

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- Out-of-date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports should be destroyed.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
Corporate Information				
All Staff	Corporate	The management of routine responses on council actions, policy and procedures. <ul style="list-style-type: none"> Printed materials Forms Letters Emails 	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
Finances and Resources				
Elections Manager	Electoral Services	Registration <ul style="list-style-type: none"> IER Documents (Household Enquiry Form (HEF)) Elector Proxy Vote 	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 copied	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"> - Elector Temporary Postal Vote - Elector Permanent Postal Vote - Elector European Vote Application - Elector Declaration - Elector General General- Property 	<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>	
Elections Manager		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	Operational requirement Representation of the People Act (1983)
Election Manager		Electoral Registers	Destroy 15 years after publication	Statutory Operational requirement but see Electoral Commission Guidance
Election Manager		Election Documents	All items to be stored securely for 1 years after which they should be disposed of in a secure manner	Statutory Operational requirement but see Electoral Commission Guidance

Elections Manager		Declaration of results for local elections (consolidated results of returns received)	1 year from date of election	Statutory, Electoral Commission Guidance
Elections Manager		Voter Registration application forms	1 year	Operational requirement
Elections Manager		Documentation associated with elections (except candidate expense forms)	1 year	Operational requirement
Elections Manager		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
Elections Manager		Applications for electoral register – information from 3 rd parties	Kept for 15 years.	Operational requirement – Electoral Registration and Administration Act 2013.
Elections Manager		Canvassing and Staffing details	Reviewed annually	Operational requirement
Democratic Services Manager	Democratic Services	Official bound Council minute books	Permanent – retain for 6 years and then send to County archivist for permanent retention	Operational requirement

Democratic Services Manager		Council agendas, reports and update papers	Permanent	Operational requirement Local Government Acts 1972 and 2000
Democratic Services Manager		Background papers	4 years from date of meeting	Operational requirement Local Government Acts 1972 and 2000
Democratic Services Manager		Councillor contact information	Until superseded or no longer requires representation	
Democratic Services Manager		Public participation at Committee and Full Council	As for Committee papers	Operational requirement Local Government Acts 1972 and 2000
Democratic Services Manager		Webcasting of Council and Committee meetings	6 years on the council's website. Webcasts are also accessible on You Tube	Operational requirement
Democratic Services Manager		Petitions	6 years	Local Authority (Referendum) (Petitions) (England) Regulations 2011
Democratic Services Manager		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
Democratic Services Manager		Outside body contact details	Until superseded or no longer requires representation	

Democratic Services Manager	Parish Support Websites	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)
Democratic Services Manager		User details, change requests	As superseded	Operational requirement. (Enables ongoing operation and support.)
Democratic Services Manager		Parish Council contacts	Until superseded	Operational requirement
Democratic Services Manager	Mayoral Office	Mayor's Office: Organisation of Receptions (Golden & Diamond / WI / Scouts etc.)	Second anniversary of Mayor stepping down	Operational requirement
Democratic Services Manager		Tenders/Contracts- Chauffeur Car and Catering	Retained by legal/ procurement	Operational requirement
Democratic Services Manager		Inventory of assets	Permenant	Operational requirement
Democratic Services Manager		Organisation of Civic events (Remembrance etc.)	Second anniversary of Mayor stepping down	Operational requirement
Democratic Services Manager		Recording of Civic Events (Mayor Making)	Permenant	Operational requirement
Democratic Services Manager		Organisation of Charity events (Basingstoke Variety Show / Spring Concert etc.)	Second anniversary of Mayor stepping down	Operational requirement

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

Legal Services Manager	Debt Recovery	6 years from closing of file minimum	Operational requirement Limitations Act 1980
Legal Services Manager	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
Legal Services Manager	Granting of Leases where BDBC tenant	12 years after the termination or expiry of the lease	Operational requirement RGLA 8.8
Legal Services Manager	Leasehold Management	12 years from termination of lease	Operational requirement RGLA 7.27 and RGLA 8.9
Legal Services Manager	Licences	6 years from closing of file minimum	Limitations Act 1980
Legal Services Manager	Sales of council houses – mortgage deeds	Deeds to be retained until individuals can be located.	Operational Requirement
Legal Services Manager	S106 - 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

