

Appendix 2 - Complete Listing with Retention Guidance – Extracted from the Local Government Classification Scheme (LGCS v2.03) produced by the Records Management Society of Great Britain.

The Local Government Classification Scheme has been issued to support local authorities in the areas of Data Protection, Freedom of Information and the Local Government Act. The schemes objective is to promote improved records management practices within local government.

This extract of the LGCS covers the incorporated retention guidance only (further description of the document types and scope may be viewed at <http://www.esd.org.uk/standards/lgcs/>). This can only be guidance and it is the responsibility of the authorities to determine if the schedules are appropriate to its requirements and comply with legislation. There is, in fact, very little specific legislation that stipulates mandatory retention periods for documents in local government. Some of the classifications may not apply to the services provided by the Council at this time, but are included as part of the complete and comprehensive guidance available at this time.

It is also recognised that the LGCS cannot cover the scope of every document type currently encountered by the Council nor every document type that may be encountered in future. To accommodate these and to provide maximum flexibility in accommodating our records management requirements, Section 2 of this Appendix incorporates a template to allow new document types to be identified, prescribed an agreed retention period and authorised for inclusion in the Council's supplementary retention Schedule.

Section 1 LGCS Retention National Guidance Schedules

(NB RGLA references are to the "Retention Guidelines for Local Authorities" produced by the Records Management Society of Great Britain in 2003)

Class	Series	Records	Retention Period	Rationale
Adult care services				
. Asylum seekers				
. . Advice and support				
. . Nationality checking				
. Carers				
. . Agency provided services	Case files - carer	Essential information	Destroy - 25 years after end of employment	
. . Assessment	Case files - carer		Destroy - 25 years after end of employment	

Class	Series	Records	Retention Period	Rationale
. . Financial support	Case files - carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Legal	Case files - carer		Destroy - 25 years after end of employment	
. . Licensing	Case files - carer		Destroy - 1 year after end of employment	
. . Review	Case files - carer		Destroy - 25 years after end of employment	
. Community support				
. . Day centres				
. . Groups				
. Criminal justice				
. . Court orders				
. . People on bail				
. Residential homes				
. . Operation of homes	Case files - residential home	Activities	Destroy - 25 years from closure	RGLA 3.25
. . Operation of homes	Case files - residential home	Diary	Destroy - 25 years from closure	RGLA 3.25
. . Operation of homes	Case files - residential home	Menu	Destroy - 1 year after closure	
. . Operation of homes	Case files - residential home	Roster sheet	Destroy - 25 years from closure	RGLA 3.25
. . Registration	Case files - residential home	Licensing	Permanent - offer to archivist	RGLA 3.24
. Social issues				
. . Substance misuse				
. Supporting adults				
. . Assessment	Case files - service user	Care plan	Destroy - 6 years after last contact	RGLA3.18
. . Assessment	Case files - service user	Carer details	Destroy - 6 years after last contact	RGLA3.18
. . Assessment	Case files - service user	Contact sheet	Destroy - 6 years after last contact	RGLA3.18
. . Assessment	Case files - service user	Essential information	Destroy - 6 years after last contact	RGLA3.18
. . Catering services				

Class	Series	Records	Retention Period	Rationale
. . Finance and commissioning	Case files - service user		Destroy - 8 years after provision of support ended	
. . Grants	Case files - service user	Application	Destroy - 8 years after provision of support ended	
. . Health	Case files - service user		Destroy - 8 years after provision of support ended	
. . Legal	Case files - service user		Destroy - 8 years after provision of support ended	
. . Licensing	Case files - service user	Disabled parking permit	Destroy - 3 years after service provision ended	
. . Looked after in care	Case files - service user		Destroy - 8 years after provision of support ended	
. . Mental health	Case files - service user		Destroy - 10 years after last contact	RGLA 3.17
. . Occupational therapy	Case files - service user		Destroy - 8 years after provision of support ended	
. . Referral	Case files - service user		Destroy - 8 years after provision of support ended	
. . Review	Case files - service user		Destroy - 8 years after provision of support ended	
. Supporting disabilities				
. . Deaf				
. . Employment				
. . Equipment advice				
. . Independence at home				
. . Personal transport				

Class	Series	Records	Retention Period	Rationale
Children and families services				
. Adoption and fostering				
. . Adoptive parent	Case files -carer	Essential information	Destroy - 100 years from date of adoption	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
. . Assessment	Case files -carer		Destroy - 25 years from closure	RGLA 3.4
. . Financial support	Case files -carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Foster carer	Case files -carer		Destroy - 10 years from provider status ceases, 3 years from date of refusal or withdrawal EXCEPT - 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32
. . Legal	Case files -carer			
. . Licensing	Case files -carer	Care or care licence	Permanent - offer to archivist	RGLA 9.18
. . Review	Case files -carer	Carer reviews		
. Child protection				
. . Case assessment	Case files - child protection		Destroy - 35 years from closure	RGLA 3.8
. . Case assessment	Case files - child protection	Initial assessment	Destroy - 5 years from closure	RGLA 3.9
. . Registration		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.6
. . Schedule 1 offenders		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.7
. Childminding				

Class	Series	Records	Retention Period	Rationale
. . Registration . . Support for childminders . Children looked after in care . . Registration		Register	Retain until the child is 23, or if the child dies before this, 5 years from date of death - then offer to County Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
. Communications . . Complaints			Destroy - 10 years after complaint dealt with	Arrangements for Placement of Children (General) Regulations 1991
. Programme management and development . . Services for children . . Supporting children . . Supporting young persons . . Supporting adults			Destroy - 7 years from closure Destroy - 25 years from closure Destroy - 15 years from closure Destroy - 7 years from closure	RGLA 3.20 RGLA 3.21 RGLA 3.22 RGLA 3.23
. Residential homes . . Operation of homes . . Operation of homes . . Operation of homes . . Operation of homes . . Operation of homes . . Registration	Case files - residential home Case files - residential home Case files - residential home Case files - residential home Case files - residential home Case files - residential home	Activities Diary Menu Roster Sheet	Destroy - 15 years from date of last entry Destroy - 15 years from date of last entry Destroy - 15 years from date of last entry Destroy - 1 year from date of last entry Destroy - 15 years from date of last entry Permanent - offer to archivist 50 years after closure	Children's Homes Regulations 2001 reg. 29 Children's Homes Regulations 2001 reg. 29 Children's Homes Regulations 2001 reg. 29 Children's Homes Regulations 2001 reg. 29 Children's Homes Regulations 2001 reg. 29 RGLA 3.1

