

## APPENDIX – RETENTION AND DISPOSAL SCHEDULE

There is some information that does not need to be kept at all. This is information which staff may routinely destroy in the normal course of business

This includes, for example:

- ‘with compliments’ slips
- catalogues and trade journals
- telephone message slips
- non-acceptance of invitations
- trivial electronic mail messages or notes that are not related to authority business
- requests for stock information such as maps, plans or advertising material
- Out-of-date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports should be destroyed.

Duplicated documents, where the original is retained (either in hard copy or electronic) may be destroyed when no longer required. The retained version should be kept for the period set out in the schedule.

The Schedule below sets out information held by various teams within the council together with the relevant retention periods. This schedule relates to all information held by the Council in whatever format and will include information in hard copy, stored in G: or H: Drives, in databases and in emails. Where no statutory retention period applies, teams must decide the maximum amount of time the information is required to be retained for operational purposes.

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Information owner	Business Unit	Information type	Retention period	Notes from RMS guidelines/rationale
<b>Corporate Information</b>				
All Staff	Corporate	The management of routine responses on council actions, policy and procedures. <ul style="list-style-type: none"> <li>Printed materials</li> <li>Forms</li> <li>Letters</li> <li>Emails</li> </ul>	2 years from date administrative use is concluded	Operational requirement
Council Departments	Corporate	The monitoring and surveillance of Council premises with CCTV at various locations.	31 days unless required as part of an investigation.	Operational Requirement
<b>Finances and Resources</b>				
Elections Manager	Electoral Services	Registration <ul style="list-style-type: none"> <li>IER Documents (Household Enquiry Form (HEF))</li> <li>Elector Proxy Vote</li> </ul>	All registration forms  Retained for 13 months from determination date with National Insurance numbers and DOBs redacted  Remove when the elector is no longer an absent voter and the publication is	Operational requirement Electoral Commission Guidance – <u>Section 4 6.1 a Paper copy or scanned copy of the forms must be retained</u>

		<ul style="list-style-type: none"> <li>- Elector Temporary Postal Vote</li>   <li>- Elector Permanent Postal Vote</li>   <li>- Elector European Vote Application</li> <li>- Elector Declaration</li> <li>- Elector General General- Property</li> </ul>	<p>copied to Audit</p> <p>Only remove when the elector is no longer an absent voter</p> <p>Only remove when the elector is no longer an absent voter</p> <p>All other forms should be retained for a minimum period of 2 years and are scanned to a folder for the year of the election.</p>	
<b>Elections Manager</b>		Postal vote application forms	Electronic copies are held until the elector is no longer an absent voter. Paper copies are destroyed securely after 6 months or after date of specified election.	Operational requirement Representation of the People Act (1983)
<b>Elections Manager</b>		Electoral Registers	Destroy 15 years after publication	Statutory, Operational requirement but see Electoral Commission Guidance
<b>Elections Manager</b>		Election Documents	All items to be stored securely for 1 years after which they should be disposed of in a secure	Statutory, Operational requirement but see Electoral

		manner.	Commission Guidance
<b>Elections Manager</b>	Declaration of results for local elections (consolidated results of returns received)	1 year from date of election	Statutory, Electoral Commission Guidance
<b>Elections Manager</b>	Voter Registration application forms	1 year	Operational requirement
<b>Elections Manager</b>	Documentation associated with elections (except candidate expense forms)	1 year	Operational requirement
<b>Elections Manager</b>	Elections – Candidate expense forms  -Declarations - Returns	Copies of declarations and returns relating to election expenses are open to inspection for a period of 2 years (12 months for European Parliamentary, Parish and Community elections) after their receipt.  At the end of this period documents should be destroyed unless candidate or election agent requires them to be returned.	Limitation Act 1980 VAT Act 1994 Taxes Management Act 1970 Audit Commission Act 1998
<b>Elections Manager</b>	Applications for electoral register – information from 3 <sup>rd</sup> parties	Kept for 15 years.	Operational requirement – Electoral Registration and Administration Act 2013.
<b>Elections Manager</b>	Canvassing and Staffing details	Reviewed annually	Operational requirement
<b>Democratic Services</b>	Official bound Council minute books	Permanent – retain for 6 years and then send to	Operational requirement

<b>Manager</b>	<b>Democratic Services</b>		County archivist for permanent retention	
<b>Democratic Services Manager</b>		Council agendas, reports and update papers	Permanent	Operational requirement Local Government Acts 1972 and 2000
<b>Democratic Services Manager</b>		Background papers	4 years from date of meeting	Operational requirement Local Government Acts 1972 and 2000
<b>Democratic Services Manager</b>		Councillor contact information	Until superseded or no longer requires representation	
<b>Democratic Services Manager</b>		Public participation at Committee and Full Council	As for Committee papers	Operational requirement Local Government Acts 1972 and 2000
<b>Democratic Services Manager</b>		Webcasting of Council and Committee meetings	6 years on the council's website. Webcasts are also accessible on You Tube	Operational requirement
<b>Democratic Services Manager</b>		Petitions	6 years	Local Authority (Referendum) (Petitions) (England) Regulations 2011
<b>Democratic Services Manager</b>		Declarations of interest - Hard copy register, Electronic copy of register, completed forms	Will be held for the period an individual is a serving Councillor	S29 Localism Act 2011
<b>Democratic Services Manager</b>		Outside body contact details	Until superseded or no longer requires representation	



<b>Democratic Services Manager</b>	<b>Parish Support Websites</b>	Structure Plan, page content (start up or revamp)	Keep for 6 months after site goes live	Operational requirement – enables recovery during period where new editors may accidentally delete content)
<b>Democratic Services Manager</b>		User details, change requests	As superseded	Operational requirement. (Enables ongoing operation and support.)
<b>Democratic Services Manager</b>		Parish Council contacts	Until superseded	Operational requirement
<b>Democratic Services Manager</b>	<b>Mayoral Office</b>	Mayor's Office: Organisation of Receptions (Golden & Diamond / WI / Scouts etc.)	Second anniversary of Mayor stepping down	Operational requirement
<b>Democratic Services Manager</b>		Tenders/Contracts- Chauffeur Car and Catering	Retained by legal/ procurement	Operational requirement
<b>Democratic Services Manager</b>		Inventory of assets	Permenant	Operational requirement
<b>Democratic Services Manager</b>		Organisation of Civic events (Remembrance etc.)	Second anniversary of Mayor stepping down	Operational requirement
<b>Democratic Services Manager</b>		Recording of Civic Events (Mayor Making)	Permenant	Operational requirement
<b>Democratic Services Manager</b>		Organisation of Charity events (Basingstoke Variety Show / Spring Concert etc.)	Second anniversary of Mayor stepping down	Operational requirement
<b>Democratic Services Manager</b>				

<b>Democratic Services Manager</b>		Request Mayoral Attendance	Second anniversary of Mayor stepping down	Operational requirement
<b>Democratic Services Manager</b>		Mayor's Charity Donation	Second anniversary of Mayor stepping down	Operational requirement
<b>Democratic Services Manager</b>		Mayor's Chaplain	Second anniversary of Mayor stepping down  Removal from Website once Mayor has stepped down	Operational requirement
<b>Democratic Services Manager</b>		Mayor's Awards	Permenant	Operational requirement
<b>Democratic Services Manager</b>		Freedom on of Borough	Permenant	Operational requirement
<b>Democratic Services Manager</b>		Civic Secretary's Group	Once superceded	Operational requirement
<b>Democratic Services Manager</b>		Mayoral Civic events (Holocaust/Armed Forces Day/ Remembrance Sunday/Armistice)	7 year or until contact details superseded	Operational requirement
<b>Legal Services Manager</b>	<b>Legal Services</b>	Acquisition of property	12 years from closing of file	Operational requirement Limitation Act 1980. RGLA 7.29
<b>Legal Services Manager</b>		General legal advice	6 years of closing the file	Limitation Act 1980 Operational requirement. RGLA 4.2
<b>Legal Services Manager</b>		Ombudsman Complaints	6 years of closing the file	Limitation Act 1980 Operational Requirement

Legal Services Manager	Complaints regarding contracts under seal	12 years from expiration of contract	Operational requirement
Legal Services Manager	Advice relating to sealed contracts	12 years from expiration of the contract	Operational requirement
Legal Services Manager	Planning Enforcement before proceeding to litigation. Breach of condition Notice	12 years from closing of file	Town and Country Planning Act 1990
Legal Services Manager	Contracts – all	<b>Ordinary Contracts:</b> 6 years from date terms of contract expired <b>Contracts Under Seal:</b> 12 years from date terms of contract expired	Limitation Act 1980 Operational requirement RGLA 4.6
Legal Services Manager	Enforcement Notice and Temporary Stop Notice	12 years from closing of file	Operational requirement
Legal Services Manager	Disposal of an interest in land	12 years from closing of file	Operational requirement Limitations Act 1980. RGLA 7.29
Legal Services Manager	Footpaths	12 years from closing of file	Operational requirement Limitations Act 1980.
Legal Services Manager	Miscellaneous matters	12 years from closing of file	Operational requirement
Legal Services Manager	Licensing hearings	Permanent	Operational requirement
Legal Services Manager	Litigation – civil proceedings	6 years from closing of file minimum	Operational requirement

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		Limitations Act 1980
Debt Recovery	6 years from closing of file minimum	Operational requirement Limitations Act 1980
Granting of Leases where BDBC landlord. • Lease Agreements • Rental expenditure authorities • Valuation queries • Applications for leases licence & rental revision	12 years from termination of lease	Operational requirement
Granting of Leases where BDBC tenant	12 years after the termination or expiry of the lease	Operational requirement RGLA 8.8
Leasehold Management	12 years from termination of lease	Operational requirement RGLA 7.27 and RGLA 8.9
Licences	6 years from closing of file minimum	Limitations Act 1980
Sales of council houses – mortgage deeds	Deeds to be retained until individuals can be located.	Operational Requirement
<b>S106</b> - Receiving, considering and responding to submissions and objections to planning schemes and amendments The Statutory Register – details of every planning application, S106 and S278 agreement. This is an “in perpetuity requirement” and includes the application forms, plans etc. for all applications that are undecided, additionally the decision for those applications that are decided. S106 and S278 agreements should also be included in the register, along with details of any subsequent appeal	6 years from closing file (Original Deed to be kept permanently)	Operational requirement Limitations Act 1980 Town and Country Planning Act 1990/Highways Act 1980

<b>Legal Services Manager</b>	Open space transfers	12 years from completion of transfer	Operational requirement Limitations Act 1980
<b>Legal Services Manager</b>	Planning Inquiries	6 years from closing file	Operational requirement Town and Country Planning Act 1990 Limitations Act 1980
<b>Legal Services Manager</b>	Lawful Development Certificate (LDC)	12 years from closing file	Town and Country Planning Act 1990 Operational requirement
<b>Legal Services Manager</b>	Article 4 (Planning)	Retain permanently	Town and Country Planning Act 1990 Operational Requirement
<b>Legal Services Manager</b>	Prosecutions	6 years from closing file	Operational requirement Retention Guidelines Limitations Act 1980
<b>Legal Services Manager</b>	Encroachment (Trespass)	21 years from closing file	Operational requirement
<b>Legal Services Manager</b>	Fly tipping (prosecution)	6 years from closing file	Limitations Act 1980
<b>Legal Services Manager</b>	Permanent Traffic Regulation Orders	7 years after from closing file	Operational requirement RGLA 11.6
<b>Legal Services Manager</b>	Stop Notice (Planning)	6 years from closing file	Operational requirement