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

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

Legal Services Manager		RIPA – statutory returns	7 years	Common practice
Legal Services Manager		Data controller notification documentation	Destroy of once expired	Common Practice
Legal Services Manager		Personal Request under GDPR (Subject Access Requests) includes DP2 requests.	Destroy 3 years after case closure	Common Practice
Legal Services Manager		Reports of potential data breaches and details of investigations and action taken	Destroy 2 years after completion of investigation.	Common Practice
Procurement and Contracts Manager	Procurement & Contracts	Request for quotations (RFQ) 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
Procurement and Contracts Manager		Purchase Orders 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
Procurements and Contracts Manager		Supplier Questionnaires (PPN 03/15 - previously called Pre-Qualification Questionnaires) 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)

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

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

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

		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)
Procurement and Contracts Manager		<p>Contract, post tender clarification and / or negotiation</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>
Procurement and Contracts Manager		<p>Contract, management</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>
Procurement and Contracts Manager		<p>Contract amendments</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> 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>

Procurement and Contracts Manager		Equalities- Policy documents, working papers and guidance. EIA documentation (including signed validation forms) and ESG/EWG agendas, minutes.	3 Years	Operational requirement	
Accountancy Manager	Accountancy	Estimates, budget monitoring and final accounts spreadsheets and other documents	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement	
Accountancy Manager		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	
Accountancy Manager		Financial evaluations, costings, tender appraisals, efficiency reviews etc.	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement	
Accountancy Manager		Minutes of meeting and actions	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement	
		Accounts			
Accountancy Manager		Annual External Audit Letter		Current Year + 6 years	Accounts and Audit Regulations 2015
Accountancy Manager		Annual External Audit Reports		Current Year + 6 years	Accounts and Audit Regulations 2015
		Estimates			
Accountancy Manager		Revenue estimate working papers		Current Year + 6 Years	Operational requirement
Accountancy Manager		Budget Report		Current Year + 6 Years	Operational requirement

Accountancy Manager	Budget Supporting Document	Current Year + 6 Years	Operational requirement
Accountancy Manager	Medium term financial forecast	Current Year + 6 Years	Operational requirement
Accountancy Manager	Recharge Models (including Business unit recharges, council offices, ICT etc.)	Current Year + 6 Years	Operational requirement
Accountancy Manager	Medium Term Financial Plan	Current Year + 6 Years	Operational requirement
Accountancy Manager	Financial information for council tax web page	Current Year + 6 Years	Operational requirement
Accountancy Manager	Financial information for Annual Report	Current Year + 6 Years	Operational requirement
Accountancy Manager	Financial information for Council Plan	Current Year + 6 Years	Operational requirement
Accountancy Manager	Budget virement control	Current Year + 6 Years	Operational requirement
Accountancy Manager	Financial Vetting and Advice		Operational requirement
Accountancy Manager	Financial appraisals	Current Year + 6 Years	Operational requirement
Accountancy Manager	Bank references	Current Year + 6 Years	Operational requirement
Accountancy Manager	Financial Advice including whole life costings, guidance on best accounting practice	Current Year + 6 Years	Operational requirement
Accountancy Manager	Support to heads of service with benchmarking and financial based performance information	Current Year + 6 Years	Operational requirement
	Your Right to Know		
Accountancy Manager	Monthly spend data	Current Year + 6 Years	(FOIA 2000)
Accountancy Manager	Senior officers salaries	Current Year + 6 Years	(FOIA 2000)

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

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

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

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

Accountancy Manager		Team management (appraisals, 1-2-1, performance indicators etc.)	2 Years (Audit +1)	Operational requirement
Accountancy Manager		Cars/transport	2 Years from disposal of vehicle	Operational requirement
Exchequer Services	Exchequer	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
Exchequer Services		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
Exchequer Services		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
Exchequer Services		Statutory function to collect business rates including applying exemptions, discounts and collecting payment.		Non Domestic Rating Act 1992
Exchequer Services		Council Tax Records	Termination + 5 years	Taxes Management Act 1970
Exchequer Services		Deferred payment agreements for residential care	Termination + 5 years	Taxes Management Act 1970
Exchequer Services		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
Exchequer Services		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

Exchequer Services		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
Exchequer Services		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
Exchequer Services		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
Exchequer Services		Insurance Register	Permanent/offer to archivist	RGLA 8.1.8
Exchequer Services		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
Exchequer Services		Claims records and correspondence	Destroy 25 years after all obligations/entitlements are concluded	Operational Requirement
Chief Internal Auditor	Internal Audit	Internal Audit Review – Reports and Working Papers	Paper Copies – 2 Years Electronic Copies – 4 Years	Common Practice / Internal Audit Manual

Chief Internal Auditor		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
Chief Internal Auditor		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
Chief Internal Auditor		Central Record of Authorised Officers Powers	2 years	Common Practice
Chief Internal Auditor		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
		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