Class	Series	Records	Retention Period	Rationale
. Social issues . . Substance misuse . Special education . . Learning support			Destroy - 35 years from closure	RGLA 3.13
. Supporting children . . Admission appeals . . Adoption process	Case files -child Case files -child		Destroy - 100 years from date of adoption order	Adoption and Children Act 2002 ss. 56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
. . Advice	Case files -child		Destroy - on child's 21st birthday	
. . Assessment	Case files -child		Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Care plan	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Carer details	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Contact sheet	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Essential information	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Attendance and truancy . . Child protection	Case files -child Case files -child		Destroy - 100 years after end of service provision	
. . Children's rights	Case files -child		Destroy - 75th birthday - or 15 years after death if child dies before 18	Arrangements for Placement of Children (General) Regulations 1991 reg. 9. RGLA 3.2

Class	Series	Records	Retention Period	Rationale
. . Continuing care	Case files -child	Student details	Destroy - on child's 21st birthday	
. . Continuing care	Case files -child	Student profile	Destroy - on child's 21st birthday	
. . Continuing care	Case files -child	Work experience	Destroy - on child's 21st birthday	
. . Educational achievement assessments	Case files -child		Destroy - on child's 21st birthday	
. . Educational psychology	Case files -child		Destroy - 35 years from closure	RGLA 3.13
. . Educational welfare	Case files -child		Destroy - on child's 21st birthday	
. . Finance and commissioning	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Clothing grant	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	School meals	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Student award	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Student loan	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Travel pass	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Fostering Process	Case files -child		Destroy - 35 years after carer has ceased to foster	RGLA 3.5

Class	Series	Records	Retention Period	Rationale
. . Grants	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Health	Case files -child			
. . Hospital and home tuition	Case files -child		Destroy - on child's 21st birthday	
. . Legal	Case files -child		Destroy - on child's 21st birthday	RGLA 3.3
. . Licensing	Case files -child		Review - 2 years after registration lapses	RGLA 9.16
. . Looked after in care	Case files -child		Destroy - 75th anniversary of the child's birth or 15 years after death if the child dies before age 18	Children's Homes Regulations 2001 reg. 28
. . Referral	Case files -child		Destroy - on child's 21st birthday	
. . Review	Case files -child		Destroy - on child's 21st birthday	
. . School exclusions	Case files -child		Destroy - 25 years from last action	RGLA 3.19
. . Special educational needs	Case files -child		Destroy - 35 years from closure	RGLA 3.13
. Supporting disabilities				
. . Deaf				
. Training				
. . Support training			Destroy - 25 years from termination	RGLA 6.3
. Youth justice				
. . Case management	Case files		Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12
. Youth services				
. . Youth service provision			Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12

Class	Series	Records	Retention Period	Rationale
Community safety and emergencies				
. Advice				
. . Contingency planning			Destroy - 2 years after advice superseded	
. . Fire safety planning				
. . Home security				
. Community safety				
. . CCTV surveillance				
. . Community wardens				
. . Crime reduction				
. . Neighbourhood Watch				
. Emergency planning				
. . Emergency agencies			Destroy when superseded	
. . Emergency call-outs				
. . Emergency calls - 999				
. . Emergency plan		Development	Permanent - offer to archivist	RGLA 9.11
. . Emergency plan		Tests	Destroy - 10 years after closure	RGLA 9.12
. . Emergency warnings				
. Emergency service				
. . Notifications			Destroy - 2 years after matter is concluded	RGLA 9.19
. . Special service provision				
. Enforcement				
. . Fire safety legislation			Destroy - 2 years after matter is concluded	RGLA 9.19
. . Fire safety legislation		Prosecution	Destroy - 7 years from last action	Police and Criminal Evidence Act. RGLA 9.21
. Fire prevention				

Class	Series	Records	Retention Period	Rationale
. . Fire certification				The Regulatory Reform (Fire Safety) Order 2005 will become law on 1 October 2006 and will abolish the requirements for Fire Certificates
. . Fire hydrants inspections			Destroy - 7 years from last action	RGLA 9.20
. . Fire safety			Destroy - 2 years after advice superseded	
. . Fire safety inspections			Destroy - 7 years from last action	RGLA 9.20
. . Incident monitoring		Major incident	Permanent - offer to archivist	RGLA 9.13
. . Incident monitoring		Minor incident	Destroy - 7 years after closure	RGLA 9.14
. . Inspections			Destroy - 7 years from last action	RGLA 9.20
. . Investigations				
. Measures against vandalism				
. . Flyposting				
. . Removal of graffiti				
. Training				
. . Training exercises			Destroy - 10 years after closure	RGLA 9.12

Class	Series	Records	Retention Period	Rationale
Consumer affairs				
. Advice			Destroy - 7 years after creation	
. . Campaigns				
. Enforcement				
. . Prosecution of offences	Case files - organisation	Dangerous and wild animals	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Case files - organisation	Health and safety at work	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Case files - organisation	Inspections		
. . Prosecution of offences	Case files - organisation	Weights and measures	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. Environmental health				
. . Animal control				
. . Repatriation of deceased persons				
. Investigation, inspections and monitoring	Case files - organisation	Cadaver Certificates		
. . Inspections	Case files - organisation	Equipment inspection records	Destroy - 6 years after disposal of the equipment	
. . Inspections	Case files - organisation	Food standards inspection forms	Destroy - 7 years after inspection	
. . Investigations	Case files - organisation			
. . Investigations	Case files - organisation	Nuisances		
. . Monitoring	Case files - organisation			
. . Monitoring	Case files - organisation	Air pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Animal health	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food hygiene	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food hygiene, home care	Destroy - 3 years from last action	RGLA 9.3

Class	Series	Records	Retention Period	Rationale
. . Monitoring	Case files - organisation	Food safety	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food standards	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Hazardous substances	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Land pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Private water suppliers	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	River pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Weights and measures	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Swimming pools	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Product safety	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Infectious diseases		
. . Monitoring	Case files - organisation	Responsive	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Nuisances	Destroy - 3 years from last action	Environmental Protection Act 1990. RGLA 9.3
. Registration, certification and licensing				
. . Entertainment and drinks		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Food premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licence premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Animal boarding licences		Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963. RGLA 9.16

Class	Series	Records	Retention Period	Rationale
. . Licensing	Animal breeding licences		Destroy - 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16
. . Licensing	Auction premises licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Building materials licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Butchers licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Caravan and camp site licences		Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
. . Licensing	Cemetery licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Cooling towers		Destroy - 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
. . Licensing	Credit licensing		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Crematoria licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Dangerous wild animals licences		Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
. . Licensing	Entertainment licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Food business licences		Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
. . Licensing	Food licences		Destroy - 2 years after registration lapses	Food Safety Act 1990. RGLA 9.16