<b>Legal Services Manager</b>	Temporary Road Traffic Orders	6 years from closing file	Operational requirement RGLA 11.6
<b>Legal Services Manager</b>	Copyright permissions	Renewed annually	Copyright Licensing Agency
<b>Legal Services Manager</b>	Information Management Strategies and all supporting policies The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Destroy 5 years from closure	Operational requirement National Archive Guidance
<b>Legal Services Manager</b>	Information Management advice	3 years	Operational requirement
<b>Legal Services Manager</b>	Information Management guidance on Sinbad	Review annually and update as necessary	Operational requirement
<b>Legal Services Manager</b>	Information Management reports to SMG	2 years	Operational requirement
<b>Legal Services Manager</b>	Training material used for internal training with staff and Members	2 years	Operational requirement
<b>Legal Services Manager</b>	e-learning modules	Destroy as superseded	Operational requirement
<b>Legal Services Manager</b>	Research materials	Destroy as superseded	Operational requirement
<b>Legal Services Manager</b>	Information asset list (retention schedule)	Review and update annually	Operational requirement
<b>Legal Services Manager</b>	Locating systems for archive stored information	Permanent as superceded	Operational requirement
<b>Legal Services Manager</b>	Correspondence relating to FOI and EIR requests	Destroy 3 years after case closure	National Archive Guidance
<b>Legal Services Manager</b>	FOI/EIR requests on the disclosure log	2 years	Common Practice
<b>Legal Services Manager</b>	RIPA – Part 2 Directed Surveillance	Destroy 3 years from date of cancellation	Home Office Code of Practice and RIPA 2000

<b>Legal Services Manager</b>		RIPA – statutory returns	7 years	Common practice
<b>Legal Services Manager</b>		Data controller notification documentation	Destroy of once expired	Common Practice
<b>Legal Services Manager</b>		Personal Request under GDPR (Subject Access Requests) includes DP2 requests.	Destroy 3 years after case closure	Common Practice
<b>Legal Services Manager</b>		Reports of potential data breaches and details of investigations and action taken	Destroy 2 years after completion of investigation.	Common Practice
<b>Procurement and Contracts Manager</b>	<b>Procurement &amp; Contracts</b>	<b>Request for quotations (RFQ)</b> Information relating to issuing and returning an RFQ. Emails, letters, quotations	Destroy - 6 years after the term of the contract has expired	Limitation Act 1980, Section 5
<b>Procurement and Contracts Manager</b>		<b>Purchase Orders</b> Hand written requisitions. Management of the approvals process for purchase, including investigations. Appointments & delegations Audit investigations Arrangements for the provision of goods & services	Destroy - 6 years after the end of the financial year in which the records were created Current year + 6 years	Limitation Act 1980, c. 58, s. 5 Value Added Tax Act 1994
<b>Procurements and Contracts Manager</b>		<b>Supplier Questionnaires ( PPN 03/15 - previously called Pre-Qualification Questionnaires)</b> Expressions of interest (EOI) / Supplier Questionnaires (SQ). Information relating to issuing and returning a SQ  E-mail requests Returned completed SQ's	Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements or for successful bidder as per 'Contract – awarding' below	Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.  Good practice  Information and Records Management Society (former Records management Retention Group)

<p><b>Procurement and Contracts Manager</b></p>	<p><b>EOI / SQ Evaluation</b></p> <p>Evaluation against predetermined scoring matrix</p> <p>Spreadsheet and evaluation reports</p>	<p>Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements or for successful bidder as per 'Contract – awarding' below</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 &amp; 9.</p> <p>Good practice</p> <p>Information and Records Management Society (former Records management Retention Group)</p>
<p><b>Procurement and Contracts Manager</b></p>	<p><b>Tenders – specification and contract development</b></p> <p>Process in the development and specification of a contract</p> <p>ITT document</p> <p>Soft market testing</p> <p>Meeting minutes</p> <p>Options appraisal</p> <p>Risk registers</p>	<p>Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements. Information relating to the successful bidders contract to be held as per 'Contract – awarding' below</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 &amp; 9.</p> <p>Good practice</p> <p>Information and Records Management Society (former Records management Retention Group)</p>
<p><b>Procurement and Contracts Manager</b></p>	<p><b>Tenders – issue &amp; return</b></p> <p>Information relating to issuing and returning a tender. Tender opening.</p>	<p>Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 &amp; 9.</p> <p>Good practice</p>



<p><b>Procurement and Contracts Manager</b></p>	<p><b>Tenders – evaluation</b></p> <p>Tendering of contracts, responses and their evaluation.</p> <p>Evaluation criteria</p>	<p><u>Ordinary Contracts</u> Destroy 6 years after the terms of the contract have expired</p> <p><u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired</p> <p>Property Maintenance Contracts Contract End + 15 years.  or for successful bidder as per 'Contract – awarding' below</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 &amp; 9.</p> <p>Limitation Act 1980, c. 58, s. 5</p> <p>Based on the Long stop for latent damage for actions relating to property, Limitation Act 1980, c. 58, s. 14(b)</p> <p>Good practice Information and Records Management Society (former Records management Retention Group)</p>
<p><b>Procurement and Contracts Manager</b></p>	<p><b>Contract Notice</b></p> <p>Information relating to calling for expressions of interest.</p>	<p>Destroy - 6 years after the term of the contract has expired or contract not proceeded with</p>	<p>Limitation Act 1980, c. 58, s. 5</p>
<p><b>Procurement and Contracts Manager</b></p>	<p><b>Tenders – clarification questions</b></p> <p>Information relating to requests for clarification</p> <p>Emails, letters</p>	<p>Destroy - 6 years after the term of the contract has expired or contract not proceeded with or for successful bidder as per 'Contract – awarding' below</p>	<p>Limitation Act 1980, c. 58, s. 5</p>

<p><b>Procurement and Contracts Manager</b></p>	<p><b>Tenders – successful</b></p> <p>Information relating to successful tenders that do not form part of the contract documents</p> <p>Tender documents Quotations Tender envelope</p>	<p>As per ‘Contract – awarding’ below</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 &amp; 9.</p> <p>Good Practice Information and Records Management Society (former Records Management Retention Group)</p>
<p><b>Procurement and Contracts Manager</b></p>	<p><b>Tenders – unsuccessful</b></p> <p>Information relating to unsuccessful tenders.</p> <p>Tender documents Quotations Tender envelope</p>	<p>Documentation shall be kept for a period of at least 3 years after start of contract</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 &amp; 9.</p> <p>Common practice</p>
<p><b>Procurement and Contracts Manager</b></p>	<p><b>Contract – awarding</b></p> <p>Information relating to awarding a contract. Signed contract</p> <p>Ordinary contracts until Contract End + 6 years</p> <p>Contracts executed as a Deed</p> <p>Contracts for Property Maintenance</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u> Destroy - 12 years after the term of the contract has expired</p> <p><u>Property Maintenance Contracts</u></p>	<p>Limitation Act 1980, c. 58, s. 5 Limitation Act 1980, c.58, s. 8 Limitation Act 1980, c 58, s. 14 (b) (1)</p> <p>Based on the Long stop for latent damage for actions relating to property,</p>

	This is based on their evidential and precedence value, with the retention periods for different types of procurement record aligning to time limits within the Limitation Act 1980.	Contract End + 15 years.	Limitation Act 1980, c. 58, s. 14(b)
<b>Procurement and Contracts Manager</b>	<p><b>Contract, post tender clarification and / or negotiation</b></p> <p>Information relating to negotiation of a contract after receipt of tender</p> <p>Correspondence and / or clarification</p> <p>Terms of contract Emails / letters or meeting minutes</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u> Destroy - 12 years after the term of the contract has expired or for successful bidder as per 'Contract – awarding' above.</p>	<p>Limitation Act 1980, c. 58, s. 5</p> <p>Limitation Act 1980, c. 58, s. 8</p>
<b>Procurement and Contracts Manager</b>	<p><b>Contract, management</b></p> <p>Information relating to the operation and monitoring of contracts</p> <p>SLAs</p> <p>Compliance reports</p> <p>Performance reports</p> <p>Meeting minutes and papers</p> <p>Default notices</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u> Destroy - 12 years after the term of the contract has expired</p>	<p>Limitation Act 1980, c. 58, s. 5</p> <p>Limitation Act 1980, c. 58, s. 8</p>
<b>Procurement and Contracts Manager</b>	<p><b>Contract amendments</b></p> <p>Information relating to the amendment of contracts</p> <p>Variation Forms, Extension of contract document</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u></p>	<p>Limitation Act 1980, c. 58, s. 5</p> <p>Limitation Act 1980, c. 58, s.8</p>

			Destroy - 12 years after the term of the contract has expired.		
<b>Procurement and Contracts Manager</b>		Equalities- Policy documents, working papers and guidance. EIA documentation (including signed validation forms) and ESG/EWG agendas, minutes.	3 Years	Operational requirement	
<b>Accountancy Manager</b>	<b>Accountancy</b>	Estimates, budget monitoring and final accounts spreadsheets and other documents	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement	
<b>Accountancy Manager</b>		Reports e.g. fees and charges, budget reports, budget monitoring, decision notice reports, SLT/management reports	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement	
<b>Accountancy Manager</b>		Financial evaluations, costings, tender appraisals, efficiency reviews etc.	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement	
<b>Accountancy Manager</b>		Minutes of meeting and actions	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement	
		<b>Accounts</b>			
<b>Accountancy Manager</b>		Annual External Audit Letter		Current Year + 6 years	Accounts and Audit Regulations 2015
<b>Accountancy Manager</b>	Annual External Audit Reports		Current Year + 6 years	Accounts and Audit Regulations 2015	
	<b>Estimates</b>				
<b>Accountancy Manager</b>	Revenue estimate working papers		Current Year + 6 Years	Operational requirement	
<b>Accountancy Manager</b>	Budget Report		Current Year + 6 Years	Operational requirement	



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Members allowances	Current Year + 6 Years	(FOIA 2000)
Completion of audit notice	Current Year + 6 Years	(FOIA 2000)
Inspection of accounts notice	Current Year + 6 Years	(FOIA 2000)
<b>Final Accounts</b>		
Closedown timetable	Current Year + 6 Years	Operational requirement
External audit working papers	Current Year + 6 Years	Operational requirement
Statement of accounts	Current Year + 6 Years	National Archives-Accounting records
Summary of accounts	Current Year + 6 Years	National Archives-Accounting records
Statement of accounts notes, working papers and journals	Current Year + 6 Years	Operational requirement
<b>Budget Monitoring</b>		
Revenue and capital financial management reports	Current Year + 6 Years	Operational requirement
Budget monitoring reports	Current Year + 6 Years	Operational requirement
Ad hoc monitoring support	Current Year + 6 Years	Operational requirement
Corporate debt monitoring reports	Current Year + 6 Years	Operational requirement
Bad debts write off report	Current Year + 6 Years	Operational requirement
Head of service savings targets	Current Year + 6 Years	Operational requirement