IT Manager	IT	Help desk records, including incidents, service requests	1 year	Operational requirement
IT Manager		IT Assets	2 years after disposal of equipment	Operational requirement
IT Manager		Change management and project management documentation	2 Years	Operational requirement
IT Manager		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
IT Manager		IT Equipment and Cost Management Records (including orders)	Current year + 5 years	Taxes Management Act 1970
IT Manager		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
IT Manager		Software Licences: (detail as above)	Termination + 6 years	Limitation Act 1980
IT Manager		Code of Connection documentation (Controls, statement of compliance, validation of statement. Includes email attachments)	6 years	Operational Requirement

Transformation and Improvement Manager	Transformation and Infrastructure	Continuous Improvement (Covered below under Service Reviews)	3 years	Operational requirement
Transformation and Improvement Manager		Project management framework - Research gathered to support reports, policy/framework and processes	2 yrs from date superceded	Operational requirement
Transformation and Improvement Manager		Service Reviews: 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
Transformation and Improvement Manager		Transformation and Savings Framework: Processes Programme development Digital Platform research and procurement	Until superseded 2 years after programme ends 1 year after start of contract	Operational requirement
Property Manager	Property	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

Property Manager		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	Review + 10 years	Countryside and Rights of Way Act 2000 Commons Act 2006
Property Manager		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	Termination + 15 years	Limitation Act 1980
Property Manager		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
Property Manager		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
Property Manager		Data collected from surveys on council buildings and Certificates of approval	Destroy 7 years from closure	Limitation Act 1980

Property Manager		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
Property Manager		Deeds, Land Registry certificates and leases – ownership records of specific property	Termination + 12 years	Limitation Act 1980
Property Manager		Property Files Information relating to Property. Current and disposed of	Termination + 12 years	Limitation Act 1980
Property Manager		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
Property Manager		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
Property Manager		Documents relating to the cleaning of council property – includes contracts for cleaning, tender documents, quotes and agreements	Termination + 6 years	Limitation Act 1980
Property Manager		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
Property Manager		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 propoerty + 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	Note – held by Finance, but copies held by	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

Policy Performance and Grants Manager	Policy, Performance and Grants	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
Policy Performance and Grants Manager		Grant application and assessment materials	7 years from end of funding agreement (2 years where no grant awarded)	Operational requirement
Policy Performance and Grants Manager		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
Policy Performance and Grants Manager		Council Plan – working papers and presentations, consultation information	Plan is for 4 years Retain for 6 years before disposal	Operational Requirement
Policy Performance and Grants Manager		Research - administrative data, census, ward and statistical information to support policy development	10 years or as required for operational reasons	Operational requirement
Policy Performance and Grants Manager		Performance Management Information – Quarterly performance reports and associated data	2 years from date superceded	Operational requirement
Policy Performance and Grants Manager		Equality impact assessment documents	5 years or as required for operational reasons	Operational requirement
Benefits Manager		Benefits	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)	
Benefits Manager		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
Benefits Manager		Landlords details for direct payments of Housing Benefit	Any items held on EDMS system deleted on weekly basis after 7 years. (current	Operational requirement
Benefit Manager		Discretionary Housing Payment applications/payments	are stored on EDMS. (Paper form destroyed after 4 weeks). Deleted on EDMS on weekly basis after 7 years. UC DHP claims are made electronically. Unsure currently whether the data cleanse module within civica covers the DHP UC module.	Operational requirement I
Benefits Manager		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

Head of HR and Organisational Development	Human Resources and Organisational Development	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 / <u>6.12 / 6.13 / 6.16 / 6.17</u>
Head of HR and Organisational Development		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
Head of HR and Organisational Development		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	Operational requirement RGLA 6.7
Head of HR and Organisational Development		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
Head of HR and Organisational Development		Records relating to staff working with children	Destroy 25 years after date of leaving	Operational requirement RGLA 6.3
Head of HR and Organisational Development		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)

<p>Head of HR and Organisational Development</p>		<p>Occupational health records</p>	<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.</p>	<p>Operational requirement RGLA 6.10</p>
<p>Head of HR and Organisational Development</p>		<p>Child-related training – course, individual staff assessment, training registers</p>	<p>25 years after training completed or last entry</p>	<p>Operational requirement RGLA 6.18</p>
<p>Head of HR and Organisational Development</p>		<p>Training (health and safety training)</p>	<p>50 years after training completed. Individual course assessment records should be destroyed once the training has been</p>	<p>Operational requirement RGLA 6.19</p>

