lifting Operations and Lifting Equipment Regulations S1 1998 No 2307 Reg 11
Monitoring	Equipment	12.3.4.8	Lifting Operations - Thorough examination and inspection (accessory for lifting)		Date of Report + 2 Years	The Lifting Operations and Lifting Equipment Regulations S1 1998 No 2307 Reg 11
Monitoring	Equipment	12.3.4.9	Lifting Operations- Thorough examination and inspection (Installation or after assembly as new site/location		For as long as the equipment is operated	The Lifting Operations and Lifting Equipment Regulations S1 1998 No 2307 Reg 11
Monitoring	Equipment	12.3.4.10	Lifting Operations - Thorough examination and inspection (6/12 monthly inspections under Reg 9		Retain until superseded or the expiration of 2 years (whichever is later	The Lifting Operations and Lifting Equipment Regulations S1 1998 No 2307 Reg 11
Monitoring	Equipment	12.3.4.11	Lifting Operations - Records made under regulation 10 (2)		Retain until superseded	The Lifting Operations and Lifting Equipment Regulations S1 1998 No 2307 Reg 11
Monitoring	Equipment	12.3.4.12	Supplementary testing of In-service lifts. Possible after 1, 5 and 10 years		Date Created + 10 Years	The Lifting Operations and Lifting Equipment Regulations S1 1998 No 2307 Reg 11
Monitoring	Equipment	12.3.4.14	Process of recording details of when checks occurred	Safety Logs	Closure Date + 3 Years	RMS
Monitoring	Equipment	12.3.4.15	Process of documenting the issue, use and maintenance of personal protective clothing and equipment		Closure Date + 40 Years	The National Archives: Generic Disposal Schedules, NO 4 Health and Safety records, 1998
Monitoring	Equipment	12.3.4.16	Process of regularly checking the temperature of refrigeration units	Daily Fridge temperature checks	Closure Date + 3 Years	RMS Recommendation



Monitoring	Equipment	12.3.4.17	Process of regularly checking that mobility equipment and assistance aids are operating correctly	Hoist checks	Closure Date + 3 Years	RMS Recommendation
Monitoring	Hazardous Substances	12.3.5.1	Exposure to hazardous substances - general exposure only		Closure Date + 5 Years	1) Control of Substances Hazardous to Health Regulations 2002 (reg 10 (5) (A) + (B)) 2) The National Archives: Generic Disposal Schedules, No 4 Health & Safety Records, 1998
Monitoring	Hazardous Substances	12.3.5.2	Exposure to hazardous substances (except radiation) - by identifiable individual			1) Control of Substances Hazardous to Health Regulations 2002 (reg 10 (5) (A) + (B)) 2) The National Archives: Generic Disposal Schedules, No 4 Health & Safety Records, 1998
Monitoring	Hazardous Substances	12.3.5.3	Process of accepting and dealing with hazardous substances (Except radiation)	COSHH Assessment Sheet	Closure Date + 40 Years	1) Control of Substances Hazardous to Health Regulations 1997/2002 2) Control of Lead at Work Regulations 1980 3) Control of Asbestos at Work Regulations, 1987 4) Health and Safety at Work Act, 1974
Monitoring	Hazardous Substances	12.3.5.3	Process of accepting and dealing with hazardous substances (Except radiation)	Hazard Data Sheet	Closure Date + 40 Years	1) Control of Substances Hazardous to Health Regulations 1997/2002 2) Control of Lead at Work Regulations 1980 3) Control of Asbestos at Work Regulations, 1987 4) Health and Safety at Work Act, 1974
Monitoring	Hazardous Substances	12.3.5.3	Process of accepting and dealing with hazardous substances (Except radiation)	Dangerous Substances Register	Closure Date + 40 Years	1) Control of Substances Hazardous to Health Regulations 1997/2002 2) Control of Lead at Work Regulations 1980 3) Control of Asbestos at Work Regulations, 1987 4) Health and Safety at Work Act, 1974
Monitoring	Health and Safety Inspections	12.3.6.1	Process of carrying out monitoring to ensure that the process is safe		Closure Date + 3 Years	RMS Recommendation
Monitoring	Health and Safety Inspections	12.3.6.2	Processes that permit work		Closure Date + 1 Year	RMS Recommendation
Monitoring	Health and Safety Inspections	12.3.6.3	Safety checks - Playgrounds Only		Closure Date + 21 Years	Limitation Act, 1980

Monitoring	Health and Safety Inspections	12.3.6.4	Safety Checks - all areas (excluding playgrounds)	Daily Safety checks: pools, quarries etc	Closure Date + 3 Years	1) workplace Health, Safety and Welfare Regulations 1992 2) Provision and Use of work Equipment Regulations, 1992 3) Manual Handling Operations Regulations, 1992 4) Health and Safety Display Screen Equipment Regulations 1992 5) Noise and Work Regulations 1989 6) Control of Substances Hazardous to Health Regulations, 1994
Monitoring	Health and Safety Inspections	12.3.6.5	Process of inspecting the site on a regular basis	Site Managers Report	Closure Date + 6 years	Limitation Act, 1980
Monitoring	Health and Safety Inspections	12.3.6.6	Health and Safety files for buildings owned or leased by the Council	Premises file	Disposal Date + 6 Years	RMS Recommendation
Monitoring	Health Surveillance	12.3.7.1	Process of recording health surveillance of employees who are exposed to substances hazardous to health (except radiation)		Closure Date + 40 Years	1) Control of Substances hazardous to Health Regulations 1997 (Reg 10 & 11) 2) Control of Lead at Work Regulations 1980 (Reg 10(3)) 3) Control of Asbestos at Work Regulations 1987/2002 4) Work in Compresses Air Regulations 1996 5) The National Archives: Generic Schedules No 4 Health and Safety Records 1998
Monitoring	Health Surveillance	12.3.7.2	Process of recording health surveillance of employees who are exposed to substances hazardous to health (radiation only)		Closure Date + 50 Years or Date of Birth +75 years (whichever is the greater)	1) Ionising Radiation Regulations, 1985 2) National Archives: Generic Disposal Schedules No4 Health and Safety Records 1998
Monitoring	Radiation	12.3.8.1	Process of Monitoring areas where employees and persons are likely to have come into contact with radiation		Closure Date + 50 Years or Date of Birth +75 years (whichever is the greater)	1) Ionising Radiation Regulations, 1985 2) National Archives: Generic Disposal Schedules No4 Health and Safety Records 1998
Monitoring	Radiation	12.3.8.2	Exposure to Radiation - by identifiable individual		Closure Date + 50 Years or Date of Birth +75 years (whichever is the greater)	1) Ionising Radiation Regulations, 1985 2) National Archives: Generic Disposal Schedules No4 Health and Safety Records 1998

Risk Management	Risk Assessments	12.4.1.1	Risk Assessments (not relating to hazardous substances)		Statutory Closure Date + 3 Years. Recommended Closure Date + 4 Years	1) Management of Health and Safety at Work Regulations 1992 2) Workplace Health, Safety and Welfare Regulations 1992 3) Provision and Use of Work Equipment Regulations 1992, Manual Handling Operations Regulation 1992 4) Health and Safety Display Screen Equipment Regulations 1992 5) Noise at Work Regulations 1989 6) Control of Substances Hazardous to Health Regulations 1994
Risk Management	Risk Assessments	12.4.1.2	Risk Assessments ( relating to hazardous substances)		Closure Date + 40 Years	1) Control of Substances Hazardous to Health Regulations 1997/2002 2) Control of Lead at Work Regulations 1980 3) Control of Asbestos at Work Regulations 1987 4) Health and Safety at Work Act 1974
Housing Advice	Advice to Homeowners and Tenants	13.1.1.1	Issuing of Advice		Retain Until Conclusion of Administrative Use	RMS Recommendation
Housing - Enforcement	Legal	13.2.1.1	Process of a tenant pursuing litigation against their landlord	Section 82	Settlement of Case + 7 Years	RMS Recommendation
Housing - Enforcement	Legal	13.2.1.1	Process of a tenant pursuing litigation against their landlord	Section 11	Settlement of Case + 7 Years	RMS Recommendation
Housing - Enforcement	Legal	13.2.1.1	Process of a tenant pursuing litigation against their landlord	PACE Records	Settlement of Case + 7 Years	RMS Recommendation
Estate Management	Grounds Maintenance	13.3.2.1	Process of Monitoring the maintenance of the grounds of a council estate	Grounds Maintenance Monitoring Form	Closure Date + 2 Years	RMS Recommendation
Estate Management	Grounds Maintenance	13.3.2.1	Process of Monitoring the maintenance of the grounds of a council estate	District and Neighbourhood Caretaking Grounds maintenance Recording Form	Closure Date + 2 Years	RMS Recommendation
Estate Management	Grounds Maintenance	13.3.2.2	Grounds Maintenance Identification Maps		Retain Until Conclusion of Administrative Use	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Caretakers weekly monitoring sheets	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	High Rise Audit Form	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Daily Block Inspection Form	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Relief Room Quarterly Inspection	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Low Rise Audit	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Audit Form: Low Rise block not receiving a cleaning service	Closure Date + 2 Years	RMS Recommendation

Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Weekly Estate Inspection Report	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Estate Inspection Form	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Estate Walkabout with Residents Form	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	District/Neighbourhood Caretaking Estate tick sheet	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Managers Reality Check Form	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Joint Tenant Monitoring of High/Low Rise	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Block Champion Block Inspection Report	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Resident Involvement Questionnaire	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.1	Process of Monitoring the environment of a council housing estate	Action Plan Following Assessments/Walkabouts	Closure Date + 2 Years	RMS Recommendation
Estate Management	Housing Inspections	13.3.3.2	Process of monitoring the environmental cleaning of a council estate	Environmental Cleaning Crew Monitoring Form	Closure Date + 5 Years	RMS Recommendation
Estate Management	Neighbour Dispute	13.3.4.1	Neighbour Nuisance Files	Home Visits	Closure Date + 3 Years	RMS Recommendation
Estate Management	Neighbour Dispute	13.3.4.1	Neighbour Nuisance Files	Anti Social Behaviour	Closure Date + 3 Years	RMS Recommendation
Housing Provision	Homelessness	13.4.1.1	The process of managing homeless applications (where records are transferred to an Ordinary Tenancy file		Date Terminated + 6 Years	RMS Recommendation
Housing Provision	Homelessness	13.4.1.2	The process of managing homeless applications (where records are transferred to a Tenancy Under Seal file		Date Terminated + 12 Years	RMS Recommendation
Housing Provision	Homelessness	13.4.1.3	The process of managing homeless applications (where records are not transferred to the tenancy files		Closure Date + 7 Years	RMS Recommendation
Housing Provision	Homelessness	13.4.1.4	Issuing of tickets to enable person to reach accommodation	Bus ticket/taxi fare issue	Current Financial Year + 6 years	Limitation Act 1980
Housing Provision	Housing Applications	13.4.2.1	The process of applying for housing (successful applications - transferred to an Ordinary Tenancy file)	Pre-Tenancy Determination	Date Terminated + 6 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.1	The process of applying for housing (successful applications - transferred to an Ordinary Tenancy file)	Homeless Database	Date Terminated + 6 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.1	The process of applying for housing (successful applications - transferred to an Ordinary Tenancy file)	CBL Database	Date Terminated + 6 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.1	The process of applying for housing (successful applications - transferred to an Ordinary Tenancy file)	Reports	Date Terminated + 6 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.2	The process of applying for housing (successful applications - transferred to a Tenancy under Seal file	Homeless Database	Date Terminated + 12 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.2	The process of applying for housing (successful applications - transferred to a Tenancy under Seal file	Home Options Database	Date Terminated + 12 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.2	The process of applying for housing (successful applications - transferred to a Tenancy under Seal file	Reports	Date Terminated + 12 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.3	The process of applying for housing (unsuccessful applications) Includes all supporting documentation	Pre-Tenancy Determination	Closure Date + 7 Years	RMS Recommendation

Housing Provision	Housing Applications	13.4.2.3	The process of applying for housing (unsuccessful applications) Includes all supporting documentation	Homeless Database	Closure Date + 7 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.3	The process of applying for housing (unsuccessful applications) Includes all supporting documentation	CBL Database	Closure Date + 7 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.3	The process of applying for housing (unsuccessful applications) Includes all supporting documentation	Home Options Database	Closure Date + 7 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.3	The process of applying for housing (unsuccessful applications) Includes all supporting documentation	Reports	Closure Date + 7 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.4	The registration of individuals housing applications	Council Housing Register	Permanently	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.5	Appeals against housing application decision (unsuccessful)		Closure Date + 7 Years	RMS Recommendation
Housing Provision	Housing Applications	13.4.2.6	Appeals against housing application decision (successful)		Transfer to Tenancy File Ordinary Tenancy - Date Terminated + 6 Years Tenancy under Seal + 12 Years	RMS Recommendation
Housing Provision	Housing Stock Requirements	13.4.3.1	The process of managing local authority welfare housing estates	Stock Monitoring Levels	Date of Last Action + 4 Years	RMS Recommendation
Housing Stock	Housing Grants	13.5.1.1	Grant files relating to grants worth under £50,000		Date of Last Payment + 6 Years	Limitation Act 1980
Housing Stock	Housing Grants	13.5.1.2	Grant files relating to grants worth over £50,000		Date of Last Payment + 12 Years	Limitation Act 1980
Housing Stock	Housing Grants	13.5.1.3	Grant files (where the value of the grant is not known and where means testing applies)	Disability Grant files	Date of Last Payment + 10 Years	RMS Recommendation
Housing Stock	Housing Grants	13.5.1.4	Grant files (where the value of the grant is not known and where means testing applies)	Loan files	Repayment Date + 8 Years	RMS Recommendation
Housing Stock	Management	13.5.2.1	Process of managing void or demolished properties	Voids	Retain for Length of Ownership + 6 Years	RMS Recommendation
Housing Stock	Management	13.5.2.1	Process of managing void or demolished properties	Demolished Property Files	Retain for Length of Ownership + 6 Years	RMS Recommendation
Housing Stock	Management	13.5.2.2	General Property File		Retain for Length of Ownership + 6 Years	RMS Recommendation
Housing Stock	Management	13.5.2.3	Process of recording customer and meter information to enable the transfer of energy supplies		Retain Until Conclusion of Administrative Use	RMS Recommendation
Housing Stock	Private Housing Grants	13.5.3.1	Home Improvement Grants relating to grants worth under £50,000		Date of Last Payment + 6 Years	Limitation Act 1980
Housing Stock	Private Housing Grants	13.5.3.2	Home Improvement Grants relating to grants worth over £50,000		Date of Last Payment +12 Years	Limitation Act 1980
Housing Stock	Private Housing Grants	13.5.3.3	Withdrawn grant files (where clients have enquired regarding assistance but have decided not to proceed)		Closure Date + 1 Year	RMS Recommendation
Housing Stock	Repairs and Renovations	13.5.4.1	Requests for maintenance works	Cleaning	Closure Date + 7 Years	RMS Recommendation
Housing Stock	Repairs and Renovations	13.5.4.1	Requests for maintenance works	Painting	Closure Date + 7 Years	RMS Recommendation
Housing Stock	Repairs and Renovations	13.5.4.1	Requests for maintenance works	Garden Maintenance	Closure Date + 7 Years	RMS Recommendation
Housing Stock	Repairs and Renovations	13.5.4.2	Process of maintaining buildings	Repair and Maintenance	Closure Date + 16 Years	The National Archives Generic Disposal Schedules No 1 Building Records

Housing Stock	Repairs and Renovations	13.5.4.2	Process of maintaining buildings	General Maintenance Files	Closure Date + 16 Years	The National Archives Generic Disposal Schedules No 1 Building Records
Housing Stock	Repairs and Renovations	13.5.4.2	Process of maintaining buildings	Job Sheets	Closure Date + 16 Years	The National Archives Generic Disposal Schedules No 1 Building Records
Housing Stock	Repairs and Renovations	13.5.4.2	Process of maintaining buildings	Contractors Signing in and Out (should include details of the work completed)	Closure Date + 16 Years	The National Archives Generic Disposal Schedules No 1 Building Records
Housing Stock	Repairs and Renovations	13.5.4.2	Process of maintaining buildings	Contractor Work Log	Closure Date + 16 Years	The National Archives Generic Disposal Schedules No 1 Building Records
Housing Stock	Repairs and Renovations	13.5.4.3	Process of monitoring the condition of Council Premises on a regular basis	Caretakers weekly monitoring sheets	Closure Date + 2 Years	RMS Recommendation
Housing Stock	Repairs and Renovations	13.5.4.4	Process of changing telephone numbers and allocating new numbers/telephone lines	Request for Telephone Works	Current Financial Year + 6 Years	Limitation Act 1980
Housing Stock	Repairs and Renovations	13.5.4.4	Process of changing telephone numbers and allocating new numbers/telephone lines	List of Telephone numbers	Current Financial Year + 6 Years	Limitation Act 1980
Housing Stock	Repairs and Renovations	13.5.4.5	Process of monitoring the general improvement work carried out in council buildings	Neighbourhood Caretaker Improvement works Log	Closure Date + 2 Years	RMS Recommendation
Housing Stock	Repairs and Renovations	13.5.4.5	Process of monitoring the general improvement work carried out in council buildings	Estate Cleaning Crew Improvement works log	Closure Date + 2 Years	RMS Recommendation
Housing Stock	Risk Assessments	13.5.5.1	Asbestos Register		Closure Date + 40 Years	Control of Asbestos at Work Regulations 2002
Housing Stock	Transfers	13.5.6.1	Files relating to housing stock transfer		Closure date + 18 months	RMS Recommendation
Managing Tenancies	Agreements	13.6.1.1	The process of awarding tenancies to welfare housing (Ordinary Tenancies)	Document signed by a tenant to legally end a tenancy	Date Terminated + 6 Years	RMS Recommendation
Managing Tenancies	Agreements	13.6.1.2	The process of awarding tenancies to welfare housing (Tenancies under seal)	Sealed tenancy agreements	Date Terminated + 12 Years	Limitation Act 1980
Managing Tenancies	Evictions	13.6.2.1	records relating to the generation of summary reports for notice seeking possession		Retain Until Conclusion of Administrative Use	RMS Recommendation
Managing Tenancies	Rent Arrears	13.6.3.1	Rent arrears		Cessation of Tenancy + 7 Years	RMS Recommendation
Managing Tenancies	Rent Arrears	13.6.3.2	Records relating to the generation of summary reports for the arrears run		Retain Until Conclusion of Administrative Use	RMS Recommendation
Managing Tenancies	Rent Payments and Setting	13.6.4.1	Process of recording rent payments (including all supporting documentation)	Rent Books	Current Financial Year + 7 Years	RMS Recommendation
Managing Tenancies	Rent Payments and Setting	13.6.4.1	Process of recording rent payments (including all supporting documentation)	Requests for Payments	Current Financial Year + 7 Years	RMS Recommendation
Managing Tenancies	Right to Buy	13.6.5.1	The process of offering a council house tenant the right to buy the property (including all supporting correspondence and sale documentation)	Right to Buy Files	Completion of Sale + 12 Year	Limitation Act 1980 Housing Act 1980
Managing Tenancies	Tenancies	13.6.6.1	The process of managing the Ordinary Tenancy of an individual tenant	Tenancy files	Date Terminated + 6 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.1	The process of managing the Ordinary Tenancy of an individual tenant	Late Tenancy Files	Date Terminated + 6 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.1	The process of managing the Ordinary Tenancy of an individual tenant	Application to transfer of tenancy	Date Terminated + 6 Years	RMS Recommendation