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Shared Services/Partnerships/Joint Management Committees (Manydown)	Current Year + 6 Years	Operational requirement
<b>Treasury Management</b>		
Investment controls	Current Year + 6 Years	Operational requirement
Investment portfolio documentation	Term of Investment plus Current Year + 6 Years	EBC Financial Regulations
Investment monitoring	Current Year + 6 Years	EBC Financial Regulations
Treasury management strategy	Current Year + 6 Years	EBC Financial Regulations
Monthly treasury management monitoring reports	Current Year + 6 Years	Operational requirement
Interest and cash flow forecasts	Current Year + 6 Years	Operational requirement
Treasury management practices (TMP's)	Current Year + 6 Years	Operational requirement
<b>Technical</b>		
Accounting systems implementation / development	Keep until the end of the system's life before considering destruction	Operational requirement
Accounting support on benefits systems, accounting,	Keep until the end of the system's life before considering destruction	Operational requirement
Corporate accounting system including coding structure	Keep until the end of the system's life before considering destruction	Operational requirement
Corporate Projects	Current Year + 6 Years	Operational requirement
<b>VAT</b>		

<b>Accountancy Manager</b>	VAT Case Library (including general and specialist advice on VAT issues).	20 Years	Operational requirement
<b>Accountancy Manager</b>	VAT option to tax on properties	20 Years	Operational requirement
<b>Accountancy Manager</b>	De minimise calculations	2 Years (Audit +1)	Operational requirement
<b>Accountancy Manager</b>	VAT Returns	Current year + 6 years	Value Added Tax Act 1994
	<b>Collection Fund</b>		
<b>Accountancy Manager</b>	Collection Fund (NNDR / Council Tax)	Current year + 6 years	The Collection Fund (England) Regulations 1989
<b>Accountancy Manager</b>	Council tax setting	Current year + 6 years	Audit
<b>Accountancy Manager</b>	Council tax base setting	Current year + 6 years	Audit
<b>Accountancy Manager</b>	Parish precepts	Current year + 6 years	Audit
	<b>Capital</b>		
<b>Accountancy Manager</b>	Capital estimate working papers	Current year + 6 years	Accounts and Audit Regulations 2015
<b>Accountancy Manager</b>	Overall resources including capital financing	Current year + 6 years	Operational Requirement
<b>Accountancy Manager</b>	Capital receipts	Current year + 6 years	Accounts and Audit Regulations 2015
<b>Accountancy Manager</b>	Miscellaneous and developers' contributions	Current year + 6 years	Operational Requirement
<b>Accountancy Manager</b>	Revenue reserves	Current year + 6 years	Accounts and Audit Regulations 2015
<b>Accountancy Manager</b>	Capital programme and expenditure	Current year + 6 years	Accounts and Audit Regulations 2015



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Financial fixed asset register	20 Years	Operational Requirement
Capital charges and capital accounting	Current year + 6 years	Accounts and Audit Regulations 2011
Contracts Register	20 years	Operational Requirement
<b>Other</b>		
S106 database	20 Years	Operational requirement
Codes of practice	Current year + 6 years	Operational requirement
A budget managers guide to finance	Current year + 6 years	Operational requirement
Grant claims	Current year + 6 years	Operational requirement
Statistical returns	Current year + 6 years	Operational requirement
Advice on new legislation and accounting stand	Current year + 6 years	Operational requirement
Government returns	Current year + 6 years	Operational requirement
Statistical returns	Current year + 6 years	Operational requirement
Contractors Deposits	Term of loan then current year + 6 years	Operational requirement
Parish Loans	Term of loan then current year + 6 years	Operational requirement
Property rents database	Current year + 6 years	Operational requirement
Fees and charges	Current year + 6 years	Operational requirement

<b>Accountancy Manager</b>		Team management (appraisals, 1-2-1, performance indicators etc.)	2 Years (Audit +1)	Operational requirement
<b>Accountancy Manager</b>		Cars/transport	2 Years from disposal of vehicle	Operational requirement
<b>Exchequer Services</b>	<b>Exchequer</b>	Cars/transport exceptions (driving licence details, vehicle tax disc records, MOT's and insurance records)	Keep whilst vehicle is under our control or 2 years from when vehicle is disposed of, if relevant)	Operational requirement
<b>Exchequer Services</b>		Local Taxation – benefits and subsidies. Record of Valuable Proof Documents - activity related to the administration of benefits payments. Post Room record book containing contact details for claimants who have sent in/had returned valuable proof items such as passports, driving licences etc.	12 months	Operational requirement
<b>Exchequer Services</b>		Statutory function to collect council tax including processing of applications, payments, refunds, change of address, exemptions and discounts, collection of debt including potential for committal.	6 years from the closure of account.	Local Government Finance Act 1992
<b>Exchequer Services</b>		Statutory function to collect business rates including applying exemptions, discounts and collecting payment.		Non Domestic Rating Act 1992
<b>Exchequer Services</b>		Council Tax Records	Termination + 5 years	Taxes Management Act 1970
<b>Exchequer Services</b>		Deferred payment agreements for residential care	Termination + 5 years	Taxes Management Act 1970
<b>Exchequer Services</b>		Returned cheques database. Post room maintains Access file containing contact/bank account details of people who have had cheques returned to them	2 months	Operational requirement
<b>Exchequer Services</b>		Receipt of deceased persons list. Post room receives weekly e-mail from Registrar Office containing names and addresses of deceased persons used by relevant service area to maintain various databases	Past to relevant service area for action then destroy relevant e-mail/list	Operational requirement

<b>Exchequer Services</b>		Mailshot data extracts. Activity relating to handling of mail. Post room receives Excel files containing contact details to enable mailing processes	Destroy as soon as process completed	Operational requirement
<b>Exchequer Services</b>		Processing of payments including: -payments for the council, parking fines, debt collection, goods and services and parking fines.	Current year + 6 years	VAT Act 1994
<b>Exchequer Services</b>		Bank Statements, Cash Books, Cash Flow Statements, Cheque Counterfoils, Credit Card Statements, Expenses, Invoices, Purchasing Cards, Receipts, Sundry Cheques, Vouchers,	Current year + 6 years	VAT Act 1994
<b>Exchequer Services</b>		Insurance Register	Permanent/offer to archivist	RGLA 8.1.8
<b>Exchequer Services</b>		Insurance Policies, Renewals and Correspondence (the process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage)	Permanent/offer to archivist	Operational Requirement
<b>Exchequer Services</b>		Claims records and correspondence	Destroy 25 years after all obligations/entitlements are concluded	Operational Requirement
<b>Chief Internal Auditor</b>	<b>Internal Audit</b>	Internal Audit Review – Reports and Working Papers	Paper Copies – 2 Years  Electronic Copies – 4 Years	Common Practice / Internal Audit Manual

<b>Chief Internal Auditor</b>	All fraud documentation including allegations, case files, Single Fraud Investigation Service (SFIS) files and related documentation.	Local electronic version retained for 6 years from closure and paperwork destroyed at time of closure.  File scanned / indexed to relevant EDMS system, where relevant department's EDMS retention then applies.  Paper version is destroyed at rejection date.	Limitation Act 1980 / Criminal Procedure and Investigations Act 1996 / Regulation of Investigatory Powers Act 2000 / Common Practice
<b>Chief Internal Auditor</b>	Interview Under Caution (IUC) discs	6 months after case closure or 6 months after 'spent' conviction (whichever is greater)	Criminal Procedure and Investigations Act 1996 / Common Practice
<b>Chief Internal Auditor</b>	Central Record of Authorised Officers Powers	2 years	Common Practice
<b>Chief Internal Auditor</b>	Data Protection Requests (DPA 2018, Schedule 2, Part 1, Paragraphs (2) (3) and (5)) (requests received as part of SFIS case, as above).	6 Years	Common Practice
<b>Chief Internal Auditor</b>	National Fraud Initiative Records (individual cases are considered as above)	Documents/files used in sifting process destroyed/deleted 18 months following closure of exercise.	Common Practice

<b>IT Manager</b>	<b>IT</b>	Help desk records, including incidents, service requests	1 year	Operational requirement
<b>IT Manager</b>		IT Assets	2 years after disposal of equipment	Operational requirement
<b>IT Manager</b>		Change management and project management documentation	2 Years	Operational requirement
<b>IT Manager</b>		Hardware Contracts – 1. signed contracts and agreements 2. due diligence files 3. correspondence 4. meeting notes, presentations, minutes 5. licences 6. task ownership documents 7. lease agreements 8. software licenses 9. outsourced service agreements	Termination + 6 years	Limitation Act 1980
<b>IT Manager</b>		IT Equipment and Cost Management Records (including orders)	Current year + 5 years	Taxes Management Act 1970
<b>IT Manager</b>		Service Level Agreements with external suppliers 1. signed contracts and agreements 2. due diligence files 3. correspondence 4. meeting notes, presentations, minutes 5. licences 6. task ownership documents 7. lease agreements 8. software licenses 9. outsourced service agreements	Termination + 6 years	Limitation Act 1980
<b>IT Manager</b>		Software Licences: (detail as above)	Termination + 6 years	Limitation Act 1980
<b>IT Manager</b>		Code of Connection documentation (Controls, statement of compliance, validation of statement. Includes email	6 years	Operational Requirement

		attachments)		
<b>Transformation and Improvement Manager</b>	<b>Transformation and Infrastructure</b>	Continuous Improvement (Covered below under Service Reviews)	3 years	Operational requirement
<b>Transformation and Improvement Manager</b>		Project management framework - Research gathered to support reports, policy/framework and processes	2 yrs from date superceded	Operational requirement
<b>Transformation and Improvement Manager</b>		<b>Service Reviews:</b> CIL Licencing Parking Property Services Shared Services Council Tax Support Housing Shared Ownership HR Processes Operations BPR Green Spaces	All 5 years after T&I involvement ceases	Operational requirement
<b>Transformation and Improvement Manager</b>		<b>Transformation and Savings Framework:</b> Processes  Programme development  Digital Platform research and procurement	Until superseded  2 years after programme ends  1 year after start of contract	Operational requirement
<b>Property Manager</b>	<b>Property</b>	Reports to management on overall property of the local authority i.e. Consolidated property & buildings annual reports, summary of leased property and summary of local authority's owned property	5 years	Operational Requirement

<b>Property Manager</b>	Ownership records. Ownership of land and buildings by area, district etc. within the borough, category/uses of land and buildings, historic use and ownership. Includes, for example Common Land and Village Greens	Review + 10 years	Countryside and Rights of Way Act 2000 Commons Act 2006
<b>Property Manager</b>	Maintenance of council property – Documents relating to: Approval for planned maintenance; approval for refurbishment; cleaning contracts and specifications; contracts in relation to maintenance; Including tender documents and quotes for planned maintenance.  Instruction manuals, service agreements and maintenance records for individual pieces of equipment, inventories and records relating to testing of equipment	Termination + 15 years	Limitation Act 1980
<b>Property Manager</b>	Individual Property Files: Includes copies of contracts specific to property, correspondence, floor Plans and Records related to day to day maintenance e.g. work orders, invoices, payments,	Termination + 6 years	Limitation Act 1980
<b>Property Manager</b>	Electrical Surveys	Termination + 6 years	Electricity at Work Regulations 1989, Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992, Provision and Use of Work Equipment Regulations 1998
<b>Property Manager</b>	Data collected from surveys on council buildings and Certificates of approval	Destroy 7 years from closure	Limitation Act 1980