Head of HR and Organisational Development	Agency workers and contractors providing services on behalf of the Council	6 years plus current	Operational requirement
Head of HR and Organisational Development	Apprentice/Work Experience folder	6 months after placement	Operational requirement
Head of HR and Organisational Development	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
Head of HR and Organisational Development	Workforce Profiling and Workforce Development Planning	Information kept for 7 years.	Operational and Legal Requirement
Facilities Manager	Workplace inspections and audits	10 years	Operational requirement
Facilities Manager	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
Facilities Manager	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

Facilities Manager		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
Facilities Manager		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
Facilities Manager		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.
Payroll Officer		Car loans	Destroy 6 years from date of leaving	Operational requirement
Payroll Officer		Records containing superannuation information	7 years (6 years from leaving plus current tax year)	Operational requirement RGLA 6.2
Payroll Officer		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

Payroll Officer		Bank Account Details	Payroll system – kept for 2 tax years, paper file on Anite, 6 years after termination date	Operational requirement
Borough Development				
Economy and Culture Manager	Economy and Culture	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
Economy and Culture Manager		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 Limitations Act, where retention is for termination + 12 years.

Economy and Culture Manager		Public consultation – High Street Innovation Fund	5 years from October 2012	Good practice Operational requirement
Economy and Culture Manager		Business contact database	Data deleted as and when requested by contact	Operational requirement
Arts and Events Manager		Event documentation, risk assessments, insurance certificates, contracts etc.	7 years	Operational requirement
Arts and Events Manager		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	Operational Requirement
Arts and Events Manager		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	Operational Requirement
Arts and Events Manager		Basingstoke Festival Participation Agreement Forms – (Hard copies)	Dispose of after a year	Operational Requirement
Arts and Events Manager		Basingstoke Festival Participation Agreement Forms - Digital copies	Dispose of after a year	Operational Requirement
Arts and Events Manager		Basingstoke Festival spread sheet with all information collated	Dispose of after a year	Operational Requirement

Arts and Events Manager		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
Arts and Events Manager		Basingstoke Festival organisers survey	Dispose of digital copies after 3 years	Operational Requirement
Arts and Events Manager		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
Economy and Culture Manager		Enterprise M3 – Finance Claims from Department of Business Innovation and Skills	Keep for 2 years	Good practice
Economy and Culture Manager		BASP (Basingstoke Area Strategic Partnership) – Minutes	2 years	No statutory Requirement to retain
Economy and Culture Manager		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)
Communications and Marketing Manager	Communications	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
Communications and Marketing Manager		Artwork for publications, fliers, posters and other graphics work	Permanent	Operational requirement

Communications and Marketing Manager		Photographic images	Photos featuring people are deleted after five years unless consent received for longer period	Operational requirement
Communications and Marketing Manager		Consent forms for photographic images (hard copy)	Destroyed once scanned onto system	Operational requirement
Communications and Marketing Manager		Consent forms for photographic images (electronic copy)	Kept for as long as the photo is kept (usually five years)	Operational requirement
Communications and Marketing Manager		Logos	Permanent – kept until superceded	Operational requirement
Communications and Marketing Manager		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
Communications and Marketing Manager		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 each mailing	Operational requirement

Communications and Marketing Manager		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
Communications and Marketing Manager		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
Community Wellbeing Manager	Community Regeneration	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)
Community Wellbeing Manager		Service performance and consultation data (resident surveys, customer surveys, consultation responses)	2 years / as superseded	Operational requirement
Community Wellbeing Manager		Event and activity risk assessments	2 years / as superseded	In line with council best practice policy, after 2 years (audit plus 1)
Community Wellbeing Manager		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
Community Wellbeing Manager		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

Community Wellbeing Manager		Grant applications, funding bids (original documents	7 years	Operational requirement and in accordance with Corporate Policy guidance (6 years plus 1 year contingency)
Community Wellbeing Manager		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
Community Wellbeing Manager		Notes of meetings; general service working papers, correspondence, etc.	2 years	Operational requirement
Community Wellbeing Manager		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)
Community Wellbeing Manager		Databases of contacts for professional communication and regeneration programmes.	2 years	Operational requirement
Community Wellbeing Manager		Distribution lists for community groups we support	Annually Reviewed	Operational requirement
Community Wellbeing Manager		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
Community Wellbeing Manager		Armed Forces Co-Ordination- contact details for those involved in armed forces services	3 years from last correspondence	Operational requirement