Class	Series	Records	Retention Period	Rationale
. . Licensing	Hackney licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Highway projection licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Hoarding licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Infectious diseases licensing and use		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Late hours catering licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Liquor licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Lottery registration		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Massage and special treatment licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Non medicinal poisons licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Nursing agencies licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Other hazardous substances		Permanent - offer to archivist	RGLA 9.17
. . Licensing	Personal licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Pet shop licences		Destroy - 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
. . Licensing	Petroleum		Permanent - offer to archivist	Petroleum (Regulation) Acts 1928 and 1936
. . Licensing	Premises licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Premises licences	Club premises certificates	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Premises licences	Temporary event notices.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16

Class	Series	Records	Retention Period	Rationale
. . Licensing	Private hire licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Public entertainment licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Riding establishment licences		Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
. . Licensing	Sale of explosives licences		Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
. . Licensing	Scrap metal licences		Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16
. . Licensing	Sex establishments		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Shops		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Scaffold licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Skip licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Street collections and lotteries licences		Destroy - 2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
. . Licensing	Street trading licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
. . Licensing	Zoo licences		Destroy - 2 years after registration lapses	The Zoo Licensing Act 1981. RGLA 9.16
. . Sex establishments		Register		

Class	Series	Records	Retention Period	Rationale
Council property				
. Common land				
. . Grazing		Grazing permits		
. . Registration		Register	Permanent - offer to archivist	
. Maintenance of council property				
. . Maintenance		Instruction manuals	Destroy - 7 years after last action	RGLA 7.27
. . Planned maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
. . Refurbishment	Case files - property	Tenders and contracts	Destroy - 7 years after conclusion of transaction	RGLA 8.7
. . Responsive maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
. Property acquisition and disposal				
. . Acquisitions	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Acquisitions	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Deeds	Case files - property			
. . Disposal	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Case files - property	Sale or write-off of property	Destroy - 15 years after obligations or entitlements are concluded	RGLA 8.3
. Property and land management				

Class	Series	Records	Retention Period	Rationale
. . Accessibility	Case files - property		Destroy - 7 years from closure	
. . Building surveys		Surveys		
. . Certification	Case files - property			
. . Distribution and allocation of properties				
. . Energy management				
. . Energy management	Case files - property			
. . Equipment disposal				
. . Facilities management				
. . Farm management				
. . Feasibility		Feasibility studies		
. . Fleet management		Allocation and maintenance of vehicles	Destroy - 7 years after disposal of the vehicle	RGLA 8.15
. . Fleet management		Recording drivers usage	Destroy - 7 years after closure	RGLA 8.17
. . Fleet management		Recording vehicle usage	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
. . Fleet management		Vehicle records, lease or purchase	Destroy - 7 years after disposal of the vehicle	RGLA 8.14
. . Health and safety	Case files - property	System processes	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Internal agreements	Case files - property			
. . Land and property history	Case files - property		Destroy - 12 years from life of property	RGLA 8.2
. . Leasing	Case files - property	Managing leased property	Destroy - 15 years after expiry of the lease	RGLA 8.8
. . Leasing	Case files - property	Managing the occupancy of property	Destroy - 7 years after conclusion of transaction	RGLA 8.9
. . Management		Estates of special interest	Permanent - offer to archivist	RGLA 8.5
. . Management		Other buildings and estates	Retain for life of the building	RGLA 8.6
. . Maps and directions	Case files - property			

Class	Series	Records	Retention Period	Rationale
. . Property services	Case files - property		Permanent - offer to archivist	RGLA 8.1
. . Property strategy				
. . Replacement programme	Case files - property	Inventories		
. . Scheduling				
. . Security				
. . Usage statistics				
. . Valuations	Case files - property	Valuations on disposal	Destroy - 6 years from end of financial year after disposal of property	
. Property use and development	Case files - property			
. . Car parking				
. . Design and construction	Case files - property		Destroy - 7 years after completion	
. . Traveller sites			Destroy - 3 years after closure	
. . Warehousing and storage				

Class	Series	Records	Retention Period	Rationale
Crematoria and cemeteries				
. Burial identity and location				
. . Registration		Cemetery plans, burial plot layout	Permanent - offer to archivist	RGLA 9.24
. . Registration		Summary management systems, registers	Permanent - offer to archivist	RGLA 9.24
. . Bookings		Applications	Destroy - 5 year after last action	RGLA9.25
. . Exhumations			Permanent - offer to archivist	RGLA9.24
. . Interment Service		Regulation of burials and cremations	Destroy - 5 year after last action	RGLA9.25
. . Licensing		Permits	Destroy - 5 year after last action	RGLA9.25
. . Memorial management				
. Maintenance of burial grounds				
. . Planned Maintenance			Destroy - 21 years after maintenance completed	
. . Redundant Churchyards			Destroy - 21 years after maintenance completed	
. . Responsive Maintenance			Destroy - 21 years after maintenance completed	

Class	Series	Records	Retention Period	Rationale
Democracy				
. Decision making				
. . Council and committee meetings		Minutes	Permanent - offer to archivist	RGLA 1.4
. . Council and committee meetings		Committee Clerks Notebooks	Destroy after date of confirmation of the minutes	RGLA 1.5
. . Delegations				
. . Independent Remuneration Panel Meeting - cabinet		Minutes	Permanent - offer to archivist	RGLA 1.4
. . Member panels			Permanent - offer to archivist	RGLA 1.4
. . Referenda				
. . Scrutiny Panel			Permanent - offer to archivist	RGLA 1.4
. Executive				
. . Statutory appointments		Appointment files	Permanent - offer to archivist	RGLA 6.24
. . Statutory appointments		Vacancy files	Destroy - 2 years after date of appointment	RGLA 6.25
. Governance				
. . Constitution		Constitution	Permanent - offer to archivist	RGLA 1.4
. Honours and awards				
. . Honours submissions			Destroy - 5 years after last action	RGLA 1.8
. . Lord lieutenancy				
. Member support				
. . Gifts and hospitality		Register	Destroy - 18 months after member leaves office	
. . Register of Interests		Register		
. Planning				
. . Cross departmental consideration			Destroy - 3 years from closure	RGLA2.3
. . Forward Plan			Permanent - offer to archivist	RGLA2.1

Class	Series	Records	Retention Period	Rationale
. . Strategic Plan		Minutes	Permanent - offer to archivist	RGLA2.2
. . Strategic Plan		Reviews	Destroy - 5 years from closure	RGLA2.7
. Representation				
. . Constituencies				
. . Elections				
. . Elections		Ballot papers - European elections	Destroy 1 year after election	European Parliamentary Elections Regulations 1999
. . Elections		Ballot papers - local elections	Destroy 6 months from close of poll	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2
. . Elections		Consolidated returns of votes received	Destroy 6 months from close of poll	RGLA 1.3
. . Elections		Summary certification of those eligible to vote	Permanent - offer to archivist	Representation of the People Regulations 1986. RGLA 1.1
. . Elections		Electoral Register		
. . Emparishment				
. . Lists of councillors		Council diaries, members details		
. . Lists of meetings				
. . Nominations				
. . Political parties' papers			Destroy - 3 years after last action	RGLA 1.9