<b>Property Manager</b>	Council owned property managed by third parties: 1. signed contracts and agreements 2. due diligence files 3. correspondence 4. meeting notes, presentations, minutes 5. licences 6. task ownership documents 7. lease agreements 8. software licenses 9. outsourced service agreements	Termination + 12 years	Limitation Act 1980
<b>Property Manager</b>	Deeds, Land Registry certificates and leases – ownership records of specific property	Termination + 12 years	Limitation Act 1980
<b>Property Manager</b>	Property Files Information relating to Property. Current and disposed of	Termination + 12 years	Limitation Act 1980
<b>Property Manager</b>	Development feasibility – options appraisals, plans and costings for potential development sites. Feasibility studies, reports, internal memos and minutes from meetings	Review after 6 years	Operational Requirement Limitation Act 1980
<b>Property Manager</b>	Building projects and programmes – records relating to buildings built as part of any programme including project files relating to the technical aspects of building projects, plans, drawings and general correspondence	Review after 12 years	Limitation Act 1980
<b>Property Manager</b>	Documents relating to the cleaning of council property – includes contracts for cleaning, tender documents, quotes and agreements	Termination + 6 years	Limitation Act 1980
<b>Property Manager</b>	Property management information relating to condition, health and safety – includes individual property files, plans, surveys, installation certificates, fire certificates, energy management records, maintenance logs, property lists	Retain for lifetime of property + 6 years	Limitation Act 1980
<b>Property Manager</b>	Valuations – lessee details, lease terms and lease value. Valuation information held with KEL, output report from KEL to portfolio holder	12 years	Limitation Act 1980



Property Manager		Acquisitions and disposals – heads of terms, valuation report, legal documents	Acquisitions – duration of council’s legal interest or life of property + 12 years  Disposal – 15 years	Operational Requirement
Property Manager		Strategic review of assets – DTZ assessment and recommendations	Review after 12 years	Operational Requirement
Property Manager		Application/prospective tenant information, including names, home address, bank account details. Application forms/expression of interest forms, financial status authority, previous landlord references and other supporting documents (e.g. ID)	As required for operational reasons	Operational Requirement
Property Manager		Market stall applications, including names, home address, bank account details	As required for operational reasons	Operational requirement
Property Manager		Mobile Home Park contact lists and information about specific incidents/issues involving residents. Names, address and contact details	As required for operational reasons	Operational requirement
Property Manager		General correspondence	As required for operational reasons	Operational requirement
Property Manager		Details of consultants, agents and other professionals – including name, address, email, phone number, area of professional expertise	As required for operational reasons	Operational requirement
Property Manager	<b>Note – held by Finance, but copies held by individual officers in Property</b>	Commercial rents, includes name of tenant, address, lease details and rent payable. Property rents forecast, occupation database and services charges spreadsheets	7 years	Operational Requirement
Property Manager		Costing spreadsheets – contract costs, viability assessments, etc. for development proposals (e.g. Basing View)	7 years	Operational Requirement
Property Manager		Financial transactions – amounts paid/received, name of payee, date, address	7 years	Operational Requirement
Property Manager		Tender information – names of tenderers and bid amounts (bids for land disposal)	7 years	Operational Requirement
Property Manager		Bank references for the financial appraisal of prospective tenants of property leases	7 years	Operational Requirement

<b>Policy Performance and Grants Manager</b>	<b>Policy, Performance and Grants</b>	Safeguarding - Policy documents, working papers and guidance. Section 11 Audit and related action plan. E-learning module and other training docs.	10 years or as required for operational reasons	Operational requirement
<b>Policy Performance and Grants Manager</b>		Grant application and assessment materials	7 years from end of funding agreement (2 years where no grant awarded)	Operational requirement
<b>Policy Performance and Grants Manager</b>		Tender documents and evaluations	Destroy one year after start of contract but maintain a record of costs quoted and the names of companies that tendered	Operational requirement
<b>Policy Performance and Grants Manager</b>		Council Plan – working papers and presentations, consultation information	Plan is for 4 years Retain for 6 years before disposal	Operational Requirement
<b>Policy Performance and Grants Manager</b>		Research - administrative data, census, ward and statistical information to support policy development	10 years or as required for operational reasons	Operational requirement
<b>Policy Performance and Grants Manager</b>		Performance Management Information – Quarterly performance reports and associated data	2 years from date superceded	Operational requirement
<b>Policy Performance and Grants Manager</b>		Equality impact assessment documents	5 years or as required for operational reasons	Operational requirement
<b>Benefits Manager</b>		<b>Benefits</b>	Housing/Council Tax Benefit applications and supporting documentation	Papers are scanned into EDMS system, data held on stored image is then processed via Civica

		(Benefits Software). All changes in circumstances are received via post. Paperwork destroyed after 4 weeks  Retention of electronic documentation 7 years (current year + 6)	
<b>Benefits Manager</b>	Benefit documents including application forms, change of circumstances, and information from third parties such as DWP and HMRC.	These will be deleted from Anite on a weekly basis after 7 years (current year + 6)	Operational requirement
<b>Benefits Manager</b>	Landlords details for direct payments of Housing Benefit	Any items held on EDMS system deleted on weekly basis after 7 years. (current plus 6)	Operational requirement
<b>Benefits Manager</b>	Discretionary Housing Payment applications/payments	Applications for HB DHP are stored on EDMS. (Paper form destroyed after 4 weeks). Deleted on EDMS on weekly basis after 7years. UC DHP claims are made electronically. Unsure currently whether the data cleanse module within civica covers the DHP UC module.	Operational requirement
<b>Benefits Manager</b>	HB/CTRS Appeal, claimant details	Received in paper format and scanned/held on EDMS. Deleted after 6 yrs plus 1 year current in line with retention policy.	Operational requirement

<b>Head of HR and Organisational Development</b>	<b>Human Resources and Organisational Development</b>	All HR records relating to an individual's employment history. Electronic and paper based files	Retain for duration of employment and destroy 6 years from date of leaving	Operational requirement  RGLA 6.4 / 6.12 / 6.13 / 6.16 / 6.17
<b>Head of HR and Organisational Development</b>		Recruitment - advertisements, applications, referee reports, interview reports	Destroy 6 months after recruitment has been finalised, appointed candidates, documents will be kept on file and destroyed 6 years from date of leaving	Operational requirement  Employment Practices Code  RGLA 6.11
<b>Head of HR and Organisational Development</b>		Processing of disciplinary or grievance investigations where proved	Unfounded - Immediate, Oral warning - 6 months, Written warning 1 year, Final warning 12 months. Once employee has left remain on record 6 years after termination	Operational requirement  RGLA 6.7
<b>Head of HR and Organisational Development</b>		Processing of disciplinary or grievance investigations were unfounded	Destroy immediately after the grievance has been proved to be unfounded or, after appeal	Operational requirement  RGLA 6.8
<b>Head of HR and Organisational Development</b>		Records relating to staff working with children	Destroy 25 years after date of leaving	Operational requirement  RGLA 6.3
<b>Head of HR and Organisational Development</b>		DBS records – only keep date confirmed check was carried out on confirmation letter from DBS.	Destroy 6 years from date of leaving. We only record the date from the DBS certificate received, we do not keep copies of the certificates.	Operational requirement  Disclosure and Barring Service (DBS) Code of

			Practice (published under S122 of the Police Act 1997)
<b>Head of HR and Organisational Development</b>	Occupational health records	<p>BDBC - Destroy 6 years from date of leaving.</p> <p>Robens (OH provider) – Keep for minimum amount required, typically 6 years from date left employment, last attended Robens or when the individual reaches age 75, whichever is later.</p> <p>Exceptions will be, pre placement or post offer health assessments – held for 2 years from the date of processing (if not forming part of the health record) and where there is a statutory need to hold the date for longer e.g. health or medical surveillance assessments.</p>	<p>Operational requirement</p> <p>RGLA 6.10</p>
<b>Head of HR and Organisational Development</b>	Child-related training – course, individual staff assessment, training registers	25 years after training completed or last entry	<p>Operational requirement</p> <p>RGLA 6.18</p>
<b>Head of HR and Organisational Development</b>	Training (health and safety training)	50 years after training completed. Individual course assessment records should be destroyed once the training has been renewed, every 3 years)	<p>Operational requirement</p> <p>RGLA 6.19</p>

<b>Head of HR and Organisational Development</b>	Agency workers and contractors providing services on behalf of the Council	6 years plus current	Operational requirement
<b>Head of HR and Organisational Development</b>	Apprentice/Work Experience folder	6 months after placement	Operational requirement
<b>Head of HR and Organisational Development</b>	Post Entry Training	Paper based folder for duration of training and two years following completion. Electronic deleted in next financial year.	Operational and Legal Requirement
<b>Head of HR and Organisational Development</b>	Workforce Profiling and Workforce Development Planning	Information kept for 7 years.	Operational and Legal Requirement
<b>Facilities Manager</b>	Workplace inspections and audits	10 years	Operational requirement
<b>Facilities Manager</b>	Environmental Care Control of Substances Hazardous to Health records	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002  RGLA 9.9 / 9.10
<b>Facilities Manager</b>	Accident books, accident records / reports	10 years after the date of the last entry.	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  TUC Guidelines

			Operational requirement
<b>Facilities Manager</b>	Process of monitoring of areas where employees are likely to be exposed to asbestos	40 years from the date of the last entry	The Control of Asbestos at Work Regulations 2002  RGLA 9.4
<b>Facilities Manager</b>	Process of monitoring of areas where employees are likely to be exposed to radiation	Until the person reaches 75 years of age, but in any event for at least 50 years	The Ionising Radiations Regulations 1999  RGLA 9.5
<b>Facilities Manager</b>	Legionella management records	Throughout the period for which they remain current and for at least two years after that period.	Part 9 of the HSE's Approved Code of Practice L8 and HSG274 Part 2.
<b>Payroll Officer</b>	Car loans	Destroy 6 years from date of leaving	Operational requirement
<b>Payroll Officer</b>	Records containing superannuation information	7 years (6 years from leaving plus current tax year)	Operational requirement  RGLA 6.2
<b>Payroll Officer</b>	Payroll and Pensions	7 years (6 years from leaving plus current tax year)  PAYE records - 3 Years plus the current year	Operational requirement  Regulation 97 of the Income Tax (Pay As You Earn) Regulations 2003

<b>Payroll Officer</b>		Bank Account Details	Payroll system – kept for 2 tax years, paper file on Anite, 6 years after termination date	Operational requirement
<b>Borough Development</b>				
<b>Economy and Culture Manager</b>	<b>Economy and Culture</b>	European projects – ESIMeC (URBACT) PROLOC (Leonardo) Engineering + (Leonardo) GreenFit (Interreg IVa) Entredi (Interreg IVc) Shaping Characters (Erasmus +) Retailink (URBACT) TechTown (URBACT)	19 January 2021 31 July 2020 31 July 2021 30 June 2023 31 December 2018 30 September 2027 31 May 2028 31 May 2028 31 May 2028	Operational requirement
<b>Economy and Culture Manager</b>		3EN Venture Capital Fund	30 April 2020 (to be reviewed in 2020 - possible retention for another six years until 2026)	Local Government Classification Scheme states that External Funding Management and Funding Bids should have retention periods of current year + 6 years (7 in total) under the Local Government Act 2003 Schedule 4(20). However, there is an addition element for Contract files of a 'speciality' in the