Community Wellbeing Manager	Community Investment	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
Community Wellbeing		Community Led plan survey information	Until Prize Draw held and prizes given out.	Operational Requirement
Community Wellbeing Manager		Community Investment – Support to Community Groups	Only held for as long as individual is a member of the group.	Operational Requirement
Community Wellbeing		Community Investment – Support to Conservation Groups	Operational Requirement	Operational Requirement
Community Wellbeing Manager	Community Support	CSPO Pocket Note books	7 years from last entry	Operational requirement / Common practice (6 years plus 1 year contingency)
Community Wellbeing Manager		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)
Community Wellbeing Manager		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)
Community Wellbeing Manager		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)

Community Wellbeing Manager		Body worn video footage on DEMS software	31 days if no action to be taken. 1 year if being marked as evidential.	CCTV policy
Community Wellbeing Manager		Officer safety information	2 years unless an ongoing risk.	Health and Safety at Work Act 1974
Community Wellbeing Manager		CCTV	31 days if no action to be taken. 1 year if being marked as evidential.	CCTV policy
Community Wellbeing Manager		Court files 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)
Community Wellbeing Manager		Safeguarding	7 Years	Operational requirement / Common practice (6 years plus 1 year contingency)
Community Wellbeing Manager		Serious Case reviews	6 Years from outcome of review	Operational requirement
Community Wellbeing Manager		Names and contact details of: <ul style="list-style-type: none"> Members of the Children Young People and Families Partnership Community groups directly involved in the work of supporting children, young people and families Community groups directly supporting the work of inclusion and diversity. Safer North Hampshire 	Until individual is no longer a member of that group	Operational requirement

Community Wellbeing Manager	Healthy Communities	Event and activity risk assessments	2 years / as superseded	Operational Requirement
Community Wellbeing Manager		Personal health data for health walks, health programmes	Annually Reviewed	Operational Requirement
Community Wellbeing Manager		Course and events participant details - enrolment details, attendance lists, application forms etc. with personal details	Annually Reviewed	Operational Requirement
Community Wellbeing Manager		General complaints about services	2 years or as required for operational reasons	Operational Requirement
Community Wellbeing Manager		Grant applications, funding bids (original documents)	7 years	Operational Requirement
Community Wellbeing Manager		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
Community Wellbeing Manager		Notes of meetings; general service working papers, correspondence, etc.	2 years	Operational Requirement

Community Wellbeing Manager		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
Community Wellbeing Manager		Databases of contacts for professional communication	Annually Reviewed	Operational Requirement
Project Director	Manydown	Incoming Correspondence	5 years from receipt	Operational Requirement
Project Director		Responses to public consultation	5 years from date of consultation	Operational Requirement
Project Director		Project meetings. Agenda and Minutes	5 Years	Operational Requirement
Project Director		Project Management Documentation – PID, Risk Register, Programmes	5 Years from date of Issue	Operational Requirement
Project Director		Technical Studies	10 Years from receipt	Operational Requirement
Project Director		Consultant Advice	10 Years from receipt	Operational Requirement

Project Director	Basing View and Commercial	Basing View Website- details for registered businesses, email addresses	Held until unsubscribe	Operational Requirement
Project Director		Basing View Occupier Database	Held until unsubscribe	Operational Requirement
Project Director		Business Contacts Business Contacts in relation to Contracts at Basing View	Review annually 6 years after expiration of Contract	Operational Requirement
Project Director	Leisure Park	Documents held in relation to the proposed re-development of Basingstoke Leisure Park	Lifetime of Project plus 6 years	Operational requirement Limitation Act 1980.
Borough Services				
Customer Services Manager	Customer Services	Blue Badge - Applications and colour copies	Disposed of immediately once scanned	Operational requirement.
Customer Services Manager		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.
Customer Services Manager		Blue Badge Completed mailbox TheMallsBlueBadgeParking@basingstoke.gov.uk	Completed emails retained for three months in case of queries	Operational requirement.

Customer Services Manager		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.
Customer Services Manager		Chief Executive Action Folders	Destroyed after 3 years. Paper copy destroyed once scanned letter signed off by CX	Operational requirement.
Customer Services Manager		Corporate Complaints	Destroyed after 5 years	Operational requirement.
Customer Services Manager		TUOs/Death Lists	Removed once process is complete and delete on completion of process	Operational requirement.
Customer Services Manager		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.
Customer Services Manager		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

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

Customer Services Manager		Asure room bookings	1 year	Operational requirement
Customer Services Manager		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
Customer Services Manager		Booking Bug and Qmatic	90 days	Operational requirement
Customer Services Manager		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 Environmental Health - 3 months Garden waste -13 months	Operational requirement