Managing Tenancies	Tenancies	13.6.6.1	The process of managing the Ordinary Tenancy of an individual tenant	Complaints	Date Terminated + 6 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.2	The process of managing the Tenancy Under Seal of an individual tenants	Tenancy files	Date Terminated + 12 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.2	The process of managing the Tenancy Under Seal of an individual tenants	Late Tenancy Files	Date Terminated + 12 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.2	The process of managing the Tenancy Under Seal of an individual tenants	Application to transfer of tenancy	Date Terminated + 12 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.2	The process of managing the Tenancy Under Seal of an individual tenants	Complaints	Date Terminated + 12 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.3	Case Officer Files		Closure Date + 2 Years	RMS Recommendation
Managing Tenancies	Tenancies	13.6.6.4	The process of managing private tenancy cases		Closure Date + 7 Years	RMS Recommendation
Administering Employees	Absence Monitoring	14.1.1.1	Process of recording employees absence on a regular basis	Weekly/Monthly Absence Reports	Current Financial Year + 3 Years	
Administering Employees	Attendance	14.1.2.2	Hours worked - with no additional payments involved	Clocking in records	Current Year + 2 Years	RMS Recommendation
Administering Employees	Attendance	14.1.2.2.	Hours worked - with no additional payments involved	Staff flexi Time Monitoring	Current Year + 2 Years	RMS Recommendation
Administering Employees	Attendance	14.1.2.3	Request for additional payment for hours worked	Lieu time payments	Current Financial Year + 2 Years	
Administering Employees	Attendance	14.1.2.3	Request for additional payment for hours worked	Variation and Transfer Request Sheets	Current Financial Year + 2 Years	
Administering Employees	Attendance	14.1.2.4	Process of recording the movement of staff throughout the day	Signing in and Out sheets	Current Financial Year + 2 Years	RMS Recommendation
Administering Employees	Counselling	14.1.3.1	The process of providing Counselling services to all employees	Client Records	Closure Date + 6 Years	Limitation Act 1980
Administering Employees	Discipline	14.1.4.1	Grievances - Unproved		Destroy once grievance unproved or after appeal	
Administering Employees	Discipline	14.1.4.2	Oral Warnings/Recorded Warnings		Retain on personnel file. The warning will normally be disregarded for future disciplinary purposes after 6 months subject to continued satisfactory conduct	
Administering Employees	Discipline	14.1.4.3	Written warnings		Retain on personnel file. The warning will normally be disregarded for future disciplinary purposes after 12 months subject to continued satisfactory conduct	
Administering Employees	Discipline	14.1.4.4	Final Written Warnings		Retain on Personnel file. The warning will normally be disregarded for future disciplinary purposes after 2 years subject to continued satisfactory conduct	
Administering Employees	Discipline	14.1.4.5	Investigations	Documentation investigating allegations against named employees	Completion of Investigation + 6 Years	Limitation Act 1980
Administering Employees	Discipline	14.1.4.6	Employment Tribunal		Settlement of Case + 6 Years	Limitation Act 1980
Administering Employees	Discipline	14.1.4.7	Process of maintaining a log of all current disciplinary cases		Retain Until Conclusion of Administrative Use	RMS Recommendation
Administering Employees	Job Evaluation	14.1.5.1	Records relating to appeals made with regards to the job evaluation process		Retain Until Conclusion of Administrative Use	RMS Recommendation

Administering Employees	Leave	14.1.6.1	Process of employee requesting leave	annual Leave records	Current Year + 2 Years	The National Archives Generic Disposal Schedules No 2 Personnel Advice 1998
Administering Employees	Leave	14.1.6.1	Process of employee requesting leave	Compassionate Leave	Current Year + 2 Years	The National Archives Generic Disposal Schedules No 2 Personnel Advice 1998
Administering Employees	Leave	14.1.6.2	process of recording entitlement to leave and leave taken	annual Leave records	Current Year + 2 Years	The National Archives Generic Disposal Schedules No 2 Personnel Advice 1998
Administering Employees	Leave	14.1.6.3	Process of auditing employee timecards/leave taken	agency Staff Audit Checks	Current Year + 2 Years	The National Archives Generic Disposal Schedules No 2 Personnel Advice 1999
Administering Employees	Maternity/Paternity	14.1.7.1	Sickness records which are required to be kept for the payment of statutory maternity/paternity pay		Statutory Current Financial Year + 3 Years Recommended Current Financial Year + 6 Years	1) Statutory Maternity Pay (General) Regulations 1986
Administering Employees	Personnel File	14.1.8.1	Personnel file	Appointment paper work and application form	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Job description/Person Specification	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Employment contract along with any changes or amendments	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Records of any changes to name or address	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Reference requests	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Requests for changes to working hours or flexi time requests	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Employee relations issues e.g grievances, complaints, formal hearings	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Redeployment documentation	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Secondment information	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Personal documentation such as birth certificate, marriage certificate, decree absolute, death certificate (usually copy)	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Job termination paperwork (without pension)	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.1	Personnel file	Supervision notes if sent to HR by line manager once an employee leaves the council	Termination of employment + 6 Years	
Administering Employees	Personnel File	14.1.8.3	Summary management systems that allow the monitoring and management of employees/statutory officers in summary form (To include name, date of birth, date of appointment, work history details, position/designation, titles and dates held)	Employment Register	Retain Until Conclusion of Administrative Use	RMS Recommendation



Administering Employees	Personnel File	14.1.8.3	Summary management systems that allow the monitoring and management of employees/statutory officers in summary form (To include name, date of birth, date of appointment, work history details, position/designation, titles and dates held)	Employee history card	Retain Until Conclusion of Administrative Use	RMS Recommendation
Administering Employees	Personnel File	14.1.8.3	Summary management systems that allow the monitoring and management of employees/statutory officers in summary form (To include name, date of birth, date of appointment, work history details, position/designation, titles and dates held)	Register of personnel files	Retain Until Conclusion of Administrative Use	RMS Recommendation
Administering Employees	Personnel File	14.1.8.3	Summary management systems that allow the monitoring and management of employees/statutory officers in summary form (To include name, date of birth, date of appointment, work history details, position/designation, titles and dates held)			
Administering Employees	Termination	14.1.9.1	The process of terminating staff through voluntary redundancy, dismissal or retirement (with pension)		Last pension year + 6 Year	
Equal Opportunities	Equalities and Diversity	14.2.1.1	Equal Opportunities Forms		Closure Date + 5 Years	1) Race Relations Act 1976 2)RMS Recommendation
Equal Opportunities	Equalities and Diversity	14.2.1.2	Incident Reporting	Racist Incident Forms	Closure Date + 6 Years or Settlement of Case + 6 Years	Limitation Act 1980
Equal Opportunities	Equalities and Diversity	14.2.1.3	Monitoring discrimination		Closure Date + 5 Years	Race Relations Act 1976
Equal Opportunities	Equalities and Diversity	14.2.1.4	Investigations	Documents investigating allegations against named employees	Closure Date + 6 Years	Limitation Act 1980
Equal Opportunities	Equalities and Diversity	14.2.1.5	Process of measuring and monitoring compliance with equality standard	Equality Impact Needs Assessment Folder Including all supporting documentation and evidence	Closure Date + 5 Years	1) Race Relations Act 1976 2) RMS Recommendation
Equal Opportunities	Equalities and Diversity	14.2.1.6	Process of compiling information regarding the development and history of directorate equalities groups		Retain Until Conclusion of Administrative Use	RMS Recommendation
Equal Opportunities	Equalities and Diversity	14.2.1.7	Briefing Notes		Retain Until Conclusion of Administrative Use	RMS Recommendation
Monitoring Employees	Criminal Records Checks	14.3.1.1	Criminal Record Certificates (CRB Checks) - enhanced & normal disclosures (Except staff working within Adults and Communities or Children, Young People and Families)		Retain for the purpose for which the information was required then confidentially destroy. The retention period assigned should conform to one of the following guidelines a) recruitment + 6 months b) 6 months from the date of a related decision c) 6 months from the date of settlement of any dispute relating to the accuracy of the certificates	Criminal Records Bureau: Code of Practice and Explanatory Guide for registered persons and other recipients of disclosure information.
Monitoring Employees	Performance Appraisal	14.3.2.1	Employee Appraisal	Employee Performance Review	Date Created + 5 Years	RMS Recommendation
Monitoring Employees	Performance Appraisal	14.3.2.1	Employee Appraisal	PDR's	Date Created + 5 Years	RMS Recommendation
Monitoring Employees	Performance Appraisal	14.3.2.1	Employee Appraisal	One to Ones	Date Created + 5 Years	RMS Recommendation
Monitoring Employees	Performance Appraisal	14.3.2.1	Employee Appraisal	Personal Development Plans	Date Created + 5 Years	RMS Recommendation