<b>Economy and Culture Manager</b>
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		Limitations Act, where retention is for termination + 12 years.
Public consultation – High Street Innovation Fund	5 years from October 2012	Good practice Operational requirement
Business contact database	Data deleted as and when requested by contact	Operational requirement
Event documentation, risk assessments, insurance certificates, contracts etc.	7 years	Operational requirement
Basingstoke Festival Registration Forms (digital copies)	For each year - Dispose of these annually end July for the festival that has taken place a year before (i.e. 2014 Registration forms disposed of August 2015	Operational Requirement
Basingstoke Festival Registration Forms (Hard Copies)	For each year - Dispose of these annually end July for the festival that has taken place a year before i.e. 2014 Registration forms disposed of August 2015	Operational Requirement
Basingstoke Festival Participation Agreement Forms – (Hard copies)	Dispose of after a year	Operational Requirement
Basingstoke Festival Participation Agreement Forms - Digital copies	Dispose of after a year	Operational Requirement
Basingstoke Festival spread sheet with all information collated	Dispose of after a year	Operational Requirement

<b>Arts and Events Manager</b>		Basingstoke Festival audience survey is conducted annually where those people who wish to be considered for the prize draw provide their contact details	We can dispose of these contact details within 6 months of the competition.	Operational Requirement
<b>Arts and Events Manager</b>		Basingstoke Festival organisers survey	Dispose of digital copies after 3 years	Operational Requirement
<b>Arts and Events Manager</b>		Basingstoke Festival Data Base Review	Live contacts remain and non-active contacts deleted after 2 years.  Data Base reviewed annually in time for the promotion of the registration process	Operational Requirement
<b>Economy and Culture Manager</b>		Enterprise M3 – Finance Claims from Department of Business Innovation and Skills	Keep for 2 years	Good practice
<b>Economy and Culture Manager</b>		BASP (Basingstoke Area Strategic Partnership) – Minutes	2 years	No statutory Requirement to retain
<b>Economy and Culture Manager</b>		BASP partner grant contributions, Grant applications and supporting information	7 years from last payment	In accordance with Policy guidance (6 years plus 1 year contingency)
<b>Communications and Marketing Manager</b>	<b>Communications</b>	Media enquiry records Media releases	Kept on Vuelio password protected system since 2001 Copies of news releases shown on the website for six months	Operational requirement
<b>Communications and</b>		Artwork for publications, fliers, posters and other graphics work	Permanent	Operational requirement

<b>Marketing Manager</b>			
<b>Communications and Marketing Manager</b>	Photographic images	Photos featuring people are deleted after five years unless consent received for longer period	Operational requirement
<b>Communications and Marketing Manager</b>	Consent forms for photographic images (hard copy)	Destroyed once scanned onto system	Operational requirement
<b>Communications and Marketing Manager</b>	Consent forms for photographic images (electronic copy)	Kept for as long as the photo is kept (usually five years)	Operational requirement
<b>Communications and Marketing Manager</b>	Logos	Permanent – kept until superceded	Operational requirement
<b>Communications and Marketing Manager</b>	Response forms for publications, including <i>Basingstoke and Deane Today</i>	Full hard copy responses kept until winner drawn, if there is a competition, or other details inputted, if appropriate in line with data protection statement on the form. Statistics and comments (anonymised) stored	Operational requirement
<b>Communications and Marketing Manager</b>	Requests to join e-mailer mailing lists	Paper responses kept until inputted to database and mailing system (currently Dotmailer) – electronic databases kept permanently, with unsubscribe available on	Operational requirement

			each mailing	
<b>Communications and Marketing Manager</b>		Name and address details when requested (via private message on social media only) to fulfil service request via social media	On social media (cannot be deleted and usage is a matter for social media provider) and Orlo system	Operational requirement
<b>Communications and Marketing Manager</b>		Communications and marketing plans and information	Permanently stored on G:drive and in access restricted – subject to periodic review and deletion if no longer needed for reference or future work	Operational requirement
<b>Community Wellbeing Manager</b>	<b>Community Regeneration</b>	Papers stated as background documents in reports, that have a significant influence on the decision to be made	7 Years	Operational requirement and in accordance with Corporate Policy guidance (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>		Service performance and consultation data (resident surveys, customer surveys, consultation responses)	2 years / as superseded	Operational requirement
<b>Community Wellbeing Manager</b>		Event and activity risk assessments	2 years / as superseded	In line with council best practice policy, after 2 years (audit plus 1)
<b>Community Wellbeing Manager</b>		Course and events participant details - enrolment details, attendance lists, application forms etc. with personal details	Destroy as soon as need for information has ceased to exist	Operational requirement
<b>Community Wellbeing Manager</b>		General complaints about services	2 years	Operational requirement / good practice to retain summary of complaint and action taken for service improvement purposes - but no

			personal details
<b>Community Wellbeing Manager</b>	Grant applications, funding bids (original documents	7 years	Operational requirement and in accordance with Corporate Policy guidance (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>	Legal agreements relating to funding awards, evidence of compliance, legal partnerships etc. held for operational reference (Original contracts documentation usually held by legal )	For period of legal agreement + 1 year	Operational requirement
<b>Community Wellbeing Manager</b>	Notes of meetings; general service working papers, correspondence, etc.	2 years	Operational requirement
<b>Community Wellbeing Manager</b>	Project management papers –minutes, client / contractor notes, programme schedules, project variations, monitoring reports etc.	Retain while project is 'live'; destroy 2 years after project completion or as required for operational reasons	Operational requirement and in accordance with Corporate Policy guidance (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>	Databases of contacts for professional communication and regeneration programmes.	2 years	Operational requirement
<b>Community Wellbeing Manager</b>	Distribution lists for community groups we support	Annually Reviewed	Operational requirement
<b>Community Wellbeing Manager</b>	Assets of Community Value- details on nomination forms	6 months after the asset is removed from the listing following the 5 year listing period.	S88 Localism Act 2011
<b>Community Wellbeing Manager</b>	Armed Forces Co-Ordination- contact details for those involved in armed forces services	3 years from last correspondence	Operational requirement

<b>Community Wellbeing Manager</b>	<b>Community Investment</b>	Community Buildings	Only held for as long as individual is involved in the running of the building in the capacity that warrants needing their contact details.	Operational Requirement
<b>Community Wellbeing Manager</b>		Community Led plan survey information	Until Prize Draw held and prizes given out.	Operational Requirement
<b>Community Wellbeing Manager</b>		Community Investment – Support to Community Groups	Only held for as long as individual is a member of the group.	Operational Requirement
<b>Community Wellbeing Manager</b>		Community Investment – Support to Conservation Groups	Operational Requirement	Operational Requirement
<b>Community Wellbeing Manager</b>	<b>Community Support</b>	CSPO Pocket Note books	7 years from last entry	Operational requirement / Common practice (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>		Complaints about antisocial behaviour issues	If formal action is taken 7 years from last action. If informal action, retain for 2 years since last action	Operational requirement / Common practice (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>		Warning Notices (WN) for antisocial behaviour and Fixed Penalty Notices (FPN) for offences	2 years unless legal proceedings initiated, in which case 7 years	Operational requirement / Common practice (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>		Representation against a Fixed Penalty Notice (FPN)	2 years or 7 years if legal proceedings initiated.	Operational requirement / Common practice

			(6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>	Body worn video footage on DEMS software	31 days if no action to be taken. 1 year if being marked as evidential.	CCTV policy
<b>Community Wellbeing Manager</b>	Officer safety information	2 years unless an ongoing risk.	Health and Safety at Work Act 1974
<b>Community Wellbeing Manager</b>	CCTV	31 days if no action to be taken. 1 year if being marked as evidential.	CCTV policy
<b>Community Wellbeing Manager</b>	<b>Court files</b> Will include all evidence used to support legal proceedings and may include statements and exhibits such as body worn video footage burned onto disc. Court files are returned back to CSPO team from legal for secure storage following legal proceedings ending.	7 Years	Operational requirement / Common practice (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>	Safeguarding	7 Years	Operational requirement / Common practice (6 years plus 1 year contingency)
<b>Community Wellbeing Manager</b>	Serious Case reviews	6 Years from outcome of review	Operational requirement
<b>Community Wellbeing Manager</b>	Names and contact details of: <ul style="list-style-type: none"> <li>Members of the Children Young People and Families Partnership</li> </ul>	Until individual is no longer a member of that group	Operational requirement

		<ul style="list-style-type: none"> <li>Community groups directly involved in the work of supporting children, young people and families</li> </ul> <p>Community groups directly supporting the work of inclusion and diversity.</p>		
<b>Community Wellbeing Manager</b>		Safer North Hampshire		
<b>Community Wellbeing Manager</b>	<b>Healthy Communities</b>	Event and activity risk assessments	2 years / as superseded	Operational Requirement
<b>Community Wellbeing Manager</b>		Personal health data for health walks, health programmes	Annually Reviewed	Operational Requirement
<b>Community Wellbeing Manager</b>		Course and events participant details - enrolment details, attendance lists, application forms etc. with personal details	Annually Reviewed	Operational Requirement
<b>Community Wellbeing Manager</b>		General complaints about services	2 years or as required for operational reasons	Operational Requirement
<b>Community Wellbeing Manager</b>		Grant applications, funding bids (original documents)	7 years	Operational Requirement
<b>Community Wellbeing Manager</b>		Legal agreements relating to funding awards, evidence of compliance, legal partnerships etc. held for operational reference (Original contracts documentation usually held by legal )	For period of legal agreement + 1 year	Operational Requirement
<b>Community Wellbeing Manager</b>		Notes of meetings; general service working papers, correspondence, etc.	2 years	Operational Requirement



<b>Community Wellbeing Manager</b>		Project management papers –minutes, client / contractor notes, programme schedules, project variations, monitoring reports etc.	Retain while project is ‘live’; destroy 2 years after project completion	Operational Requirement
<b>Community Wellbeing Manager</b>		Databases of contacts for professional communication	Annually Reviewed	Operational Requirement
<b>Project Director</b>	<b>Manydown</b>	Incoming Correspondence	5 years from receipt	Operational Requirement
<b>Project Director</b>		Responses to public consultation	5 years from date of consultation	Operational Requirement
<b>Project Director</b>		Project meetings. Agenda and Minutes	5 Years	Operational Requirement
<b>Project Director</b>		Project Management Documentation – PID, Risk Register, Programmes	5 Years from date of Issue	Operational Requirement
<b>Project Director</b>		Technical Studies	10 Years from receipt	Operational Requirement
<b>Project Director</b>		Consultant Advice	10 Years from receipt	Operational Requirement

<b>Project Director</b>	<b>Basing View and Commercial</b>	Basing View Website- details for registered businesses, email addresses	Held until unsubscribe	Operational Requirement
<b>Project Director</b>		Basing View Occupier Database	Held until unsubscribe	Operational Requirement
<b>Project Director</b>		Business Contacts Business Contacts in relation to Contracts at Basing View	Review annually 6 years after expiration of Contract	Operational Requirement
<b>Project Director</b>	<b>Leisure Park</b>	Documents held in relation to the proposed re-development of Basingstoke Leisure Park	Lifetime of Project plus 6 years	Operational requirement Limitation Act 1980.
<b>Borough Services</b>				
<b>Customer Services Manager</b>	<b>Customer Services</b>	Blue Badge - Applications and colour copies	Disposed of immediately once scanned	Operational requirement.
<b>Customer Services Manager</b>		Blue Badge - Applications and copies	Kept until renewed by customer or notice received of a change of circumstances.  Deleted when expired and The Malls notified to do the same.	Operational requirement.
<b>Customer Services Manager</b>		Blue Badge Completed mailbox <a href="mailto:TheMallsBlueBadgeParking@basingstoke.gov.uk">TheMallsBlueBadgeParking@basingstoke.gov.uk</a>	Completed emails retained for three months in case of queries	Operational requirement.