			<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 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 The Malls - 3 months</p> <p>Trees - 3 months</p>	
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Customer Services Manager		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
Housing and Social Inclusion Manager	Housing Services	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
Housing and Social Inclusion Manager		Housing Register	Permanent	Housing Act 1985
Housing and Social Inclusion Manager		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
Housing and Social Inclusion Manager		Review of level of homelessness and provision of support	7 years	Homelessness Act 2002
Housing and Social Inclusion Manager		Housing Events, Housing Mailer List, Your Home Mailer	Review annually, kept until individual updates record	Operational Requirement

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

Licensing Team Leader		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
Licensing Team Leader		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
Licensing Team Leader		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 2 years from date final renewed licence expires	Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976

Licensing Team Leader		Complaints regarding licensed activities	6 years	Operational Requirement
Licensing Team Leader		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
Parking Manager	Parking and Engineering	Disabled Parking	Personal Details destroyed once work complete	Operational Requirement
Parking Manager		General Enquires – traffic management, road safety, parking, complaints	2 years 6 years if corporate complaint	Traffic Management Act 2004 Operational Requirement
Parking Manager		Temporary Traffic Orders	7 years	Road Traffic Regulation Act 1984

Parking Manager		Permanent Traffic Orders	7 years	Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996
Parking Manager		PCN's – processing, challenges and appeals		Traffic Management Act 2004
Parking Manager		Parking Permits- issue and renewals		Operational Requirement
Parking Manager		Blue Badges – PCN's and misuse, appeals		Disabled Persons Parkings Badges Act 2013
Parking Manager		Service of Notice/ PCN's on untaxed vehicles		The Vehicle Exercise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997
Parking Manager		Non- Payments of PCN's		Traffic Management Act 2004
Parking Manager		Online Payments – PCN's and Parking Permits Mobile Payments – Ringo and Parkmobile		Traffic Management Act 2004
Parking Manager		ANPR- Disabled Parking at The Malls VQ4 Files		Operational Requirement

Parking Manager		Body Worn Video - Parking Wardens	Destroyed as soon as reviewed, or 1 years if required for legal action	Health and Safety and Work Act 1974
Parking Manager		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
Parks and Streetscene Manager	Operations Team	Contracts for the maintenance of burial grounds	Termination + 6 years	Limitation Act 1980
Parks and Streetscene Manager		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
Parks and Streetscene Manager		Cemetery Plans / register of burials	Permanent, transfer to place of deposit after administrative use is concluded	Cemeteries Clauses Act 1847 RGLA Guidelines 9.24
Parks and Streetscene Manager		Visual, operational and independent annual inspections of play areas.	Creation + 21 years	Statutory requirement (statute of limitations).

Parks and Streetscene Manager		Play area maintenance records	Creation + 21 years	Statutory requirement (statute of limitations)
Parks and Streetscene Manager		Allotment tenancy agreements	3 years or termination of tenancy	Operational requirement
Parks and Streetscene Manager		Sports Pitch Bookings	2 years	Operational requirement
Parks and Streetscene Manager		Memorial Benches	2 years	Operational requirement
Parks and Streetscene Manager		Bus Shelters Maintenance	2 years Hard copy job sheets destroyed once job complete	Operational requirement
Parks and Streetscene Manager		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
Parks and Streetscene Manager		All other records (consultations, agreement forms – see information audit log)	2 years	Operational requirement
Parks and Streetscene Manager	Natural Environment	Contact Details for professional communication with contractors, supplier, etc.	As required for operational reasons – keep up to date	Operational requirement Council best practice policy