Class	Series	Records	Retention Period	Rationale
Education and skills				
. Access and inclusion				
. . Project management				
. . Traveller sites			Destroy 7 years after closure of project	
. Admissions and exclusions				
. . Appeals			Destroy after 7 years after decision made	
. . Parental choice				
. . Parental choice		School directory		
. Advice				
. . Advisory services				
. Arts services				
. . Field centres			Destroy after 7 years	
. . Music services			Destroy after 7 years	
. . Provision in schools		Orders and bookings	Destroy after 7 years	
. . Performances			Destroy after 7 years	
. Curriculum development				
. . International projects				
. . National curriculum			Destroy after 7 years	
. . Out of schools projects			Destroy after 7 years	
. . Outdoor education				
. . Schools curricula			Destroy after 7 years	
. Education welfare				
. . Attendance and Truancy				
. . Student welfare service				
. Employment skills				
. . Careers advice				
. . Workplace training				
. Life long learning				
. . Adult and community services				
. . Basic skills development				
. . Basic skills development		Course directory		
. Management of schools				
. . Admissions	School files		Destroy - 25 years from last action	RGLA 3.19
. . Emergency contacts	School files			

Class	Series	Records	Retention Period	Rationale
. . General information	School files			
. . Governing bodies	School files			
. . Governing bodies		Governor minutes		Destroy 3 years after the event
. . Governor contacts	School files			Destroy 5 years after governor leaves
. . Health and nursing	School files			
. . Inspections	School files			
. . Performance	School files			Review every 7 years and then offer to archivist
. . Plans and policies	School files			Retain while policy operational then offer to archivist
. . School catering	School files			
. Teaching				
. . Teacher development				
. . Mentoring				

Class	Series	Records	Retention Period	Rationale
Environmental protection				
	. Advice			
	. . Biodiversity		Permanent, offer to archivist after administrative use	
	. . Campaigns		Permanent, offer to archivist after administrative use	
	. Conservation			
	. . Archaeological services			
	. . Countryside conservation		Permanent, offer to archivist after administrative use	
	. . Forest management		Permanent, offer to archivist after administrative use	
	. . Heritage conservation		Permanent, offer to archivist after administrative use	
	. . Nature conservation		Permanent, offer to archivist after administrative use	
	. . Urban conservation		Permanent, offer to archivist after administrative use	
	. . Woodland management		Permanent, offer to archivist after administrative use	
	. Monitoring			
	. . Coastal erosion		Permanent, offer to archivist after administrative use	
	. . Environmental impact assessment		Permanent, offer to archivist after administrative use	

Class	Series	Records	Retention Period	Rationale
. . Environmentally sensitive areas			Permanent, offer to archivist after administrative use	

Class	Series	Records	Retention Period	Rationale
Finance				
. Accounts and audit				
. . Internal auditing				
. . Reporting		Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Permanent - offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1
. . Reporting		Periodic financial reports: Monthly and quarterly reports	Destroy when administrative use is concluded	RGLA 7.2
. Asset management				
. . Maintaining assets		Asset registers		
. . Maintaining assets		Maintaining plant and equipment	Destroy - 7 years after sale or disposal of asset	RGLA 7.27
. . Maintaining assets		Maintenance	Destroy - 7 years after last action	RGLA 7.28
. . Maintaining assets		Overall assets	Permanent - offer to archivist	RGLA 7.24
. . Maintaining assets		Reporting and reviewing asset status	Destroy - 2 years after use is concluded	RGLA 7.26
. . Maintaining assets		Summary reports	Destroy - 7 years after the transaction was concluded	RGLA 7.25
. Financial provisions management				
. . Borrowing			Destroy - 7 years after the loan has been repaid	RGLA 7.14
. . Borrowing		Loan register	Permanent - offer to archivist	RGLA 7.15
. . Budget		Annual budget	Permanent - offer to archivist	RGLA 7.11
. . Budget		Developing annual budget: Draft budgets, departmental estimates	Destroy - 2 years after budget adopted	RGLA 7.12

Class	Series	Records	Retention Period	Rationale
. . Budget		Reporting actual vs. planned revenue and expenditure	Destroy after next year's budget has been adopted	RGLA 7.13
. . Credit union management				
. . Debt management				
. . Donations				
. . Funding bids				
. . Strategy and planning				
. Financial transactions management				
. . Authorisation				
. . Expenditure		Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
. . Expenditure		Travel expenses	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.5
. . Fraud				
. . Funding applications				
. . Income				
. . Internal recharging				
. . Investments				
. . National insurance numbers		Notification and input records	Destroy 2 years after the employee ceases employment	RGLA 7.8
. . Reconciliation		Balance and reconcile financial accounts	Destroy 2 years after administrative use is concluded	RGLA 7.6
. . Refunds				
. Local taxation				
. . Benefits and subsidies	Council tax and benefit files			
. . Business rates	Account files			

Class	Series	Records	Retention Period	Rationale
. . Council tax	Council tax and benefit files			
. . Property valuation		Other valuation information	Destroy - 10 years after valuation was made	RGLA 7.20
. . Property valuation		Rateable property information	Permanent - offer to archivist	RGLA 7.21
. . Property valuation		Valuation lists	Permanent - offer to archivist	RGLA 7.20
. National taxation				
. . Tax payments		Tax correspondence	Destroy - 7 years after last action	RGLA 7.22
. . Tax payments		Taxation records	Destroy 5 years after the end of the financial year	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7
. Payroll and pensions				
. . Pay		Payment of employees	Destroy 7 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
. . Pay		Summary pay reports	Destroy after administrative use is concluded	RGLA7.10
. . Pensions			Destroy - 6 years from last pension payment	RGLA6.2

Class	Series	Records	Retention Period	Rationale
Health and safety				
. Community safety				
. . Campaigns				
. Compliance				
. . Strategy and planning		System processes	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Strategy and planning		Health and Safety Policy		
. . Training				
. Monitoring				
. . Accidents and incident reporting				
. . Accidents and incident reporting		Accident books - adult	Destroy - 3 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9
. . Accidents and incident reporting		Accident books - children	Destroy -25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.10
. . Asbestos inspections			Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. . Equipment		Safety inspections	Destroy - 6 years after equipment is de-commissioned	
. . Hazardous substances		COSSH inspections	Permanent - offer to archivist	Control of Substances Hazardous to Health Regulations 2002
. . Health and safety inspections				
. . Radiation		Radon Monitoring	Destroy - 40 years from last action	The Ionising Radiations Regulations 1985. RGLA 9.5
. Risk management				

Class	Series	Records	Retention Period	Rationale
. . Risk assessments			Destroy - 3 years after last assessment	Management of Health and Safety at Work Regulations 1992. RGLA 9.7