<b>Customer Services Manager</b>	Disciplinary Hearings – handwritten and digital notes/minutes taken by Executive Assistant Hard copy notes and hard copy of hearing pack. Electronic copies of notes	All formats disposed of within 5 working days	Operational requirement.
<b>Customer Services Manager</b>	Chief Executive Action Folders	Destroyed after 3 years.  Paper copy destroyed once scanned letter signed off by CX	Operational requirement.
<b>Customer Services Manager</b>	Corporate Complaints	Destroyed after 5 years	Operational requirement.
<b>Customer Services Manager</b>	TUOs/Death Lists	Removed once process is complete and delete on completion of process	Operational requirement.
<b>Customer Services Manager</b>	CSTDutyBox Completed mailbox – holds a number of mailboxes with completed actions in them, blue badge, heads of service	Destroyed three months after process complete	Operational requirement.
<b>Customer Services Manager</b>	Snap Surveys	When survey closing, results sent to officer to say that the information will be deleted within three months. A final reminder and the results are sent again at the end of the three months and the survey is deleted completely.	Operational requirement

<b>Customer Services Manager</b>	Refund forms	G Drive copy kept for three months	Operational requirement.
<b>Customer Services Manager</b>	Customer reception exit survey postcards	Post card destroyed once data entered into SNAP	Operational requirement.
<b>Customer Services Manager</b>	Post received logs in reception (record of post being handed to reception, name only taken)	6 months	Operational requirement.
<b>Customer Services Manager</b>	Visitor form	One month	Operational requirement
<b>Customer Services Manager</b>	Emails received in <a href="mailto:customer.service@basingstoke.gov.uk">customer.service@basingstoke.gov.uk</a>	Outlook deleted after three months  IT are manually clearing these each month.	Operational requirement
<b>Customer Services Manager</b>	Web Chat	Transcription of chat sent to customer.  IT are manually clearing these each month.	Operational requirement
<b>Customer Services Manager</b>	Call recordings	31 days (call recordings attached to complaints in CMS will remain and will be deleted in accordance with the	Operational requirement

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	complaints part of this schedule)	
Asure room bookings	1 year	Operational requirement
Web forms	Once the form information has been automatically emailed to the relevant business unit or team, the information is held on the content management system for 14 days and then removed.	Operational requirement
Booking Bug and Qmatic	90 days	Operational requirement
CRM	Abandoned vehicles - 3 months Basingstoke Festival - 3 months BDBC Notification – 3 months Benefits - 3 months Bulky waste - 3 months Cats and Dogs - 3 months Comment, complaint, compliment - 3 months Councillor complaint- 3 months	Operational requirement

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	<p>Environmental Health - 3 months</p> <p>Garden waste -13 months</p> <p>Housing services - 3 months</p> <p>Investigations - 3 months</p> <p>IT - 3 months</p> <p>Licensing - 3 months</p> <p>Mayor - 3 months</p> <p>Parking-13 months for permits, General enquiry 3 months</p> <p>Parks and Streetscene -6 months</p> <p>Payments - 3 months</p> <p>Pest control - 3 months</p> <p>Plans payments - 3 months</p> <p>Property name change - 3 months</p> <p>Publications - 3 months</p> <p>Refugee support - 3 months</p> <p>Refuse collection - 3 months</p> <p>Sandbags - 3 months</p> <p>The Malls - 3 months</p> <p>Trees - 3 months</p>	
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<b>Customer Services Manager</b>		Agenda, Minutes and supporting papers for Strategic Management Board (SMB) and Strategic Leadership Team (SLT).	Soft copy versions removed from G:Drive after 5 years	Operational Requirement
<b>Housing and Social Inclusion Manager</b>	<b>Housing Services</b>	Assessment of housing needs (Assessment of whether applicant is eligible for services or judgement about what service we should provide.)	6 years	Housing Act 1996
<b>Housing and Social Inclusion Manager</b>		Housing Register	Permanent	Housing Act 1985
<b>Housing and Social Inclusion Manager</b>		Housing Application Form or Referrals to support services (this may include Housing Register applications, supporting material, applications for emergency housing or referrals from another agency such as RSL Liaison documents, Third Party Floating Support Referral, Referrals to Hampshire County Council – Young Person’s Supported Accommodation, Authority to Discuss, Housing Benefit claims for Bed and Breakfast, GP consent form, Income and Expenditure Forms, Change of Circumstance form, Housing Options Form, MEAM referrals	Successful application: 6 years from expiration of agreement Unsuccessful application: 7 years from file closure	Housing Act 1996 as amended by Homelessness Act 2002 and Homeless Reduction Act 2017
<b>Housing and Social Inclusion Manager</b>		Review of level of homelessness and provision of support	7 years	Homelessness Act 2002
<b>Housing and Social Inclusion Manager</b>		Housing Events, Housing Mailer List, Your Home Mailer	Review annually, kept until individual updates record	Operational Requirement

<b>Housing and Social Inclusion Manager</b>		Rent Bond, Homeless Database	7 years	Operational Requirement
<b>Housing and Social Inclusion Manager</b>		Rent Bond Form	Successful application: 6 years from expiration of agreement Unsuccessful application: 7 years from file closure	Operational Requirement
<b>Housing and Social Inclusion Manager</b>		Landlord Details	Throughout duration of tenancy and 6 months after expiration of tenancy	Operational Requirement
<b>Licensing Team Leader</b>	<b>Licensing</b>	Street trading Applications for consents	2 years from date of consent entitlement expires	Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 Operational requirement
<b>Licensing Team Leader</b>		Tables and Chairs Licences Applications for licences	2 years from date licence expires	Operational requirement Highways Act Sec 115(e)
<b>Licensing Team Leader</b>		Street Collection and House to House Permits Applications for permits	2 years from date permit expires	Operational requirement
<b>Licensing Team Leader</b>		Scrap Metal Dealers and collectors Applications for licenses	2 years from date licence expires	Scrap Metal Dealers Act 2013 Operational requirement
<b>Licensing Team Leader</b>		Sex establishments Applications for licenses	2 years from date licence expires	Operational requirement



<b>Licensing Team Leader</b>	Premises licences, alcohol license, club premises certificates ,personal licences, gambling premises licences and permits– lottery (gambling), temporary event notice	2 years from date of lapse or surrender of licence. Keep indefinitely Review every 3 years	Operational requirement Licensing Act 2003 Section 5 Gambling Act 2005
<b>Licensing Team Leader</b>	Animal welfare licences including – Pet shop licenses, Zoo Licensing, Dangerous Wild Animals license, Riding establishments, Animal Boarding establishments, Dog Breeding	2 years from date licence expires.	Pet Animals Act 1951 Zoo Licensing Act 1981 Dangerous Wild Animal Act 1976 Riding Establishments Act 1964 Animal Boarding Establishments Act 1963 Breeding and Sale of Dogs (Welfare) Act 1999 Breeding of Dogs Act 1973 and 1991 Operational requirement 2 years from date of expiration RGLA 9.16
<b>Licensing Team Leader</b>	Taxi and private hire drivers vehicles and operators licences	Disposal 2 years from date licence expires.  Renewed licences to be retained until no longer renewed – then dispose of	Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act

			2 years from date final renewed licence expires	1976.
<b>Licensing Team Leader</b>		Complaints regarding licensed activities	6 years	Operational Requirement
<b>Licensing Team Leader</b>		DBS certificate information	Up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, this will only be done following consultation with the DBS	Code of Practice issued by DBS
<b>Parking Manager</b>	<b>Parking and Engineering</b>	Disabled Parking	Personal Details destroyed once work complete	Operational Requirement
<b>Parking Manager</b>		General Enquires – traffic management, road safety, parking, complaints	2 years 6 years if corporate complaint	Traffic Management Act 2004 Operational Requirement
<b>Parking Manager</b>		Temporary Traffic Orders	7 years	Road Traffic Regulation Act 1984

<b>Parking Manager</b>	Permanent Traffic Orders	7 years	Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996
<b>Parking Manager</b>	PCN's – processing, challenges and appeals		Traffic Management Act 2004
<b>Parking Manager</b>	Parking Permits- issue and renewals		Operational Requirement
<b>Parking Manager</b>	Blue Badges – PCN's and misuse, appeals		Disabled Persons Parkings Badges Act 2013
<b>Parking Manager</b>	Service of Notice/ PCN's on untaxed vehicles		The Vehicle Exercise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997
<b>Parking Manager</b>	Non- Payments of PCN's		Traffic Management Act 2004
<b>Parking Manager</b>	Online Payments – PCN's and Parking Permits Mobile Payments – Ringo and Parkmobile		Traffic Management Act 2004
<b>Parking Manager</b>	ANPR- Disabled Parking at The Malls		Operational Requirement

<b>Parking Manager</b>	<b>Operations Team</b>	VQ4 Files		
<b>Parking Manager</b>		Body Worn Video- Parking Wardens	Destoryed as soon as reviewed, or 1 years if required for legal action	Health and Safety and Work Act 1974
<b>Parks and Streetscene Manager</b>		Applications for cremation, applications for burial, and applications for burial or cremation of a stillborn child, foetus or body parts. Exhumation certificates, medial certificates if submitted. Notice of interment / Gower receipts.  Receipt books for proof of purchase.	Creation + 15 years. Records will be kept until the Cemetery is Closed (no active burials)  7 years	Cremation (England and Wales Regulations) 2008) RGLA 9.25  Limitation Act 1980
<b>Parks and Streetscene Manager</b>		Contracts for the maintenance of burial grounds	Termination + 6 years	Limitation Act 1980
<b>Parks and Streetscene Manager</b>		Memorial inspection records (Risk assessments, visual inspection forms, hand test record, force testing equipment record, recommendations, (priority and actions)	Destroy 21 years after maintenance completed	Health and Safety at Work Act 1974  RGLA Guidelines
<b>Parks and Streetscene Manager</b>		Cemetery Plans / register of burials	Permanent, transfer to place of deposit after administrative use is concluded	Cemeteries Clauses Act 1847  RGLA Guidelines 9.24
<b>Parks and Streetscene Manager</b>		Visual, operational and independent annual inspections of play areas.	Creation + 21 years	Statutory requirement