Parks and Streetscene Manager		Services and capital works contracts and monitoring	Refer to Procurement Retention and Disposal Guide	Operational requirement
Parks and Streetscene Manager		The process of administering and enforcing bye-laws for parks/green spaces, <ul style="list-style-type: none"> • Applications and certificates • Permits • Licences 	2 years after certificate/permit/license/notice has expired	Section 236 – Local Government Act 1972 RGLA 9.23
Parks and Streetscene Manager		Survey responses and consultation	2 years	Operational requirement
Parks and Streetscene Manager		Tree Management	7 years	Operational requirement
Parks and Streetscene Manager		Correspondence relating to queries on parks, open spaces, adoption of areas, service requests	2 years	Operational requirement
Parks and Streetscene Manager		Planning and Tree Protection	7 years	Operational requirement
Parks and Streetscene Manager		Section 106 Correspondence	6 years from the completion of the transfer	Operational requirement
Head of Environmental Services	Environmental Health	Service requests, including: <ul style="list-style-type: none"> • statutory nuisance and other public health related matters • Waste investigations (including notices and prosecution files) • Food poisoning notifications • Industrial Disease investigations 	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"> • Food poisoning outbreak case files • Public health funerals • Housing complaints (includes Notices and prosecution files) • Occupational Health and Safety matters other than those cases specifically listed below. 		Neighbourhoods & Environment Act, Crime Anti-Social Behaviour & 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 Operational requirement
Head of Environmental Services		Statutory nuisance & Waste offences (investigation letters, file notes, reports, diary sheets, photos, noise or other recordings).	Destroy 7 years after last action	Operational requirement
Head of Environmental Services		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.
Head of Environmental Services		Permitted Processes (Processes which are not prescribed in Public Register of Permitted Processes (LA & EA) (reg46) Para 1 & 2 of Schedule19 (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.	
Head of Environmental Services		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
Head of Environmental Services		Contaminated land	Permanent	Operational requirement
Head of Environmental Services		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
Head of Environmental Services		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)		
Head of Environmental Services		Air quality Management (monitoring information from tubes/real time monitors)	Permanent	Operational requirement
Head of Environmental Services		Emission of air pollutants (investigation letters, file notes, reports, photos, diary sheets)	Destroy 3 years from last action	Operational requirement
Head of Environmental Services		Emission of air pollutants (notices and prosecution files)	Destroy 7 years from completion of investigation and proceedings	Operational requirement
Head of Environmental Services		Control of pests (Investigation letters, file notes reports and photos)	Destroy 3 years from last action	Operational requirement
Head of Environmental Services		Control of pests (notices, prosecution files, notices and paperwork for works in default)	Destroy 7 years from completion of investigation and proceedings	Operational requirement
Head of Environmental Services		Pest control treatment records (paper or electronic records)	3 years from date of treatment	Operational requirement
Head of Environmental Services		The collection and return of stray dogs including microchipping	Public register must be retained indefinitely	EPA 1990 and associated regulations
Head of Environmental Services		Service requests relating to dog behaviour & control	Destroy 7 years from completion of investigation & proceedings.	Operational requirement

Head of Environmental Services		Health and Safety - RIDDOR reports (adult) (non-major)	Destroy 7 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Head of Environmental Services		Health and Safety - RIDDOR reports (children)	Destroy 25 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Head of Environmental Services		Health and Safety - RIDDOR reports (major)	Destroy 40 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Head of Environmental Services		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
Head of Environmental Services		Special treatment licensing	Permanent	Operational requirement
Head of Environmental Services		Food hygiene and health and safety inspection reports	7 years	Food Safety Act 1990, Food Hygiene (England) Regulations 2006 Operational requirement

Head of Environmental Services		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
Head of Environmental Services		Caravan Site licensing	3 years from date a property ceases to require a site licence	Operational requirement
Head of Environmental Services		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
Head of Environmental Services		Housing Grants	10 years from date of grant completion	Housing Grants Construction 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 Tom Payne 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

Head of Environmental Services		Records of tests of the emergency/disaster plan for the local community	Destroy 10 years after closure	Operational requirement and national guidance
Head of Environmental Services		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
Planning and Development Manager	Local Land Charges	Local Land Charges – matters for registration	Permanent	Local Land Charges Act 1975 and Rules 1977 Operational Requirement
Planning and Development Manager		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
Planning and Development Manager		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
Planning and Development Manager		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 Operational Requirement

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

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

Planning and Development Manager		The process of inspecting building work for the purpose of ensuring compliance – includes: <ul style="list-style-type: none"> • Certificate of final inspection • Building inspection records • Diaries 	Destroy 10 years after the issue of a certificate of final inspection	Common Practice - Records Management Society of Great Britain Building Act 1984 Building Regulations 2010
Planning and Development Manager		The process of enforcing building or land regulations	Destroy 3 years after compliance with enforcement notice	Common Practice – Records Management Society of Great Britain Building Act 1984 Building Regulations 2010
Planning and Development Manager		Building Regulation documentation relating to Festival Place	Permanent	Operational requirement Building Act 1984 Building Regulations 2010
Planning and Development Manager	Planning Development	The process of approving planning applications for all buildings/land (including listed buildings) includes: <ul style="list-style-type: none"> • Application Forms • Application Plans • Supporting Documents • Applications plans (post decisions) Decision notices and Post decision letters of Approval • Officers report (delegated and Committee) • Discharge of conditions/ Letters/plans/reports • Signed Legal Agreement • PDF Version of Agreement • Legal agreement – discharge of obligation • Appeal Decision Notice • CiL Form 0 (pre 11/ 	Permanent	Town and Country Planning Act 1990 Operational requirement