Class	Series	Records	Retention Period	Rationale
Housing				
. Advice				
. . Advice to homeowners and tenants				
. Enforcement				
. . Assessment- housing standards				
. . Safety inspections				
. Estate management				
. . Business premises				
. . Car parking surveys				
. . Garage application				
. . Garage rental	Tenant file			
. . Housing inspections				
. . Neighbour disputes				
. Housing provision				
. . Allocations				
. . Assessment - housing needs				
. . Homelessness				
. . Hostel providers				
. . Housing applications				
. . Housing applications		Unsuccessful applications	Destroy - 7 years from closure	RGLA3.27
. . Housing applications		Council housing register	Permanent - offer to archivist	RGLA3.26
. . Housing exchanges		Mutual exchange list		
. . Housing stock requirements			Destroy - 4 years after last action	RGLA8.10
. . Landlord accreditation				
. . Sheltered housing				
. Housing stock				
. . Demolition	Property file			
. . Emergency maintenance	Property file			
. . Housing grants	Property file	Grants over £ 50,000	Destroy - 12 years after last payment	Limitations Act 1980. RGLA 7.19
. . Housing grants	Property file	Grants under £ 50,000	Destroy - 6 years after last payment	Limitations Act 1980. RGLA 7.19
. . Leases	Property file			
. . Planned maintenance	Property file			

Class	Series	Records	Retention Period	Rationale
. . Private housing grants	Property file			
. . Property adaptations	Property file			
. . Repairs and renovation	Property file			
. . Risk assessment		Asbestos Register	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. . Unauthorised occupants				
. Managing tenancies			Destroy - 12 years from termination of tenancy	RGLA3.28
. . Adaptations	Property file			
. . Adaptations grants	Property file			
. . Advice	Tenant file			
. . Agreements	Tenant file	Ordinary Tenancy	Destroy - 6 years after tenancy has expired	Limitations Act 1980
. . Agreements	Tenant file	Tenancy under seal	Destroy - 12 years after tenancy has expired	Limitations Act 1980
. . Approving alterations	Property file			
. . Assessment - housing needs	Tenant file			
. . Breaches	Tenant file			
. . Evictions	Tenant file			
. . Housing repairs	Tenant file			
. . Insurance				
. . Rent arrears	Tenant file		Destroy 7 years after closure	RGLA 7.18
. . Rent setting				
. . Right to buy	Tenant file		Destroy - 12 years after sale of house	RGLA7.17
. . Temporary accommodation	Tenant file			
. . Tenancies	Tenant file			
. . Welfare services	Tenant file			

Class	Series	Records	Retention Period	Rationale
Human resources				
. . Administering employees				
. . . Counselling	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . . Absence monitoring	Employee files		Destroy - 3 years from end of current tax year	
. . . Discipline	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . . Discipline	Employee files	Final warnings	Destroy - 18 months after warning	RGLA 6.7
. . . Discipline	Employee files	No warning given	Destroy immediately	RGLA 6.8
. . . Discipline	Employee files	Oral warnings	Destroy - 6 months after warning	RGLA 6.7
. . . Discipline	Employee files	Warnings involving children	Keep on personnel file permanently	RGLA 6.7
. . . Discipline	Employee files	Written warnings	Destroy - 12 months after warning	RGLA 6.7
. . Disclosure of interest				
. . . Employee details	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . . Employment conditions	Employee files		Destroy 2 years after employee ceases employment	
. . . Grievances	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . . Individual training records	Employee files		Destroy - 6 years from termination of employment	RGLA6.4
. . . Individual training records	Employee files	Proof of completion	Destroy - 7 years after course completed	RGLA6.21
. . . Induction			Destroy - 2 years after closure	
. . . Job evaluation				

Class	Series	Records	Retention Period	Rationale
. . Leave	Employee files		Destroy - 2 years after action completed	RGLA6.13
. . Medical assessments	Employee files		Destroy - 75 years after date of birth	RGLA6.10
. . Maternity/paternity	Employee files		Destroy - 3 years from end of current tax year	
. . Reporting			Destroy - 6 years from termination of employment	RGLA 6.16
. . Termination				
. Employee relations				
. . Disciplinary matters reporting				
. . Trade union liaison		Strategy	Permanent - offer to archivist	RGLA 6.5
. . Trade union liaison		Routine matters	Destroy - 2 years after use is concluded	RGLA 6.6
. Equal opportunities				
. . Equalities and diversity				
. . Equalities and diversity		Investigations	Destroy - 5 years after action completed	RGLA 6.9
. Monitoring employees				
. . Performance appraisal		Probationary reports and performance plans		
. . Reporting			Destroy - 5 years after action completed	RGLA 6.12
. . Staff directory			Permanent - offer to archivist	RGLA 6.1
. Occupational health				
. . Absence reporting			Destroy - 2 years after action completed	RGLA 6.13
. . Occupational health		Staff health records	Destroy - 75 years after date of birth	RGLA6.10
. . Occupational health	Employee files	Training	Destroy - 50 years after training completed	RGLA6.19
. . Personal risk assessments	Employee files			
. . Sickness monitoring	Employee files		Destroy - 6 years from termination of employment	RGLA 6.4

Class	Series	Records	Retention Period	Rationale
. . Major injuries			Destroy - 40 years after termination of employment	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
. Recruitment				
. . Authorisation			Destroy - 5 years after recruitment finalised	
. . Job descriptions			Destroy - 2 years after superseded	
. . Recruitment			Destroy - 6 years from termination of employment	RGLA6.4
. . Recruitment	Position	Unsuccessful candidates	Destroy - 6months after recruitment finalised	
. . Recruitment	Position		Destroy - 1 year after recruitment finalised	RGLA 6.11
. . Recruitment process				
. . Secondment	Secondment files		Destroy - 6 years from termination of employment	RGLA6.4
. . Volunteers	Volunteer files		Destroy - 6 years from termination of employment	RGLA6.4
. Terms and conditions of employment				
. . Staff benefits				
. . Staff facilities				
. . Staff recognition				
. . Terms and conditions				
. Training				
. . Driver training				
. . Reporting				
. . Support training				
. . Training courses	Training course files	Course administration	Destroy - 2 years after action completed	RGLA 6.17

Class	Series	Records	Retention Period	Rationale
. . Training courses	Training course files	Courses concerning children	Destroy - 35 years after course completed, or last entry	RGLA 6.18
Training course files	Training materials	Training course materials	Destroy - 1 year after course superseded	RGLA 6.20
. . Training courses	Training course files	Training materials	Destroy - 2 years after action completed	RGLA 6.17
. . Training plan		Corporate training plan		
. Workforce planning				
. . Workforce development planning		Financial rewards	Destroy - 7 years after action completed	RGLA 6.15
. . Workforce development planning		Strategy	Destroy - 3 years after action completed	RGLA 6.14