				(statute of limitations).
<b>Parks and Streetscene Manager</b>		Play area maintenance records	Creation + 21 years	Statutory requirement (statute of limitations)
<b>Parks and Streetscene Manager</b>		Allotment tenancy agreements	3 years or termination of tenancy	Operational requirement
<b>Parks and Streetscene Manager</b>		Sports Pitch Bookings	2 years	Operational requirement
<b>Parks and Streetscene Manager</b>		Memorial Benches	2 years	Operational requirement
<b>Parks and Streetscene Manager</b>		Bus Shelters Maintenance	2 years Hard copy job sheets destroyed once job complete	Operational requirement
<b>Parks and Streetscene Manager</b>		Grounds Maintenance – Cleansing and Customer Requests Graffiti, litter, public toilets, fly tipping, dead animals, litter bins, broken glass, fly tipping	2 years Hard copy job sheets destroyed once job complete	Environmental Protection Act 1990
<b>Parks and Streetscene Manager</b>		All other records (consultations, agreement forms – see information audit log)	2 years	Operational requirement
<b>Parks and Streetscene Manager</b>	<b>Natural Environment</b>	Contact Details for professional communication with contractors, supplier, etc.	As required for operational reasons – keep up to date	Operational requirement Council best practice policy

<b>Parks and Streetscene Manager</b>		Services and capital works contracts and monitoring	Refer to Procurement Retention and Disposal Guide	Operational requirement
<b>Parks and Streetscene Manager</b>		The <b>process of administering</b> and enforcing bye-laws for parks/green spaces, <ul style="list-style-type: none"> <li>• Applications and certificates</li> <li>• Permits</li> <li>• Licences</li> </ul>	2 years after certificate/permit/license/notice has expired	Section 236 – Local Government Act 1972  RGLA 9.23
<b>Parks and Streetscene Manager</b>		Survey responses and consultation	2 years	Operational requirement
<b>Parks and Streetscene Manager</b>		Tree Management	7 years	Operational requirement
<b>Parks and Streetscene Manager</b>		Correspondence relating to queries on parks, open spaces, adoption of areas, service requests	2 years	Operational requirement
<b>Parks and Streetscene Manager</b>		Planning and Tree Protection	7 years	Operational requirement
<b>Parks and Streetscene Manager</b>		Section 106 Correspondence	6 years from the completion of the transfer	Operational requirement
<b>Head of Environmental Services</b>	<b>Environmental Health</b>	Service requests, including: <ul style="list-style-type: none"> <li>• statutory nuisance and other public health related matters</li> <li>• Waste investigations (including notices and prosecution files)</li> <li>• Food poisoning notifications</li> <li>• Industrial Disease investigations</li> </ul>	Destroy 7 years after last action (unless otherwise requested)	Environmental Protection Act 1990, Prevention of Damage by Pests Act, Public Health Acts, Clean Air Act, Clean

		<ul style="list-style-type: none"> <li>• Food poisoning outbreak case files</li> <li>• Public health funerals</li> <li>• Housing complaints (includes Notices and prosecution files)</li> <li>• Occupational Health and Safety matters other than those cases specifically listed below.</li> </ul>		<p>Neighbourhoods &amp; Environment Act, Crime Anti-Social Behaviour &amp; Policing Act, Control of Pollution Act, Local Gov. (Miscellaneous Provisions) Acts; Control of Pollution Acts; Health and Safety at Work Act 1974, Health and Safety Regulations, The Health and Safety (Enforcing Authority) Regulations 1998</p> <p>Operational requirement</p>
<b>Head of Environmental Services</b>		Statutory nuisance & Waste offences (investigation letters, file notes, reports, diary sheets, photos, noise or other recordings).	Destroy 7 years after last action	Operational requirement
<b>Head of Environmental Services</b>		Statutory nuisance – notices, prosecution files, notices paperwork for seizure of equipment, notices and paperwork for works in default	Destroy 7 years from completion of investigation proceedings	Operational requirement Environmental Protection Act 1990.
<b>Head of Environmental Services</b>		Permitted Processes (Processes which are not prescribed in Public Register of Permitted Processes (LA & EA) (reg 46) Para 1 & 2 of Schedule 19 (e.g old PGNs, draft permits, file notes, photos etc)	(a) To be retained for the whole time the process is required to hold a permit, though anything not relating to the permit is to be	(a) Environmental Permitting (E&W) Regulations 2010 (b) Operational requirement

		removed from 'working file' after 7 years. (b) Destroy as soon as process is no longer required to hold a permit.	
<b>Head of Environmental Services</b>	Private Water Supply sampling, assessment, risk assessing & enforcement actions	Results of sampling, risk assessments and enforcement action to be retained for 30 years	Water Industry Act 1991 Private Water Supply Regulations 2016
<b>Head of Environmental Services</b>	Contaminated land	Permanent	Operational requirement
<b>Head of Environmental Services</b>	Air quality records relating to the review and assessment process, including the updating and screening assessment, detailed assessments and progress reports for local air quality management	Permanent	Operational requirement Environment Act 1995 and associated Regulations
<b>Head of Environmental Services</b>	Air quality management ((a) Report of results of any air quality review which the authority has caused to be conducted; (b) Report of the results of any assessment which the authority has caused to be made under section 82 or 84 of the Act; (c) Any order made by the authority under section 83 of the Act; (d) Any action plan prepared by the authority;	Permanent	Operational requirement



	(e) Any proposals or statements submitted to the authority pursuant to subsection (3) or (4) of section 86 of the Act; (f) Any directions given to the authority under this Part; (g) In a case where section 86 of the Act applies, any directions given to the county council under this Part)		
<b>Head of Environmental Services</b>	Air quality Management (monitoring information from tubes/real time monitors)	Permanent	Operational requirement
<b>Head of Environmental Services</b>	Emission of air pollutants (investigation letters, file notes, reports, photos, diary sheets)	Destroy 3 years from last action	Operational requirement
<b>Head of Environmental Services</b>	Emission of air pollutants (notices and prosecution files)	Destroy 7 years from completion of investigation and proceedings	Operational requirement
<b>Head of Environmental Services</b>	Control of pests (Investigation letters, file notes reports and photos)	Destroy 3 years from last action	Operational requirement
<b>Head of Environmental Services</b>	Control of pests (notices, prosecution files, notices and paperwork for works in default)	Destroy 7 years from completion of investigation and proceedings	Operational requirement
<b>Head of Environmental Services</b>	Pest control treatment records (paper or electronic records)	3 years from date of treatment	Operational requirement
<b>Head of Environmental Services</b>	The collection and return of stray dogs including microchipping	Public register must be retained indefinitely	EPA 1990 and associated regulations
<b>Head of Environmental Services</b>	Service requests relating to dog behaviour & control	Destroy 7 years from completion of investigation & proceedings.	Operational requirement

<b>Head of Environmental Services</b>	Health and Safety - RIDDOR reports (adult) (non-major)	Destroy 7 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>Head of Environmental Services</b>	Health and Safety - RIDDOR reports (children)	Destroy 25 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>Head of Environmental Services</b>	Health and Safety - RIDDOR reports (major)	Destroy 40 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
<b>Head of Environmental Services</b>	Health and Safety - case files where employees and/or persons may have come into contact with asbestos	Destroy - 50 years from last action or age 75 years from date of birth (which ever is greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
<b>Head of Environmental Services</b>	Special treatment licensing	Permanent	Operational requirement
<b>Head of Environmental Services</b>	Food hygiene and health and safety inspection reports	7 years	Food Safety Act 1990, Food Hygiene (England) Regulations 2006  Operational requirement

<b>Head of Environmental Services</b>	Food premises registration form	Destroy 2 years after registration lapses	Food Hygiene (England) Regulations 2006 and Official Feed and Food Control Regulations 2009 Operational requirement
<b>Head of Environmental Services</b>	Caravan Site licensing	3 years from date a property ceases to require a site licence	Operational requirement
<b>Head of Environmental Services</b>	Houses in Multiple Occupation	3 years from date a property ceases to be an HMO	Housing Act 2004, Licensing and Management of Houses in Multiple Occupancy and Other Houses Regulations 2006.  Operational requirement
<b>Head of Environmental Services</b>	Housing Grants	10 years from date of grant completion	Housing Grants Constuction and Regeneration Act 1996  Operational requirement

Head of Environmental Services		Files relating to any enforcement action which has led to a charge being added to a property e.g. under Housing Act Notices and Works in Default.	Until such time as property is sold and charge has been repaid	Operational requirement
Head of Environmental Services		Public Health Funerals conducted in line with Public Health (Control of Disease) Act 1984, Section 46 – Public Register	Retain permanently	Institute of Cemetery and Crematorium Management (ICCM) Guidance on statutory duties on local authorities for arranging funerals under S46 of the <b>Tom Payne</b> PH(CoD)A 1984
Head of Environmental Services		Public Health Funerals – case files	Destroy after 7 years	As above
Head of Environmental Services		Public Health Funerals – belongings of the deceased	Retain for maximum of 7 years, then destroy	Legal obligation/common practice
Head of Environmental Services		Unauthorised Encampments – reports of welfare assessments further to site visits undertaken	Destroy 3 years after last action	Criminal Justice & Public Order Act Destroy 3 years after last action
Head of Environmental Services	Emergency Planning	Process to develop the emergency/disaster plan for the local community	Permanent, transfer to place of deposit after superseded	Operational requirement and national guidance

<b>Head of Environmental Services</b>		Records of tests of the emergency/disaster plan for the local community	Destroy 10 years after closure	Operational requirement and national guidance
<b>Head of Environmental Services</b>		Records of emergency/disaster incidents (incident logs and all supporting docs pertaining to them)	Permanent (National guidance recommends storage in non volatile media)	Operational requirement and national guidance
<b>Planning and Development Manager</b>	<b>Local Land Charges</b>	Local Land Charges – matters for registration	Permanent	Local Land Charges Act 1975 and Rules 1977  Operational Requirement
<b>Planning and Development Manager</b>		Local Land Charges – matters for registration, exceptions from permanent retention: Disabled Facility Grants	10 years from Certified Date	Local Land Charges Act 1975 and Rules 1977  Operational Requirement
<b>Planning and Development Manager</b>		Local Land Charges – matters for registration, exceptions from permanent retention: Assets of Community Value	5 years from Registration	Local Land Charges Act 1975 and Rules 1977  Operational Requirement
<b>Planning and Development Manager</b>		Local Land Charge Searches, requests for Search and replies to Enquiries and results of same	7 years from despatch	Local Land Charges Act 1975 and Rules 1977

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		Operational Requirement
Search Fee Payments	2 years (audit year plus 1)	Operational Requirement
Street Naming and Numbering - <ul style="list-style-type: none"> <li>• Development Plans</li> <li>• Official notification to developer of new development addresses</li> <li>• House name change &amp; new properties list</li> <li>• SNN Access database</li> <li>• Uniform SNN Module database – case reference information</li> <li>• SNN Development folders</li> <li>• Future roads name list</li> <li>• SNN Legal Reference documents</li> <li>• SNN procedures</li> <li>• Street Nameplates specification document</li> </ul> Road name consultations	Permanent	Public Health Acts 1875 and 1925  Operational Requirement
Notification to Royal Mail of new development addresses & change details	Destroy 7 years after last action	Public Health Acts 1875 and 1925
Postcode notifications from Royal Mail	Destroy 7 years after last action	Public Health Acts 1875 and 1925
Road name consultations	Destroy 7 years after last action	Public Health Acts 1875 and 1925