Planning and Development Manager		The process of approving planning applications for all buildings/land (including listed buildings) includes: <ul style="list-style-type: none"> • Photographs taken on site by case officer 	Review every 10 years (evidence of use of land)	Town and Country Planning Act 1990 Operational
Planning and Development Manager		The process of determining planning applications for all buildings/land (including listed buildings) includes: <ul style="list-style-type: none"> • General legal notes/ correspondence 	Review every 15 years	Town and Country Planning Act 1990 Operational Requirement
Planning and Development Manager		The process of approving planning applications for all buildings/land (including listed buildings) includes: <ul style="list-style-type: none"> • Illustrative plans submitted with application but not forming part of permission • Superseded plans • General correspondence Consultee responses (ward councillors; Parish; external and internal consultees) • Consultee responses for web publication (applications registered after 01/12/2015) • Public comments (including petitions; residents groups etc.) on applications registered before 01/01/2017) • Public comments (including petitions; residents groups etc.) on applications registered after 01/01/2017) • Documents to be viewed in reception • Extension of time letter • Appeal general correspondence • Appellant final comments • Appellant statement • Grounds of appeal 	Review every 7 years	Town and Country Planning Act 1990 Community Infrastructure Levy 2010 (as amended) Operational Requirement

		<ul style="list-style-type: none"> • LPA final comments • LPA statement • Confidential letters/plans for sensitive applications • Plotting sheets; neighbour Plan; 'zzz' applications (PDS Team) • Monitoring form • Public participation forms • Commuted sums certificate • Commuted sums document • CiL General Correspondence • CiL Notices • CiL Form 1 (Assumption of liability) • CiL Form 2 (Claiming Exemption) • CiL Form 3 (Withdrawal of Form 0) • CiL Form 4 (Transfer of Assumed Lia) • CiL Form 5 (Chargeable Development) • CiL Form 6 (Commencement Notice) • CiL Form 7 (Self Build Exempt. Pt.1/Pt.2) • CiL Form 8 (Self Build Resi. Annex Exp.) • CiL Form 9 (Self Build Resi. Exten. Exp.) 		
Planning and Development Manager		<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> • Draft discharge of condition letter • Legal Agreement (DRAFTS) • Draft general letters • Draft officer report • Draft decision notice • Copy of LB listing entry 	Review Annually	Town and Country Planing Act 1990 Operational requirement

Planning and Development Manager		<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> • Letters sent out by LPA but returned in post 	0 years – disposed of upon receipt	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
Planning and Development Manager		<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> • Officer Final report • Enforcement appeal papers • Planning contravention notice • Stop Notice • Breach of condition notice • Enforcement notice 	Permanent	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
Planning and Development Manager		<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> • Photographs taken on site by Enforcement case officer • Hand annotated plans by Enforcement case officer <p>All correspondence/general information relating to case</p>	Review every 10 years	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
Planning and Development Manager		<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> • Draft enforcement notice <p>Initial complaint sheet Enforcement register sheet</p>	Review every 5 years	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>

Planning and Development Manager		<p>The process of investigating an enforcement complaint includes:</p> <ul style="list-style-type: none"> • Planning or EC history associated with case compiled by case officer <p>Land Registry search papers</p>	<p>Review Annually</p>	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
Planning and Development Manager		<p>Historic Planning Applications includes:</p> <ul style="list-style-type: none"> • Application forms • Application plans • Decision notice • Microfiche applications 	<p>Permanent</p>	<p>Town and Country Planing Act 1990</p> <p>Operational requirement</p>
Planning and Development Manager		<p>The process of providing pre-application advice includes:</p> <ul style="list-style-type: none"> • General correspondence relating to case • Enquiry consultee correspondence • Enquiry plans • Enquiry supporting reports 	<p>Review every 3 years</p>	<p>Town and Country Planing Act 1990</p>
Planning and Development Manager		<p>Conservation Area Appraisal Review documentation</p>	<p>12 months</p>	<p>Planning and Listed Building Conservation Areas Act</p> <p>Operational requirement</p>

Policy Manager	Planning Policy and Infrastructure	<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"> • Local plan • Neighbourhood plans • Representations on policy consultation documents • Public examination documents <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) Operational requirement and current practice</p>
Planning Policy Manager		Development Plan – other comments and correspondence on planning policy and development issues	3 years	<p>Operational requirement and current practice Localism Act 2011 Neighbourhood Planning Act 2017</p>
Planning Policy Manager		Supplementary Planning Documents – do not form part of the development plan but add additional guidance on local policy.	3 years	<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>

Planning Policy Manager		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.	Permanent	The Self- Build and Custom Housebuilding Regulations 2016
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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