Class	Series	Records	Retention Period	Rationale
Information and communication technology				
. Infrastructure				
. . Disposal		Assets under £ 50,000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal		Assets over £ 50,000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Fault reporting				
. . Licensing				
. . Help Desk Support				
. . Information security				
. . Network maintenance				
. . Server maintenance				
. . Spatial data management				
. . Storage				
. . Strategy				
. . Web development				
. System support				
. . Change Control	System log		Destroy - 2 years after system no longer used	
. . Configuration management	System log		Destroy - 2 years after system no longer used	
. . Data Management	System log		Destroy - 2 years after system no longer used	
. . Design and Construction	System log		Destroy - 2 years after system no longer used	
. . Development	System log		Destroy - 2 years after system no longer used	
. . Implementation	System log		Destroy - 2 years after system no longer used	
. . Integration and interfaces	System log		Destroy - 2 years after system no longer used	
. . Maintenance	System log		Destroy - 2 years after system no longer used	

Class	Series	Records	Retention Period	Rationale
. . Manuals	System log		Destroy - 2 years after system no longer used	

Class	Series	Records	Retention Period	Rationale
Information management				
. Access to information				
. . Data protection		Subject Access Request	Destroy when information no longer required	
. . Data protection		Notification	Destroy - 3 years after previous notification	
. . Environmental information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. . Freedom of information		Publication Scheme	Permanent - offer to archivist	
. Archives				
. . Archives management		Records catalogue		
. Knowledge management				
. . Information asset management		Information asset register		
. . Information asset management		Record surveys		
. . Information asset management		Circulation lists		
. Records management				
. . Compliance		Classification schemes	Permanent - offer to archivist	RGLA 2.10
. . Forms development		Standard templates		

Class	Series	Records	Retention Period	Rationale
. . Forms development . . Image capture . . Retention scheduling		Disposal certificates	Destroy - 12 years after last action	RGLA 2.12
. . Tracking . Registration . . Statutory registers		Issues log Register	Permanent - offer to archivist unless specific legislation requires otherwise	Limitations Act 1980

Class	Series	Records	Retention Period	Rationale
Legal services				
. Advice				
. . Advice to the public				
. . Provision of legal advice			Destroy - 6 years after last action, major precedent - offer to archivist for review	Limitations Act 1980. RGLA 4.2
. . Witness support				
. Bylaws				
. . Enactment			Permanent - offer to archivist	RGLA 9.22
. . Enforcement			Destroy - 2 years after matter is concluded	RGLA 9.23
. Land and highways				
. . Acquisition		Road adoptions		
. . Disposal				
. Land registration				
. . Land charges		Searches		
. . Land charges		Registers		
. Litigation				
. . Civil	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Commercial	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Criminal	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Debt recovery	Case files		Destroy - 7 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Precedent cases				

Class	Series	Records	Retention Period	Rationale
. Management of legal activities		Agreements		
. . Archive deposits		Agreements	Destroy - 6 years after agreement ends	RGLA 4.3
. . Agreements				
. . Conveyancing	Deeds	Conveyance	Destroy - 12 years after closure	Limitations Act 1980. RGLA 4.4
. . Conveyancing	Deeds	Easements		
. . Conveyancing		Tenancy Agreements	Destroy - 12 years from termination of tenancy	RGLA 3.28
. . Copyright		Intellectual Property Rights		
. . Drafting		Pro-forma agreements		
. . Trusts				
. Planning controls				
. . Certificate of Lawful Use or Development		Certificate	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Certificate of Lawful Use or Development		Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980
. . Section 106 agreements		Agreement	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Section 106 agreements		Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980

Class	Series	Records	Retention Period	Rationale
Leisure and culture				
. Allotments				
. . Allotments				
. Archives				
. . Archive development				
. . Cataloguing		Accession register	Permanent - offer to archivist	RGLA 2.11
. . Deposits				
. . Loans				
. . Membership				
. . Research				
. Arts				
. . Arts development				
. . Clubs and societies				
. Community facilities				
. . Equipment				
. . Grants				
. . Venues				
. Leisure promotion				
. . Countryside events		Programmes and events		
. . Exhibitions		Programmes and events		
. . Inclusion				
. . Parks and gardens events		Programmes and events		
. . Play scheme				
. Libraries				
. . Book ordering				
. . Bookings				
. . Bookings		Internet bookings		
. . Catalogue		Stock management	Destroy - 2 years after administrative use concluded	
. . Fines				
. . Library development				
. . Loans				
. . Membership				
. . Support for schools				

Class	Series	Records	Retention Period	Rationale
. Museums			Destroy - 10 years after closure	
. . Deposit				
. . Loans				
. . Museum catalogue				
. . Museum development				
. Parks and open spaces				
. . Maintenance				
. . Playgrounds				
. Sports facilities				
. . Bookings				
. . Bookings		Facilities		
. . Bookings		Classes		
. . Equipment hire				
. . Membership				
. . Membership		Golf courses		
. . Membership		Leisure centres		
. Sports				
. . Sports development				
. . Clubs and societies				
. Tourism				
. . Tourist accommodation				
. . Tourist accommodation		Accreditation process		
. . Tourist accommodation		Registers		
. . Visitor information				
. . Visitor information		Maps and directions		

Class	Series	Records	Retention Period	Rationale
Management				
. Ceremonial				
. . Civic and royal events		Visitors book, tapes, photographs	Permanent - offer to archivist	RGLA 2.24
. . Civic and royal events		Planning and organising an event	Destroy - 7 years after use	RGLA 2.25
. . Corporate gifts				
. Communication support				
. . Interpreting and translation		Translation		
. . Mail processing				
. . Publication		Publications		
. . Publications received		Publications		
. . Staff communications				
. Corporate communication				
. . Campaigns				
. . Corporate branding				
. . Corporate publicity				
. . Graphic design		Designing setting information	Destroy - 3 years from last action	RGLA 2.19
. . Marketing		Marketing planning and campaigns	Permanent - offer to archivist	RGLA 2.23
. . Media cuttings		Media cuttings	Permanent - offer to archivist	RGLA 2.22
. . Media liaison		Interaction with Media	Destroy - 3 years from closure	RGLA 2.21
. . Media releases				
. . Media releases				
. . Public relations				
. . Public relations		Media reports	Permanent - offer to archivist	
. . Public relations		Published work	Destroy after use is concluded - one copy to archive	RGLA 2.20
. . Public relations		Statistics, trends and customer satisfaction data	Destroy - 10 years after use concluded	
. Enquiries and complaints				