<b>Planning and Development Manager</b>		Local Land and Property Gazetteer database	Permanent	Operational requirement
<b>Planning and Development Manager</b>		Local Land and Property Gazetteer operational papers	Destroy once matching completed	Operational requirement
<b>Planning and Development Manager</b>		LLPG and SNN Data Convention Reference document	Permanent	Operational requirement
<b>Planning and Development Manager</b>	<b>Building Control</b>	<ul style="list-style-type: none"> <li>• Building Control Register (Uniform)</li> </ul>	Permanent	Common Practice  Building Act 1984 Building Regulations 2010
<b>Planning and Development Manager</b>		<p>The process of approving building applications, demolition applications and dangerous structures in relation to listed or other significant buildings (including Partnership Applications) – includes:</p> <ul style="list-style-type: none"> <li>• Building files</li> <li>• Plans</li> <li>• Specifications</li> <li>• Correspondence</li> <li>• Applications</li> <li>• Permits</li> <li>• Certificates</li> </ul>	Permanent	Common Practice – Records Management Society of Great Britain  Building Act 1984 Building Regulations 2010
<b>Planning and Development Manager</b>		<p>The process of approving building applications, demolition applications and dangerous structures for all other buildings (including Partnership Applications) – includes:</p> <ul style="list-style-type: none"> <li>• Building files</li> <li>• Plans</li> <li>• Specifications</li> <li>• Correspondence</li> <li>• Applications</li> </ul>	Destroy 15 years after construction completed	Common Practice – Records Management Society of Great Britain  Building Act 1984 Building Regulations 2010

		<ul style="list-style-type: none"> <li>• Permits</li> <li>• Certificates</li> <li>• Objections</li> </ul>		
<b>Planning and Development Manager</b>		<p>The process of inspecting building work for the purpose of ensuring compliance – includes:</p> <ul style="list-style-type: none"> <li>• Certificate of final inspection</li> <li>• Building inspection records</li> </ul> <p>Diaries</p>	Destroy 10 years after the issue of a certificate of final inspection	<p>Common Practice – Records Management Society of Great Britain</p> <p>Building Act 1984 Building Regulations 2010</p>
<b>Planning and Development Manager</b>		The process of enforcing building or land regulations	Destroy 3 years after compliance with enforcement notice	<p>Common Practice – Records Management Society of Great Britain</p> <p>Building Act 1984 Building Regulations 2010</p>
<b>Planning and Development Manager</b>		Building Regulation documentation relating to Festival Place	Permanent	<p>Operational requirement</p> <p>Building Act 1984 Building Regulations 2010</p>
<b>Planning and Development Manager</b>	<b>Planning Development</b>	<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> <li>• Application Forms</li> <li>• Application Plans</li> <li>• Supporting Documents</li> <li>• Applications plans (post decisions)</li> <li>• Decision notices and</li> </ul>	Permanent	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>



		<p>Post decision letters of Approval</p> <ul style="list-style-type: none"> <li>• Officers report (delegated and Committee)</li> <li>• Discharge of conditions/ Letters/plans/reports</li> <li>• Signed Legal Agreement</li> <li>• PDF Version of Agreement</li> <li>• Legal agreement – discharge of obligation</li> <li>• Appeal Decision Notice</li> <li>• CiL Form 0 (pre 11/</li> </ul>		
<b>Planning and Development Manager</b>		<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> <li>• Photographs taken on site by case officer</li> </ul>	Review every 10 years (evidence of use of land)	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
<b>Planning and Development Manager</b>		<p>The process of determining planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> <li>• General legal notes/ correspondence</li> </ul>	Review every 15 years	<p>Town and Country Planing Act 1990</p> <p>Operational Requirement</p>
<b>Planning and Development Manager</b>		<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> <li>• Illustrative plans submitted with application but not forming part of permission</li> <li>• Superseded plans</li> <li>• General correspondence</li> <li>• Consultee responses (ward councillors; Parish; external</li> </ul>	Review every 7 years	<p>Town and Country Planing Act 1990</p> <p>Community Infrastructure Levy 2010 (as amended)</p> <p>Operational Requirement</p>

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<p>and internal consultees</p> <ul style="list-style-type: none"><li>• Consultee responses for web publication (applications registered after 01/12/2015)</li><li>• Public comments (including petitions; residents groups etc.) on applications registered before 01/01/2017)</li><li>• Public comments (including petitions; residents groups etc.) on applications registered after 01/01/2017)</li><li>• Documents to be viewed in reception</li><li>• Extension of time letter</li><li>• Appeal general correspondence</li><li>• Appellant final comments</li><li>• Appellant statement</li><li>• Grounds of appeal</li><li>• LPA final comments</li><li>• LPA statement</li><li>• Confidential letters/plans for sensitive applications</li><li>• Plotting sheets; neighbour Plan; 'zzz' applications (PDS Team)</li><li>• Monitoring form</li><li>• Public participation forms</li><li>• Commuted sums certificate</li><li>• Commuted sums document</li><li>• CiL General Correspondence</li><li>• CiL Notices</li><li>• CiL Form 1 (Assumption of liability)</li></ul>		
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	<ul style="list-style-type: none"> <li>• CiL Form 2 (Claiming Exemption)</li> <li>• CiL Form 3 (Withdrawal of Form 0)</li> <li>• CiL Form 4 (Transfer of Assumed Lia)</li> <li>• CiL Form 5 (Chargeable Development)</li> <li>• CiL Form 6 (Commencement Notice)</li> <li>• CiL Form 7 (Self Build Exempt. Pt.1/Pt.2)</li> <li>• CiL Form 8 (Self Build Resi. Annex Exp.)</li> <li>• CiL Form 9 (Self Build Resi. Exten. Exp.)</li> </ul>		
<b>Planning and Development Manager</b>	<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> <li>• Draft discharge of condition letter</li> <li>• Legal Agreement (DRAFTS)</li> <li>• Draft general letters</li> <li>• Draft officer report</li> <li>• Draft decision notice</li> <li>• Copy of LB listing entry</li> </ul>	Review Annually	Town and Country Planing Act 1990 Operational requirement
<b>Planning and Development Manager</b>	<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> <li>• Letters sent out by LPA but returned in post</li> </ul>	0 years – disposed of upon receipt	Town and Country Planing Act 1990  Operational requirement
<b>Planning and Development Manager</b>	<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> <li>• Officer Final report</li> <li>• Enforcement appeal papers</li> <li>• Planning contravention notice</li> <li>• Stop Notice</li> <li>• Breach of condition notice</li> <li>• Enforcement notice</li> </ul>	Permanent	Town and Country Planing Act 1990 Operational requirement

<b>Planning and Development Manager</b>	<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> <li>• Photographs taken on site by Enforcement case officer</li> <li>• Hand annotated plans by Enforcement case officer</li> <li>• All correspondence/general information relating to case</li> </ul>	Review every 10 years	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
<b>Planning and Development Manager</b>	<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> <li>• Draft enforcement notice</li> <li>• Initial complaint sheet</li> </ul> <p>Enforcement register sheet</p>	Review every 5 years	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
<b>Planning and Development Manager</b>	<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> <li>• Planning or EC history associated with case compiled by case officer</li> </ul> <p>Land Registry search papers</p>	Review Annually	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
<b>Planning and Development Manager</b>	<p>Historic Planning Applications includes:</p> <ul style="list-style-type: none"> <li>• Application forms</li> <li>• Application plans</li> <li>• Decision notice</li> <li>• Microfiche applications</li> </ul>	Permanent	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
	<p>The process of providing pre-application advice includes:</p> <ul style="list-style-type: none"> <li>• General correspondence</li> </ul>	Review every 3 years	Town and Country Planing Act 1990

		<p>relating to case</p> <ul style="list-style-type: none"> <li>• Enquiry consultee correspondence</li> <li>• Enquiry plans</li> <li>• Enquiry supporting reports</li> </ul>		Operational requirement
<b>Planning and Development Manager</b>		Conservation Area Appraisal Review documentation	12 months	Planning and Listed Building Conservation Areas Act Operational requirement
<b>Policy Manager</b>	<b>Planning Policy and Infrastructure</b>	<p>Development Plan: sets strategic vision, policies and guidance regarding existing and future land use across the borough. Includes:</p> <ul style="list-style-type: none"> <li>• Local plan</li> <li>• Neighbourhood plans</li> <li>• Representations on policy consultation documents</li> <li>• Public examination documents</li> </ul> <p>Land use surveys</p>	Life of Plan	<p>Planning and Compulsory Purchase Act 2004 (as amended). Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (Regulation 26)</p> <p>Operational requirement and current practice</p>
<b>Planning Policy Manager</b>		Development Plan – other comments and correspondence on planning policy and development issues	3 years	<p>Operational requirement and current practice</p> <p>Localism Act 2011 Neighbourhood Planning Act 2017</p>

<p><b>Planning Policy Manager</b></p>	<p>Supplementary Planning Documents – do not form part of the development plan but add additional guidance on local policy.</p>	<p>3 years</p>	<p>Planning and Compulsory Purchase Act 2004 (as amended). Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (Regulation 26).  Operational requirement and current practice</p>
<p><b>Planning Policy Manager</b></p>	<p>Self-build register requires LPAs to hold a register of individuals or associations who are interested in self-build or custom build development in the borough.</p>	<p>Permanent</p>	<p>The Self- Build and Custom Housebuilding Regulations 2016</p>

## Version Control

Version 1.0	December 2014	New Schedule
Version 1.1	January 2015	Contents page created, pages numbered and Information Asset Owners Added
Version 1.2	May 2015	Update to Democratic Services relating to council agendas, reports, update papers and background papers.  Update to Corporate Support in relation to Members' declaration of interests  Update to Information Management  Update to add further information under Environmental Health
Version 1.3	June 2015	Removal of entry for Members' declaration of interests from Democratic Services as now falls under Corporate Support.  Updated reference to duplicated copies of information being retained/destroyed
Version 1.4	June 2015	Update Property Services information.  Update responsible Officers for Policy Council and deleted empty line.
Version 1.5	July 2015	Update Information Management – retention of Policies and Procedures Update Building Control – add categories and retention periods for register, listed buildings and enforcement notices
Version 1.6		
Version 1.7	January 2016	Updated departments after staff re-structure.

		Update insurance Annual update
Version 1.8	March 2016	Update to Licensing – replace ‘elapses’ with ‘expires’ and add retention of renewed taxi/PH licences
Version 1.9	May 2016	Update to retention of insurance renewal documents
Version 1.10	July 2016	Add retention of land charge information Update Street Naming and Numbering
Version 1.11	July 2016	Update of Planning Policy and Infrastructure
Version 1.12	July 2016	Update of Legal information
Version 1.13	November 2016	Update Procurement information, update complaints information under Gloria and remove complaints from other departments, update retention period for Benefits.
Version 1.14	January 2017	Annual Update
Version 1.15	May 2019	Review and update Update to Procurement section
Version 1.16	October 2019	Update to include SMG and SLT papers
Version 1.17	December 2019	Review and update call recording retention
Version 1.8	April 2020	Review and update call recording retention