Monitoring Employees	Performance Appraisal	14.3.2.1	Employee Appraisal	Probation Report	Date Created + 5 Years	RMS Recommendation
Monitoring Employees	Performance Appraisal	14.3.2.1	Employee Appraisal	Informal Review/Supervision	Date Created + 5 Years	RMS Recommendation
Monitoring Employees	Reporting	14.3.3.1	The process of preparing reports to verify team/unit reporting structures		Retain Until Conclusion of Administrative Use	RMS Recommendation
Monitoring Employees	Reporting	14.3.3.2	HR departmental monitoring database used to record and monitor routine events during an individuals employment history such as redeployment, maternity leave, and any disciplinary issues (included both tracking and trigger databases)		Retain Until Conclusion of Administrative Use	RMS Recommendation
Monitoring Employees	Reporting	14.3.3.3	Process of compiling a staff management report detailing the levels of staff absence, supervisory reviews, employee tribunals, disciplinary matters and any other related performance management issues		Closure Date + 2 Years	RMS Recommendation
Monitoring Employees	Staff Directory	14.3.4.1	Emergency Contact details		Retain Until Conclusion of Administrative Use	RMS Recommendation
Occupational Health	Health Surveillance	14.4.4.1	Process of recording health surveillance of employees who are exposed to substances hazardous to health (except radiation)		Closure Date + 40 Years	1) Control of Substances Hazardous to Health Regulation 1997 (Reg 10 & 11) 2) Control of Lead at Work Regulations 1980 (Reg 10(3)) 3) Control of Asbestos at Work Regulations 1987/2002 4) Work in Compressed Air Regulations 1996 5) The National Archives: Generic Disposal Schedules, No4 Health and Safety Records, 1998
Occupational Health	Health Surveillance	14.4.4.2	Process of recording health and surveillance of employees who are exposed to substances hazardous to health (radiation only)		Closure Date + 50 Years or Date of Birth + 75 Years (whichever is greater)	1) Ionising Radiation Regulations 1985 2) The National Archives: Generic Disposal Schedules No 4 Health and Safety Records, 1998
Occupational Health	Occupational Health	14.4.2.1	The process of checking and ensuring the health of the staff	Health Questionnaires	Date of Birth + 75 Years	RMS Recommendation
Occupational Health	Occupational Health	14.4.2.1	The process of checking and ensuring the health of the staff	Medical Clearance	Date of Birth + 75 Years	RMS Recommendation
Occupational Health	Occupational Health	14.4.2.1	The process of checking and ensuring the health of the staff	Adjustment to work place	Date of Birth + 75 Years	RMS Recommendation
Occupational Health	Occupational Health	14.4.2.1	The process of checking and ensuring the health of the staff	Restrictions	Date of Birth + 75 Years	RMS Recommendation
Occupational Health	Occupational Health	14.4.2.1	The process of checking and ensuring the health of the staff	Recommendations	Date of Birth + 75 Years	RMS Recommendation
Occupational Health	Occupational Health	14.4.2.1	The process of checking and ensuring the health of the staff	Health/Wellbeing assessment	Date of Birth + 75 Years	RMS Recommendation
Occupational Health	Sickness Monitoring	14.4.3.1	Sickness records which are required to be kept for the payment of statutory sick pay		Current Financial Year + 3 years	1) Statutory Sick Pay (General) Regulations) 2)
Recruitment	Authorisation	14.5.1.1	Authority to Fill a Vacancy		Date Created + 1 Year	RMS Recommendation

Recruitment	Recruitment	14.5.2.2	Records forming part of the selection process for unsuccessful applicants. Including any other documentation forming part of the selection process	Application Forms	Date of Appointment + 6 months	
Recruitment	Recruitment	14.5.2.2	Records forming part of the selection process for unsuccessful applicants. Including any other documentation forming part of the selection process	Candidate Assessment Forms	Date of Appointment + 6 months	
Recruitment	Recruitment	14.5.2.3	Criminal Records Bureau (CRB) application forms and any other safeguarding information provided prior to interview - unsuccessful applicants		Destroy at the end of the selection process	
Recruitment	Recruitment	14.5.2.4	Interview Notes - successful applicant		date of appointment + 1 Years	RMS Recommendation
Recruitment	Recruitment	14.5.2.5	Test results - successful applicant		date of appointment + 1 Years	
Recruitment	Recruitment	14.5.2.6	Casual Staff Hire		Termination of employment + 6 Years	Limitation Act 1980
Recruitment	Recruitment	14.5.2.7	Agency Staff Hire		Termination of employment + 6 Years	Limitation Act 1980
Recruitment	Recruitment	14.5.2.8	Process of maintaining a log of all new appointments		Retain Until Conclusion of Administrative Use	RMS Recommendation
Recruitment	Recruitment	14.5.2.9	Process of recording a vacancy	Vacancy Book	Closure Date + 2 Years	RMS Recommendation
Recruitment	Recruitment	14.5.2.9	Process of recording a vacancy	Clearance Numbers	Closure Date + 2 Years	RMS Recommendation
Recruitment	Recruitment	14.5.2.10	The appointment of an individual for a statutory post	Appointment files	Retain Until Conclusion of Administrative Use	RMS Recommendation
Recruitment	Recruitment	14.5.2.12	Work Experience student placements		Termination of employment + 6 Years	Limitation Act 1980
Recruitment	Volunteers	14.5.3.1	Voluntary Workers		Termination of employment + 6 Years	Limitation Act 1980
Terms & Conditions of Employment	Staff Recognition	14.5.1.1	Service Award		Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Reporting	14.7.2.1	Evaluation of a course	Course Evaluation Sheet	Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Reporting	14.7.2.1	Evaluation of a course	NVQ Course evaluation forms	Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Reporting	14.7.2.2	Training Statistics - Process of recording statistical information regarding courses	Short Course Monitoring	Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Training Courses	14.7.3.1	Routine Training (excluding health and safety and training concerning children)	Non -attendance sheets	Completion of Course + 4 Years	
Training	Training Courses	14.7.3.1	Routine Training (excluding health and safety and training concerning children)	Non attendance letters	Completion of Course + 4 Years	
Training	Training Courses	14.7.3.1	Routine Training (excluding health and safety and training concerning children)	Staff Training Programme	Completion of Course + 4 Years	
Training	Training Courses	14.7.3.1	Routine Training (excluding health and safety and training concerning children)	Attendance sheets/lists	Completion of Course + 4 Years	
Training	Training Courses	14.7.3.1	Routine Training (excluding health and safety and training concerning children)	Training Plan	Completion of Course + 4 Years	
Training	Training Courses	14.7.3.1	Routine Training (excluding health and safety and training concerning children)	Application Forms	Completion of Course + 4 Years	
Training	Training Courses	14.7.3.3	Occupational Health and Safety related training	Non -attendance sheets	Completion of Course + 50 Years	RMS Recommendation
Training	Training Courses	14.7.3.3	Occupational Health and Safety related training	Attendance sheets/lists	Completion of Course + 50 Years	RMS Recommendation
Training	Training Courses	14.7.3.3	Occupational Health and Safety related training	Staff Training Programme	Completion of Course + 50 Years	RMS Recommendation
Training	Training Courses	14.7.3.3	Occupational Health and Safety related training	Training Plan	Completion of Course + 50 Years	RMS Recommendation

Training	Training Courses	14.7.3.3	Occupational Health and Safety related training	Application Forms	Completion of Course + 50 Years	RMS Recommendation
Training	Training Courses	14.7.3.4	Health and Safety - role specific training records	Fire Wardens	Expiry of training + 5 Years	1) Health & Safety at work Act 1974 SI 1997/1840 2) RMS Recommendation
Training	Training Courses	14.7.3.4	Health and Safety - role specific training records	Emergency Evacuation	Expiry of training + 5 Years	1) Health & Safety at work Act 1974 SI 1997/1840 2) RMS Recommendation
Training	Training Courses	14.7.3.4	Health and Safety - role specific training records	First Aid Training	Expiry of training + 5 Years	1) Health & Safety at work Act 1974 SI 1997/1840 2) RMS Recommendation
Training	Training Courses	14.7.3.5	Health & Safety - non role specific records	Manual Handling	Expiry of training + 5 Years	1) Health & Safety at work Act 1974 2) RMS Recommendation
Training	Training Courses	14.7.3.6	Unsuccessful NVQ training course application forms		Closure Date + 3 Years	
Training	Training Courses	14.7.3.7	New starters induction		Closure Date + 2 Years	RMS Recommendation
Training	Training Courses	14.7.3.8	Training Materials - created by Council		Superseded + 1 Year	RMS Recommendation
Training	Training Courses	14.7.3.9	Training materials - received via a course		Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Training Courses	14.7.3.10	Records relating to training providers	Training provider file	Closure Date + 6 Years	RMS Recommendation
Training	Training Courses	14.7.3.11	Training Course timetable		Closure Date + 2 Years	RMS Recommendation
Training	Training Courses	14.7.3.12	Location of venues for all available courses	Maps and Direction	Until Superseded	RMS Recommendation
Training	Training Courses	14.7.3.13	Process of monitoring a students progress on a training course	NVQ Internal Verifier monitoring sheets	Closure Date + 3 Years	RMS Recommendation
Training	Training Courses	14.7.3.14	Coursework completed in the process of obtaining a qualification	NVQ Coursework Portfolio	Closure Date + 3 Years	RMS Recommendation
Training	Training Courses	14.7.3.15	Authorised signatory list - record of staff involved in the assessment and verification of qualifications		Until Superseded + 3 Years	RMS Recommendation
Training	Training Courses	14.7.3.16	NVQ unit/award submission forms		Closure Date + 4 Years	
Training	Training Courses	14.7.3.17	Candidate File	NVQ Candidate file	Closure Date + 4 Years	
Training	Training Courses	14.7.3.18	Training (proof of completion)	Certificates	Last action completed + 7 Years	RMS Recommendation
Training	Training Courses	14.7.3.18	Training (proof of completion)	Awards	Last action completed + 7 Years	RMS Recommendation
Training	Training Courses	14.7.3.18	Training (proof of completion)	Exam Results	Last action completed + 7 Years	RMS Recommendation
Training	Training Courses	14.7.3.19	Identification of employees training needs	Pre-course questionnaires	Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Training Courses	14.7.3.19	Identification of employees training needs	Identification of Needs	Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Training Courses	14.7.3.20	Proof of receipt by a candidate of a training certificate or award	Distribution of awarding certificates	Closure Date + 5 Years	RMS Recommendation
Training	Training Courses	14.7.3.21	Summary reports, issued on an annual basis to detail the training provided to a particular team		Retain Until Conclusion of Administrative Use	RMS Recommendation
Training	Training Courses	14.7.3.22	Process of arranging a work exchange programme	staff Exchange programme	Closure Date + 2 Years	RMS Recommendation
Training	Training Courses	14.7.3.23	Internal Verifier file	NVQ Internal Verifier file	Closure Date + 3 Years	RMS Recommendation
Training	Training Courses	14.7.3.24	Assessors Files	NVQ Assessors File	Closure Date + 3 Years	RMS Recommendation
Training	Training Courses	14.7.3.25	Work experience training files		Retain Until Conclusion of Administrative Use	RMS Recommendation
Workforce Planning	Workplace Development Programme	14.8.1.1	Staffing Levels Reports	Assignment Reports	Until Superseded	RMS Recommendation
Workforce Planning	Workplace Development Programme	14.8.1.2	Process of noting named employees future availability for work	Staff availability logs	Current Year + 2 Years	RMS Recommendation