Class	Series	Records	Retention Period	Rationale
. . Appeals				
. . Complaints		Reports and correspondence	Permanent - offer to archivist	RGLA 2.14
. . Complaints		Registers	Permanent - offer to archivist	RGLA 2.13
. . Complaints				
. . Complaints to Ombudsman	Complaint files			
. . Compliments				
. . Customer profiling		Customer profiles		
. . Customer satisfaction		Customer satisfaction surveys		
. . Stage 1 complaints	Complaint files		Destroy - 2 years after use is concluded	RGLA 2.16
. . Stage 2 complaints	Complaint files		Destroy - 6 years after use is concluded	RGLA 2.15
. External audits				
. . Audits				
. Preparing business				
. . Meetings				
. . Officer representation				
. . Partnership and agency working		Business for partnership and agencies where local authority owns the record	Permanent - offer to archivist	RGLA 1.6
. . Partnership and agency working		Business for partnership and agencies where local authority does not own the record	Destroy - 3 years after last action	RGLA 1.7
. Project management				
. . Closure	Project files	Lessons learned		
. . Governance	Project files	Project initiation document		
. . Governance	Project files	Unit or team plans		
. . Initiation and delivery	Project files	Issues log		
. . Start up	Project files	Business case		
. Quality and performance				
. . Assessments			Destroy - 2 years from closure	RGLA 2.18

Class	Series	Records	Retention Period	Rationale
. . Best value reviews			Destroy - 5 years from closure	RGLA 2.17
. . Inspections		Process maps	Destroy - 7 years from closure	RGLA 2.5
. . Process mapping				
. . Statutory returns				
. . Reports to government				
. Strategic planning			Destroy - 5 years after initiative ends	
. . Business cases				
. . Corporate initiatives				
. . Organisational structure			Permanent - offer to archivist	RGLA 2.6
. . Policies and procedures				
. . Public consultation		Minor policies	Destroy - 1 year from closure	RGLA 2.9
. . Public consultation		Significant policies	Destroy - 5 years from closure	RGLA 2.8
. . Service level agreements				

Class	Series	Records	Retention Period	Rationale
Planning and building control				
. Building control				
. . Application processing	Application files		Destroy after 3 years if rescinded otherwise permanent - offer to archivist	Building Act 1984
. . Application processing		Pre application discussion		
. . Building regulations		Building control register	Permanent - offer to archivist	RGLA 10.8
. . Registration				
. . Unauthorised works				
. Covenant control				
. . Policies	Covenant control files			
. . Covenant controls				
. Development control				
. . Application processing	Appeals files		Destroy - 6 years from conclusion of appeal	Limitations Act 1980
. . Application processing	Application files		Destroy - 10 years after planning permission expires	
. . Application processing	Application files	Decision notices	Permanent - offer to archivist	RGLA 10.6
. . Application processing		Pre application discussion		
. . Conservation areas		Sites and Monuments Register		RGLA 10.3
. . Enforcement		Enforcement notices	Destroy 3 years after compliance with enforcement notice	RGLA 10.13
. . Hedges				
. . Registration		Planning Register	Permanent - offer to archivist	RGLA 10.6
. . Planning obligations				
. . Tree		Tree works	Destroy - 5 years after application decision	

Class	Series	Records	Retention Period	Rationale
. . Tree		Tree preservation orders	Permanent - offer to archivist	RGLA 10.6
. Forward planning				
. . Economic regeneration				
. . Heritage listing				
. . Housing development				
. . Local plan				
. . National planning policy				
. . Natural environment		Policies	Permanent - offer to archivist	RGLA 10.7
. . Natural environment			Destroy - 7 years after administrative use concluded	RGLA 10.7
. . Planning policy				
. . Planning schemes		Consultation	Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist	RGLA 10.5
. . Regional plan				
. . Regional plan		Mineral Plan	Permanent - offer to archivist	RGLA 10.4
. . Regional plan		Waste Plan	Permanent - offer to archivist	RGLA 10.4
. . Regional plan		Structure Plan	Permanent - offer to archivist	RGLA 10.1
. . Sustainable development				
. . Urban centre planning				

Class	Series	Records	Retention Period	Rationale
Procurement				
. Contracting				
. . Approved suppliers				
. . Contract awards				
. . Contract awards	Contract files	Ordinary contracts	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Contract files	Contracts under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Contract files	Post tender negotiation	Destroy - 1 year after the term of the contract has expired	RGLA4.11
. . Contract awards	Contract files	Service level agreements, compliance reports, performance reports	Destroy - 2 years after the term of the contract has expired	RGLA4.13
. . Contract management		Contract monitoring		
. . Requisition		Purchase orders	Destroy - 7 years after the end of the financial year	RGLA 7.3
. Market information				
. . Product evaluation				
. . Product information				
. Tendering				
. . Tenders	Tender files	Opening notice, tender envelope	Destroy - 1 year after start of contract	RGLA 4.7
. . Tenders	Tender files	Ordinary tender	Destroy - 6 years after the term of the contract has expired	
. . Tenders	Tender files	Pre-tender advice	Destroy 2 years after contract let or not proceeded with	RGLA 4.5
. . Tenders	Tender files	Tender for contract under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8
. . Tenders	Tender files	Unsuccessful tenders	Destroy - 1 year after start of contract	RGLA4.10

Class	Series	Records	Retention Period	Rationale
. . Tendering policies				

Class	Series	Records	Retention Period	Rationale
Registration and coroners				
. Inquiries into deaths	Case files	Inquiries leading to an inquest	Permanent - offer to archivist	TNA Retention and Disposal Guidance 13. RGLA 5.7
. . Coroners inquests		Inquiries not proceeding to an inquest	Destroy - 15 years after last action	TNA Retention and Disposal Guidance 13. RGLA 5.6
. . Investigations		Reported deaths register	Permanent - offer to archivist	TNA Retention and Disposal Guidance 13. RGLA 5.5
. . Registration				
. Marriage services				
. . Conducting a marriage service			Destroy - 3 years after last action	RGLA5.3
. . Registration		Approved wedding premises		
. Registration of births, marriages and deaths				
. . Advice and support				
. . Certification		Certificate copy applications		
. . Certification		Certificates	Destroy - 7 years after last action	RGLA 5.2
. . Notification		Marriage notices	Destroy - 2 years after last action	RGLA 5.4
. . Registration		Marriage register	Permanent - offer to archivist	RGLA 5.1
. . Registration		Register of births	Permanent - offer to archivist	RGLA 5.1
. . Registration		Register of citizenship	Permanent - offer to archivist	RGLA 5.1
. . Registration		Register of deaths	Permanent - offer to archivist	RGLA 5.1
. Treasure trove				
. . Inquests			Destroy - 2 years after last action	TNA Retention and Disposal Guidance 13. RGLA 5.8