Workforce Planning	Workplace Development Programme	14.8.1.3	Process of recording previous (or future) work patterns (excluding staff in residential homes)	week ahead planner	Current Year + 2 Years	RMS Recommendation
Workforce Planning	Workplace Development Programme	14.8.1.3	Process of recording previous (or future) work patterns (excluding staff in residential homes)	Work Schedule	Current Year + 2 Years	RMS Recommendation
Workforce Planning	Workplace Development Programme	14.8.1.3	Process of recording previous (or future) work patterns (excluding staff in residential homes)	Rosters	Current Year + 2 Years	RMS Recommendation
ICT - Infrastructure	Disposal	15.1.1.1	Documentation relating to the process of disposal of hardware and software belonging to the authority		Date Terminated + 6 Years if under £50000 or Date Terminated + 12 Years if over £500000	Limitation Act 1980
ICT - Infrastructure	Fault reporting	15.1.2.1	Process of recording problems with software and hardware	Service Desk Logs	Closure Date + 6 Years	Limitation Act 1980
ICT - Infrastructure	Licensing	15.1.3.1	Records documenting the maintenance of appropriate software licences for live ICT Systems	Licence Agreements	Date Terminated + 6 Years	Limitation Act 1980
ICT - Infrastructure	Help/Service Desk Support	15.1.4.1	Process of recording problems with software and hardware	Service Desk Logs	Closure Date + 6 Years	Limitation Act 1980
ICT - Infrastructure	Strategy	15.1.5.1	Records documenting the development and establishment of the institutions ICT Systems management policies		Retain Until Superseded + 5 Years	RMS Recommendation
ICT - Infrastructure	Strategy	15.1.5.2	Records documenting the development and establishment of the institutions ICT Systems management procedures		Retain Until Superseded + 3 Years	RMS Recommendation
Ict - System Support	Change Control	15.2.1.1	Process of physically altering the database structure	Database Configuration Changes	Disposal Date + 6 Years	Limitation Act 1980
Ict - System Support	Change Control	15.2.1.1	Process of physically altering the database structure	Database structural change requests	Disposal Date + 6 Years	Limitation Act 1980
Ict - System Support	Change Control	15.2.1.2	Reports detailing records updated onto system		Date Created + 3 Years	RMS Recommendation
Ict - System Support	Configuration Management	15.2.2.1	Technical Configuration Information		Disposal Date + 6 Years	Limitation Act 1980
Ict - System Support	Data Management	15.2.3.1	Process of monitoring and where required altering data held within a database	Data Change requests	Data Created + 1 Year	RMS Recommendation
Ict - System Support	Data Management	15.2.3.1	Process of monitoring and where required altering data held within a database	Data Quality	Data Created + 1 Year	RMS Recommendation
Ict - System Support	Data Management	15.2.3.2	Backups		Retain Until Conclusion of Administrative Use	RMS Recommendation
Ict - System Support	Data Management	15.2.3.3	Internet User Policy Forms		Date Terminated + 6 Years	Limitation Act 1980
Ict - System Support	Data Management	15.2.3.4	User Agreement Forms		Date Created + 1 week	RMS Recommendation
Ict - System Support	Data Management	15.2.4.1	Detailed records relating to project meetings with suppliers regarding database	Review Meetings	Disposal Date + 6 Years	Limitation Act 1980
Ict - System Support	Data Management	15.2.4.2	Reports detailing records uploaded onto system		Date Created + 3 Years	RMS Recommendation
Ict - System Support	Data Management	15.2.4.4	System Specifications		Closure Date + 2 Years	RMS Recommendation
Ict - System Support	Development	15.2.5.1	Records documenting the management of ICT Systems development projects	Project management records	Closure Date + 6 Years	RMS Recommendation
Ict - System Support	Implementation	15.2.6.1	Documentation relating to systems implementation		Closure Date +2 Years	RMS Recommendation
Ict - System Support	Integration and Interfaces	15.2.7.1	Documentation relating to data conversion, data matching, data mapping and system interfacing		Closure Date +2 Years	RMS Recommendation
Ict - System Support	Maintenance	15.2.8.1	Records documenting the routine monitoring and testing of the operation of ICT systems and action taken to rectify problems and optimise performance		Retain Under Superseded + 1 Years	RMS Recommendation

Ict - System Support	Maintenance	15.2.8.2	Records documenting faults reported by users of ICT Systems, and action taken to investigate and resolve the problem		Last Action on fault + 1 Year	RMS Recommendation
Ict - System Support	Maintenance	15.2.9.1	User Guides - created by the authority		Retain Under Superseded + 1 Years	RMS Recommendation
Ict - System Support	Manuals	15.2.9.2	User Guides - provided by external organisations		Retain Until Conclusion of Administrative Use	RMS Recommendation
Access to Information	Data Protection	16.1.1.1	Subject Access Requests		Date Request received + 3 Years	RMS Recommendation
Access to Information	Data Protection	16.1.1.2	Data Protection Registration Form		Retain until termination of employment	RMS Recommendation
Access to Information	Data Protection	16.1.1.3	Consent forms - where the subject has given consent for an image to be used		Retain Until Conclusion of Administrative Use	RMS Recommendation
Access to Information	Data Protection	16.1.1.4	Consent forms - where the photographer has given agreement not to photograph children		Retain Until Conclusion of Administrative Use	RMS Recommendation
Access to Information	Environmental Information	16.1.2.1	Information which is schedules for destruction but which is subject to a request under the Environmental Information Regulations		Date of last correspondence on the matter + 6 months	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Environmental Information	16.1.2.2	Access decisions made under the Environmental Information Regulations (including any redacted versions of documents released)		Closure Date + 10 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Environmental Information	16.1.2.3	Requests received under the Environmental Information Regulations		Date Request received + 3 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.1	Information which is schedules for destruction which is subject to a FOI request		Date of last correspondence on the matter + 6 months	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.2	Case file records detailing the request, the consideration of possible exemptions and subsequent appeals	Copy of information sent, including any redacted versions of documents	Closure Date + 3 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.2	Case file records detailing the request, the consideration of possible exemptions and subsequent appeals	Initial Correspondence	Closure Date + 3 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.2	Case file records detailing the request, the consideration of possible exemptions and subsequent appeals	enquiries	Closure Date + 3 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.2	Case file records detailing the request, the consideration of possible exemptions and subsequent appeals	Responses	Closure Date + 3 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.3.	Monitoring data relating to requests received and the access of decisions made	Log of request on FOI Database	Date Created + 10 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.3	Monitoring data relating to requests received and the access of decisions made	Statistical; Information	Date Created + 10 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule

Access to Information	Freedom of Information	16.1.3.4	Precedent Cases - those leading to a change in practise or development of a precedent		Retain until superseded + 5 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Access to Information	Freedom of Information	16.1.3.5	Records documenting the development and maintenance of the institutions Publication Scheme as required by the Freedom of Information Act		Retain until superseded + 6 Years	The National Archives Generic Disposal Schedules No 14 FOI Model Retention Schedule
Knowledge Management	Information Asset Management	16.3.1.1	Process of recording contact details for administrative purposes	Supplier details	Retain Until Conclusion of Administrative Use	RMS Recommendation
Knowledge Management	Information Asset Management	16.3.1.1	Process of recording contact details for administrative purposes	Vendor details	Retain Until Conclusion of Administrative Use	RMS Recommendation
Knowledge Management	Information Asset Management	16.3.1.1	Process of recording contact details for administrative purposes	Magazine/Paper distribution lists	Retain Until Conclusion of Administrative Use	RMS Recommendation
Knowledge Management	Information Asset Management	16.3.1.2	Records surveys which do form part of the background information to a disposal schedule		Closure Date + 10 Years	The National Archives Generic Disposal Schedules No 9 Information Management Records 2002
Knowledge Management	Information Asset Management	16.3.1.3	Records surveys which do not form part of the background information to a disposal schedule		Closure Date + 5 Years	The National Archives Generic Disposal Schedules No 9 Information Management Records 2002
Knowledge Management	Information Asset Management	16.3.1.4	Process of maintaining a list of databases that are in use by a directorate for the purposes of responding to access to information request		Retain Until Conclusion of Administrative Use	RMS Recommendation
Records Management	Cataloguing	16.4.1.1.	Accession register	Monitoring Log	Disposal of last item noted + 6 Years	RMS Recommendation
Records Management	Cataloguing	16.4.1.2	Transfer Lists		Disposal of last item noted + 6 Years	RMS Recommendation
Records Management	Compliance	16.4.2.1	Records documenting classification, taxonomies and indexing schemes for information and records	Classification Schemes	Retain until superseded + 6 Years	RMS Recommendation
Records Management	Retention Scheduling	16.4.5.1	Authorisation to dispose	Confidential disposal certificates	Closure Date + 12 Years	RMS Recommendation
Records Management	Retention Scheduling	16.4.5.2	Disposal Agreements held by the department		Date of Disposal agreement + 2 years	RMS Recommendation
Records Management	Retention Scheduling	16.4.5.3	Disposal/Retention Schedules		Retain until superceded	RMS Recommendation
Records Management	Retention Scheduling	16.4.5.4	Background paperwork to retention/disposal schedules		Closure Date + 10 Years	The National Archives Generic Disposal Schedules No 9 Information Management Records 2002
Records Management	Retention Scheduling	16.4.5.5	Review Lists		Disposal of Item + 5 Years	The National Archives Generic Disposal Schedules No 9 Information Management Records 2002
Records Management		16.4.6.1	Records surveys which do form part of the background information to a disposal schedule		Closure Date + 10 Years	The National Archives Generic Disposal Schedules No 9 Information Management Records 2002

Records Management	Surveys	16.4.6.2	Records surveys which do not form part of the background information to a disposal schedule		Closure Date + 5 Years	The National Archives Generic Disposal Schedules No 9 Information Management Records 2002
Advice	Provision of Legal Advice	17.1.1.1	Process of providing legal advice on a point of law		Closure Date + 6 Years	1) Limitation Act 1980 2) RMS Recommendation
Land Registration	Land Charges	17.3.1.1	Land Charges Register	Part 1 (General Charge)	Permanently	Land Charges Act 1925 and 1972
Land Registration	Land Charges	17.3.1.1	Land Charges Register	Part 2 (Specific charge)	Permanently	Land Charges Act 1925 and 1972
Land Registration	Land Charges	17.3.1.2	Part 4 (Miscellaneous charge)	Combined drainage orders	Retain Until Superseded	Land Charges Act 1925 and 1972
Land Registration	Land Charges	17.3.1.3	Light obstruction notices		Date Created + 20 Years	The Rights of Light Act 1959
Land Registration	Searches	17.3.2.1	Log of Land Charges personal searches		Date Created + 6 months	RMS Recommendation
Land Registration	Searches	17.3.2.2	Land charges error reports on searches		date Created + 10 Years	RMS Recommendation
Litigation	Civil	17.4.1.1.	Process of managing, undertaking or defending for or against civil litigation on behalf of the authority	Civil Litigation file	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years. If litigation involves a child then retain record until the Childs 25th birthday or the recommended period whichever is the longer	RMS Recommendation
Litigation	Civil	17.4.1.1	Process of managing, undertaking or defending for or against civil litigation on behalf of the authority	Officers Reports	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years. If litigation involves a child then retain record until the Childs 25th birthday or the recommended period whichever is the longer	RMS Recommendation
Litigation	Commercial	17.4.2.1	Process of managing, undertaking or defending for or against commercial litigation on behalf of the local authority	Commercial Litigation file	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years.	RMS Recommendation
Litigation	Commercial	17.4.2.1	Process of managing, undertaking or defending for or against commercial litigation on behalf of the local authority	Officer	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years.	RMS Recommendation
Litigation	Criminal	17.4.3.1	Process of managing, undertaking or defending for or against criminal litigation on behalf of the local authority	Criminal litigation file	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years. If litigation involves a child then retain record until the Childs 25th birthday or the recommended period whichever is the longer	RMS Recommendation
Litigation	Debt Recovery	17.4.4.1		Debt recovery file	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years.	RMS Recommendation



Litigation	Debt Recovery	17.4.4.1	Process of Managing, undertaking or defending for or against litigation on behalf of the local authority	Officers Reports	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years.	RMS Recommendation
Litigation	Precedent Cases	17.4.5.1	Process of Managing, undertaking or defending for or against litigation on behalf of the local authority where a precedent is set		Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years. If litigation involves a child then retain record until the Childs 25th birthday or the recommended period whichever is the longer	RMS Recommendation
Management of Legal Activities	Agreements	17.5.1.1	Process of agreeing terms between organisations (Note this does not include contractual agreements)	Proof of Ownership Files	Date Terminated + 6 Years	RMS Recommendation
Management of Legal Activities	Conveyancing	17.5.2.1	Process of agreeing terms between organisations (Note this does not include contractual agreements)	Conveyancing files	Closure Date + 12 Years	1) Limitation Act 1980 RMS Recommendation 2)
Management of Legal Activities	Conveyancing	17.5.2.2	Records relating to the rental agreements of council buildings, council houses, allotments, garages, commercial properties, way/leaves and land	Tenancy agreements	Ordinary Contract: Date Terminated + 6 Under Seal: Date Terminated + 12 Years	RMS Recommendation
Management of Legal Activities	Copyright	17.5.3.1	Copyright Agreements	Requests to photograph/copy items	Date Created + 80 Years	RMS Recommendation
Planning Controls	Certificate of Lawful Use or Development	17.6.1.1	Lawful Development Certificate		Permanently	1) Town and Country Planning Act, 1980 2) RMS Recommendation
Planning Controls	Certificate of Lawful Use or Development	17.6.1.2	Records relating to the Lawful Development Certificate		Date of Agreement + 12 Years	1) Limitation Act 1980 2) RMS Recommendation
Planning Controls	Section 106 Agreements	17.6.2.1	Section 106 Agreement		Permanently	1) Town and Country Planning Act, 1980 2) RMS Recommendation
Planning Controls	Section 106 Agreements	17.6.2.2	Records relating to planning obligation or legal agreement made under section 106 Town and Country Planning Act 1980		Date of Agreement + 12 Years	1) Limitation Act 1980 2) RMS Recommendation
Legal Services	Planning section 106	17.6.2.3	Town Planning Agreements		Retain until superceded	RMS Recommendations
Allotments	Allotments	18.1.1.1	Process of terminating a current lease with an allotment holder	annual List of tenancy terminations	Date Terminated + 12 Years	Limitation act 1980
Allotments	Allotments	18.1.1.1	Process of terminating a current lease with an allotment holder	Notification of termination	Date Terminated + 12 Years	Limitation act 1980
Allotments	Allotments	18.1.1.1	Process of terminating a current lease with an allotment holder	List of Terminated tenancies	Date Terminated + 12 Years	Limitation act 1980
Allotments	Allotments	18.1.1.2	Process of negotiating a new site lease with a private landlord	Correspondence	Date Terminated + 12 Years	Limitation act 1980
Allotments	Allotments	18.1.1.3	Process of negotiating a new site lease with an allotment owner	Tenancy agreements	Date Terminated + 12 Years	Limitation act 1980
Allotments	Allotments	18.1.1.3	Process of negotiating a new site lease with an allotment owner	Correspondence	Date Terminated + 12 Years	Limitation act 1980
Allotments	Allotments	18.1.1.4	Process of collecting rentals due	Rental receipts	Current Financial Year + 6 Years	Limitation act 1980
Allotments	Allotments	18.1.1.5	Site Plans- detailing the extent of the site and individual plots		Retain Until Conclusion of Administrative Use	RMS Recommendation
Allotments	Allotments	18.1.1.6	Process of resolving tenancy disputes	Complaints, queries and disputes	Retain until superseded + 6 Years	Limitation Act 1980
Allotments	Allotments	18.1.1.7	Memorandums regarding the disposal of land in relation to Section 106 Agreements		Date of Disposal agreement + 6 years	Limitation Act 1980

Allotments	Allotments	18.1.1.8	Notification regarding land being acquired		Retain Until Conclusion of Administrative Use	Limitation Act 1980
Allotments	Allotments	18.1.1.9	Constitution	Allotment Association	Date Terminated + 6 Years	Limitation Act 1980
Allotments	Allotments	18.1.1.10	Process of maintaining current data regarding the tenant, rental (rates and collection) and site facilities		Retain Until Conclusion of Administrative Use	RMS Recommendation
Arts Service	Arts Development	18.3.1.1	Process of organising and managing theatre performances	Performance File	Closure Date + 6 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.1	Process of planning and executing an event	Invites	Closure Date + 3 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.1	Process of planning and executing an event	Exhibitors details	Closure Date + 3 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.1	Process of planning and executing an event	Working files	Closure Date + 3 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.1	Process of planning and executing an event	Hospitality files	Closure Date + 3 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.1	Process of planning and executing an event	Award Ceremony Attendance Sheets	Closure Date + 3 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.1	Process of planning and executing an event	Prize winners details/judging details	Closure Date + 3 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.1	Process of planning and executing an event	Correspondence	Closure Date + 3 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.2	Evaluation report		Closure Date + 2 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.3.	Photographic Record (Records containing images of people should be accompanied by a data protection consent form. It is advised that the consent forms relating to the photographs are destroyed at the same time)		Closure Date + 6 Years	Limitation Act 1980
Leisure Promotion	Events	18.4.3.8	Signage		Retain Until Conclusion of Administrative Use	RMS Recommendation
Leisure Promotion	Events	18.4.3.11	Correspondence received as a result of an event	Thank you card, letters of congratulations etc	Closure Date + 2 Years	RMS Recommendation
Leisure Promotion	Events	18.4.3.13	Requests to hold displays		Retain Until Conclusion of Administrative Use	RMS Recommendation
Leisure Promotion	Exhibitions	18.4.4.1	Process of organising and managing exhibitions	Museum exhibition file	Closure Date + 6 Years	RMS Recommendation
Leisure Promotion	Exhibitions	18.4.4.2	Museum Exhibition Proposals		Retain Until Conclusion of Administrative Use	RMS Recommendation
Leisure Promotion	Exhibitions	18.4.4.3	Contact details retained for the purposes of maintaining an exhibition		Retain Until Conclusion of Administrative Use	RMS Recommendation
Leisure Promotion	Play Scheme	18.4.5.1	Process of recording daily attendance and noting those that leave early. (Guardian may or may not sign these when collecting a child)	Daily Register	Date Terminated + 1 Year	RMS Recommendation
Leisure Promotion	Play Scheme	18.4.5.1	Process of recording daily attendance and noting those that leave early. (Guardian may or may not sign these when collecting a child)	Register	Date Terminated + 1 Year	RMS Recommendation
Leisure Promotion	Play Scheme	18.4.5.2	Play scheme files		Closure date + 6 Years	RMS Recommendation
Leisure Promotion	Play Scheme	18.4.5.3	Process of applying for a play scheme	Registration Forms	Date Terminated + 1 year	RMS Recommendation
Museums	Collections	18.6.1.1	Process of recording and maintaining information about an object and its history	Object files	Retain for length of Ownership	RMS Recommendation
Museums	Collections	18.6.1.1	Process of recording and maintaining information about an object and its history	Room records	Retain for length of Ownership	RMS Recommendation
Museums	Collections	18.6.1.1	Process of recording and maintaining information about an object and its history	Public art records	Retain for length of Ownership	RMS Recommendation
Museums	Collections	18.6.1.2	Sound archive	Recordings	Retain Until Conclusion of Administrative Use	RMS Recommendation
Museums	Collections	18.6.1.2	Sound archive	Transcripts of recording	Retain Until Conclusion of Administrative Use	RMS Recommendation
Museums	Conservation	18.6.2.1	Process of conserving and treating objects	Conservation records	Retain for Length of Ownership	RMS Recommendation

Museums	Conservation	18.6.2.2	Temperature Monitoring	Environmental Monitoring Report	Retain Until Conclusion of Administrative Use	RMS Recommendation
Museums	Conservation	18.6.2.2	Temperature Monitoring	Hanwell Telemetric System	Retain Until Conclusion of Administrative Use	RMS Recommendation
Museums	Conservation	18.6.2.2	Temperature Monitoring	Thermo Hydrograph Charts	Retain Until Conclusion of Administrative Use	RMS Recommendation
Museums	Conservation	18.6.2.3	Process of monitoring the condition of public art	Condition of public art survey	Retain Until Conclusion of Administrative Use	RMS Recommendation
Leisure & Culture	Museums	18.6.4.1	Process of arranging, recording and monitoring a non-financial object load either from or to another organisation	Object loan records	Retain for length of ownership	RMS Recommendation
Leisure & Culture	Museums	18.6.5.1	Accession register belonging to museums	Object inventory books	Retain for length of ownership	RMS Recommendation
Environmental Services	Parks and Open Spaces	18.7.5.1	Process of applying for and arranging bookings that require a fee to be paid.	Football, Tennis etc	Current Financial Year +6	Limitation Act 1980
Chief executives & Civic Support	Ceremonial	19.1.1.2	Organising a ceremonial event or civic occasion		Closure date +7 Years	
Audit	External and internal audits	19.2.1.1	Process of carrying out investigations into procedures and practices within the Council		Closure date +6 years	RMS Recommendation
Audit	External and internal audits	19.2.1.4	Surveillance records to be used in support of a prosecution		Settlement of Issue or case + 6 Years	Limitation Act 1980
Support services	Mail Processing	19.3.2.1	Recording correspondence sent and received both internally and externally	Post books, fax logs	Closure date + 2 Years	RMS Recommendation
Chief Executives	Corporate Communications	19.4.2.1	Promotional material including leaflets, brochures, flyers etc		Closure date + 3 Years	National Archives
Chief Executives	Corporate Communications	19.4.5.1	Press Releases		Closure Date + 7 Years	National Archives
Chief executives	Enquiries and complaints	19.5.1.2	Process of managing responses on council actions, policy or procedures		Closure date +6 Years	RMS Recommendation
Enquiries & Complaints	Corporate Response	19.5.3.1	Process of dealing with routine enquiries		Closure Date + 2 Years	RMS Recommendation
Enquiries & Complaints	Corporate Response	19.5.3.2	Process of dealing with detailed enquiries		Closure Date + 6 Years	RMS Recommendation
Management	Corporate	19.6.1	Trade Union Consultations		Closure Date +20 Years	RMS Recommendation The Joint Information System Committees 2006
Management	Partnership and Agency working	19.6.3.1	The process of preparing business for partnership and agencies consideration and making the record of discussion,debate and resolutions where the LA legally owns the record		Closure date + 6 years	RMS Recommendation
Management	Partnership and Agency working	19.6.3.2	The process of preparing business for partnership and agencies consideration and making the record of discussion,debate and resolutions where the LA does not own the record		Closure date + 3 Years	RMS Recommendation
Management	Project Management	19.7.1	Project initiation and proposals documents		Closure date +10 Years	National Archives generic disposal schedule no 6.
Management	Project Management	19.7.1.7	project files involving management of a building contract includes e.g. feasibility study, plan, contract docs,specs, minutes.		Date of final certificate of completion + 15 years	RMS Recommendation
Management	Project Management	19.7.1.7	project files involving the management of a building contract		Date of final certificate of completion + 15 years	RMS Recommendation
Management	Project Management	19.7.1.8	capital project files		Closure Date + 10 Years	RMS Recommendation

				Includes: Project Initiation Document, Outline Business Case, Strategic Business Case, Full Business Case, Updated Full Business Case, Benefits Cards (Identified, Validated, Enabled and Realised), Work Package Agreements, Future Operating Model, Benefits Inventory, Common Design Report, Benefits Realisation Plan, Post Implementation report (programme close version), Change Log (RFC and audit trail, latest version), Programme Board Minutes		
Management	Project Management	19.7.1.9	Business transformation files		Closure Date + 10 Years	RMS Recommendation
Management	Project Management	19.7.1.14	Feasibility studies - final		closure date + 10 years	The National Archives: Generic Disposal Schedules, No. 6. Project Records
Management	Project Management	19.7.1.16	Feasibility studies - correspondence, draft and working papers		Closure date + 2 years	The National Archives: Generic Disposal Schedules, No. 6. Project Records
Management	Performance and quality	19.8.1.1	The process of monitoring or reviewing the quality, efficiency or performance of a local authority service or unit	Football, Tennis etc	Closure date + 5 years	RMS Recommendation
Management	Performance and quality	19.8.1.2	The process of monitoring or reviewing the quality, efficiency or performance of a local authority service or unit	Assessment forms	Closure Date + 2 Years	RMS Recommendation
Management	Performance and quality	19.8.2.1	Process of preparing for, and undergoing, an external inspection (Includes application, monitoring forms, reports and all supporting paperwork )	Best Value review	Closure date + 5 years	RMS Recommendation
Management	Performance and quality	19.8.2.2	Process of preparing for, and undergoing, an external inspection (Includes application, monitoring forms, reports and all supporting paperwork )	Scrutiny reports	Closure date + 5 years	RMS Recommendation
Management	Organisational Structure	19.10.2.1	Organisational review / restructure	Briefing papers, structure charts, appeals, castings, proposals and related information	Closure date + 6 Years	Limitation Act 1980
Management	Strategic planning	19.10.3.1	Corporate Plans (Including documentation demonstrating the process of creating the plan ).	Service plans, performance plan, action plans, delivery plan	Closure date + 6 Years	RMS Recommendation
Management	Strategic planning	19.10.3.1	Corporate Plans (Including documentation demonstrating the process of creating the plan ).	Cabinet and corporate plan	Closure date + 6 Years	RMS Recommendation
Management	Strategic planning	19.10.3.8	Reports to Council		Closure date + 6 Years	Local Government Act 1972 (as amended by Local Government Act 1985)

Management	Strategic planning	19.10.6.1	Agreements between internal council departments and external organisations		Closure date + 6 Years	Limitation Act 1980
Building Control	Application processing	20.1.1.1	Process of approving building applications in relation to listed or other significant buildings	Building files, specs, consultations, applications, permits, certificates	Permanently	Planning (Listed Buildings and Conservations Areas) Act 1990
Building Control	Application processing	20.1.1.2	The process of approving building applications for all other buildings (excluding listed or significant buildings)	building files, plans, specs, correspondence, consultation, applications, permits, objections, certificates	Construction completed +15 Years	Building Control Performance Standards 2006
Building Control	Building regulations	20.1.2.1	Process of inspecting building work for the purpose of insuring compliance	certificates, inspection records, diaries,	Issue of final certificate of inspection + 10 years	RMS Recommendation
Building Control	Registration	20.1.3.1	Summary management of planning scheme regulation	Building control register + sheets	Permanently	RMS Recommendation
Development Control	Application processing	20.2.1.1	Records relating to planning appeals + decision notices on planning applications		Closure date + 6 Years	Limitation Act 1980 * RMS recommendation
Development Control	Conservation areas	20.2.2.1	Records relating to specific sites and monuments	Structure including photos, documents.	Permanently	Ancient Monuments & Archaeological Areas Act 1979
Development Control	Conservation areas	20.2.2.2	Records relating to the maintenance of specific sites and monuments	Works file	Closure date + 7 Years	RMS Recommendation
Development Control	Enforcement	20.2.3.1	Process of enforcing building or land regulations	Enforcement notices including photos, witness statements, investigation	Compliance + 10 years	The Town & Country Planning (General Permitted Development Order) 1995
Development Control	Conservation areas	20.2.2.3	Listed buildings	Includes plan, drawings, photographs, news clippings, correspondence, researches & financial documentation	Permanently	Listed Building & Conservation Areas Act 1990
Development Control	Registration	20.2.5.1	Planning Registers	Building control register + sheets, decision register, consultation register, enforcement register, s106 register	Permanently	The Town & Country Planning (General Permitted Development Order) 1995
Development Control	Trees	20.2.6.1	Records containing reference to listed tree-life	Tree works	Application decision + 5 years	RMS Recommendation
Development Control	Trees	20.2.6.2	Tree preservation orders		Permanently	The Town & Country Planning (Trees) 1999
Forward planning	Natural environment	20.3.1.1	Process of maintaining the countryside and developing open spaces for public amenity	includes nature reserves plans, correspondence and land purchase agreements	Closure Date + 7 Years	RMS Recommendation
Forward planning	regional plan	20.3.3.1	Activities that develop a vision and strategic direction regarding existing and future land use within the local authority	Town centre plan	Retain until superseded + 6 years	Town & Country Planning (Development Plan) Regulations 1999

Contracting	Contract management	21.1.2.3	Management of building contracts	Architectural brief	Date of final certificate of completion + 15 years	1) National Archives: "Records Management: Retention Scheduling 2. Buildings Records" 2) Latent Damage Act 1986
Contracting	Contract management	21.1.2.4	Amendments to Contracts		Retain for the same period as the original contract	RMS Recommendation
Procurement	Contract management	21.1.2.5	Process of negotiating a contract after a preferred tender has been selected	clarification of contract, post tender negotiation (minutes)	Expiry terms of contract + 1 year	RMS Recommendation
Procurement	Contract management	21.1.2.9	Certificates of Payment		Closure Date + 15 years	1) National Archives: "Records Management: Retention Scheduling 2. Buildings Records" 2) Latent Damage Act 1986
Procurement	Contract management	21.1.2.10	Final certificate of completion		Date created + 15 years	Latent damage Act 1986
Procurement	Requisition	21.1.3.1	Purchase Orders – those relating to non-tendered contracts only.		Current financial year +6 years	National Archives: "Generic Disposal Schedules No 1. Departmental Accounts", 1998
Procurement	Requisition	21.1.3.1	Purchase Orders – Bulk voucher		Current financial year +6 years	National Archives: "Generic Disposal Schedules No 1. Departmental Accounts", 1998
Procurement	Tenders	21.2.1.1	Process of calling for expressions of interest	Pre tender advice, OJEU Notices, BCC adverts, Expressions of interests	Closure Date +2 Years	RMS Recommendation
Procurement	Tenders	21.2.1.2	Process involved in the issuing and return of a tender	opening notice, tender envelope, late tender receipt, tender schedule	Date contracted awarded + 1 year	1) The Public Works Contract Regulations, 1991 2) The Public Services Contract Regulations, 1993 3) The Public Supply Contract Regulations, 1995
Procurement	Tenders	21.2.1.3	Tender - successful (ordinary contracts)	Bill of Quantities Includes PQQ, evaluation of tenders, conduct of negotiations and notification of results of tender evaluation process	Expiry date +6 Years	1) Limitation Act, 1980 2) RMS recommendation
Procurement	Tenders	21.2.1.5	Tender – successful (Contracts under seal)	Includes PQQ, evaluation of tenders, conduct of negotiations and notification of results of tender evaluation process.	Expiry date +12 years	1) Limitation Act, 1980 2) RMS recommendation
Procurement	Tenders	21.2.1.7	Tender - successful (Buildings only)		Date of final certificate + 15 years	National Archives: "Retention Scheduling 2. Building Records"

Procurement	Tenders	21.2.1.8	Tender - unsuccessful (Buildings only)		Closure date +6 years	National Archives: "Retention Scheduling 2. Building Records"
Risk management and insurance	Claims processing	23.1.1.1	Process of recording insurance claims against the local authority or local authority officers		Settlement of case + 7 years or Date of birth + 25 years which ever is longer	RMS Recommendation
Risk management and insurance	Claims processing	23.1.1.4	Details of a motor accident which may or may not result in a claim being made		Date Created + 7 years	RMS Recommendation
Risk management and insurance	Claims processing	23.1.1.5	Non-claim reports		Date Created + 7 years	RMS Recommendation
Risk management and insurance	Claims processing	23.1.1.6	Process of recording claims against the Local Authority or Local Authority officers		Settlement of case + 7 years or Date of birth + 25 years which ever is longer	RMS Recommendation
Risk management and insurance	Insurance	23.2.1.1	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations (not including those relating to Employers' Liability Insurance and vehicles)	Certificates of insurance	Expiry Date + 6 Years	Limitation Act 1980
Risk management and insurance	Insurance	23.2.1.2	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: Employers' Liability Insurance.		Date Created + 40 years or Renewal + 40 years	1) Employers' Liability Compulsory Insurance Act 1969 2) The Employers' Liability (Compulsory Insurance) Regulations 1998
Insuring against loss	Insurance	23.2.1.3	The process of insuring local authority vehicles against negligence, loss or damage	Motor insurance	Expiry date + 7 Years	Fourth EU motor insurance directive
Insuring against loss	Insurance	23.2.1.4	Records documenting the development and establishment of the institution's insurance management policies.		Retain until superseded + 5 years	RMS Recommendation
Insuring against loss	Insurance	23.2.1.5	Records documenting the development of the institution's insurance management procedures.		Retain until superseded + 3 years	RMS Recommendation
Insuring against loss	Insurance	23.2.1.6	Driving license checks	copy of licence	Expiry date + 7 Years	RMS Recommendation
Insuring against loss	Insurance	23.2.1.6	Driving license checks	Proof of viewing	Expiry date + 7 Years	RMS Recommendation
Insuring against loss	Insurance	23.2.1.7	Car owner / driver insurance checks		Expiry date + 7 Years	RMS Recommendation
Insuring against loss	Insurance	23.2.1.8	Record of when a medical was undertaken to ascertain a council employees fitness to drive a council vehicle		Retain Until Conclusion of Administrative Use	RMS Recommendation
Insuring against loss	Insurance	23.2.1.9	Third Party Insurance		Expiry Date + 6 Years	Limitation Act 1980
Environmental Services	Street cleansing	25.1.1.1	Scheduling the removal of graffiti		Closure date + 6 months	RMS Recommendations
Environmental Services	Street cleansing	25.1.1.4	Records relating to monitoring the cleanliness of the streets	Best Value Performance Indicator BVPI 199	Closure date + 5 Years	RMS Recommendation
Environmental Services	Street cleansing	25.1.1.4	Records relating to monitoring the cleanliness of the streets	Street Cleansing Audit (Daily Survey Sheets, Photographs, Initial Cleanliness Gradings and statistical monthly summaries of road cleanliness)	Closure date + 5 Years	RMS Recommendation

Environmental Services	Street cleansing	25.2.1.1	Process of recording and disposing of an abandoned car	correspondence, removal instruction, vehicle survey, photos	Disposal +6 Years	Limitation Act 1980
Environmental Services	Waste Collection	25.2.2.1	Process of scheduling, collecting and disposing of non-household waste (Bulky collections)	e.g. sofas, fridges + Job sheets	Closure date + 2 Years	RMS Recommendation
Environmental Services	Waste Collection	25.2.3.1	Records relating to the organisation of the waste management collection round	Route map, access details	Retain Until Conclusion of Administrative Use	RMS Recommendation
Environmental Services	Waste Collection	25.2.3.2	Process of monitoring the waste management collections	Missed collections, drivers log sheets	Retain Until Conclusion of Administrative Use	RMS Recommendation
Environmental Services	Waste Collection	25.2.4.1	Process of removing and disposing of asbestos	consignment notes, pre-notification copy, carriers copy, consignors copy, disposal of waste	Closure Date + 40 years	1.) Control of Substances Hazardous to Health Regulations 1999 2.) Asbestos Regulations
Environmental Services	Waste Collection	25.2.5.1	Process of scheduling, collecting or transporting household waste	Weekly sheets, job requests, one off requests, job sheets	Closure Date + 2 years	RMS Recommendation
Environmental Services	Waste Collection	25.2.6.1	Process of scheduling, collecting or transporting trade waste		Closure Date + 2 years	RMS Recommendation
Environmental Services	Waste Sites	25.3.1.8	Tipping charges		Current financial year + 6 Years	RMS Recommendations
Environmental Services	Waste Sites	25.3.1.9	Land Tribunal Information		Closure date + 6 Years	RMS Recommendations
Environmental Services	Waste Sites	25.3.1.13	Records of inspections of waste sites		Closure Date + 6 years	RMS Recommendations
Environmental Services	Waste reduction	25.4.1.1	Records relating to the establishment of public recycling receptacles		Closure date + 5 Years	RMS Recommendations
Environmental Services						