Class	Series	Records	Retention Period	Rationale
Risk management and insurance				
. Claims				
. . Claims processing		Claims records	Destroy - 7 years after all obligations and entitlements are concluded	Limitations Act 1980. RGLA 8.21
. Insuring against loss				
. . Insurance		Insurance policies	Destroy - 7 years after the terms of the policy have expired	RGLA8.19
. . Insurance		Renewals	Destroy - 5 years after the policy has been renewed	RGLA8.20
. . Insurance		Summary arrangements	Permanent - offer to archivist	RGLA8.18
. Risk management				
. . Business continuity planning				
. . Education		Campaigns		
. . Risk assessment		Risk register		
. . Risk assessment		Valuations		

Class	Series	Records	Retention Period	Rationale
Transport and infrastructure				
. Design and construction				
. . Roads and highways			Permanent - offer to archivist	RGLA 11.7
. . Traffic management schemes				
. Harbours and waterways				
. . Boat moorings				
. . Port facilities				
. . Port facilities		ETA notification		
. . Port facilities		Import notification		
. . Registration		Watercraft		
. Highway development control				
. . Highway adoption			Permanent - offer to archivist	RGLA 11.3
. . Highway extent queries			Permanent - offer to archivist	RGLA 11.2
. . Highway extinguishment			Destroy - 7 years after extinguishment. Offer order and map to archivist	
. . Notification				
. . Planning control			Destroy 7 years after decision. Offer controversial or high profile schemes to archivist	RGLA 11.4
. . Road classification				
. Highway enforcement				
. . Advertising hoarding				
. . Highways			Destroy - 3 years after compliance with enforcement notice	RGLA 11.5
. . Parking				
. . Parking fines				
. . Road reinstatement				
. . Scaffolding				
. . Speeding fines				

Class	Series	Records	Retention Period	Rationale
. . Weight limits				
. Infrastructure management				
. . Cycle routes				
. . Geotechnical services				
. . Maintenance				
. . Markings and signage				
. . Public conveniences				
. . Service providers				
. . Street furniture			Destroy - 7 years after last action	RGLA 11.8
. . Street naming and numbering				
. . Surveys				
. . Taxi ranks				
. Public transport				
. . Community transport				
. . Concessions				
. . Public transport plan			Destroy - 3 years after superseded or last action	RGLA 11.11
. . Timetable				
. Rights of way				
. . Enquiries				
. . Locations			Permanent - offer to archivist.	
. . Orders			Destroy - 6 years from conclusion of transaction	
. . Planning applications				
. . Ploughing and cropping				
. . Searches				
. Road maintenance				
. . Bridge inspections				
. . Drains and gullies				
. . Emergency maintenance			Destroy - 12 years after action completed	RGLA 11.9
. . Hazard removal				
. . Inspections				
. . Kerbs				
. . Planned maintenance			Destroy - 12 years after action completed	RGLA 11.9

Class	Series	Records	Retention Period	Rationale
. . Scheduled maintenance			Destroy - 12 years after action completed	RGLA 11.9
. . Verge maintenance				
. Road safety				
. . Accident investigations			Destroy - 7 years after use.	
. . MOT testing				
. . Road safety awareness				
. . Safety audits			Destroy - 7 years after use.	
. . School crossing patrols				
. . Speed cameras				
. School transport				
. . School transport services				
. Traffic management				
. . Abnormal loads			Destroy - 2 years after consent given.	
. . Gritting and snow clearance				
. . Monitoring				
. . Parking		Permits		
. . Parking sites				
. . School routes				
. . Street lighting				
. . Traffic calming				
. . Traffic reduction				
. . Traffic orders		Approval	Destroy - 7 years after action completed	RGLA 11.6
. . Traffic orders		Implementation	Destroy - 5 years after action completed	
. . Traffic orders		Planning and Investigation	Destroy - 5 years after action completed	
. . Weather forecasting		Weather data		
. Transport planning				
. . Development control				
. . Strategy and planning		Transport strategy		
. . Strategy and planning		Local transport plan	Permanent - offer to archivist	RGLA 11.1
. . Transport modelling				

Class	Series	Records	Retention Period	Rationale
. . Transport modelling		Traffic counts	Destroy - 2 years after last use	
. . Travel plans		Employer travel plans	Destroy - 5 years after use	
. . Travel plans		School travel plans	Destroy - 5 years after use	

Class	Series	Records	Retention Period	Rationale
Waste management				
. Fly tipping				
. . Fly tipping				
. Street cleaning				
. . Pest control				
. . Road cleansing				
. Waste collection			Destroy - 2 years after last action	RGLA9.26
. . Abandoned vehicles			Destroy - 2 years after last action	RGLA9.26
. . Bulk			Destroy - 2 years after last action	RGLA9.26
. . Controlled			Destroy - 6 years after last action	RGLA9.27
. . Domestic			Destroy - 2 years after last action	RGLA9.26
. . Trade			Destroy - 2 years after last action	RGLA9.26
. Waste disposal				
. . Waste sites		Management of sites	Permanent - offer to archivist	RGLA9.28
. . Waste sites		Short term storage	Destroy - 10 years after site closure	RGLA9.29
. . Waste sites		Equipment	Destroy - 6 years after use	
. . Waste sites		Inspections	Destroy - 6 years after inspection	
. . Waste sites		Permits	Destroy - 7 years after permit expires	
. . Waste sites development		Waste site plans	Permanent - offer to archivist	RGLA 9.30
. Waste reduction				
. . Composting				

Class	Series	Records	Retention Period	Rationale
. . Recycling			Destroy - 5 years after use	

Section 2 – Erewash Borough Council Identified Record Types with Identified Retention

This section is to be used to identify and seek approval for the inclusion of document types that may be encountered by sections of the Council that have not been identified within the LGCS retention schedules.

Upon the identification of a ‘new’ document type the officer concerned should complete the details shown in the Section 3 Form **EBC DocRetention v1.0 - “New Record/Document Identification Template”** providing full details of the proposed retention period and the rationale for prescribing this. Once completed the form should be submitted for approval by the Director of the service concerned. Where appropriate such new document types should also be considered by the Management Team concerned to enable the rationale to be examined and explained. Once approved the form should be submitted to the Assistant Director of Corporate Services (Customer Focus) for it to be incorporated into the Council’s formal Retention Schedules. It is intended that this facility will also be able to be conducted electronically.

EBC Retention Schedule Ref No	Date created	Service Area	Document or Record type	Retention Period and Action	Rationale and comments
ebcdoc1					
ebcdoc2					
ebcdoc3					
ebcdoc4					
ebcdoc5					
ebcdoc6					
ebcdoc7					
ebcdoc8					
ebcdoc9					
ebcdoc10					

Form - EBC DocRetention v1.0
“New Record/Document Identification Template”

(to be used to identify and seek approval to the inclusion of new record/document types in the Councils Retention Schedules)

Directorate		Service Area		
Name of document/record type				
General description of document/record type				
Usual or predominant document format	Paper	Electronic	Both	
Officer initiating Document retention request	Name	Post	Date	
Proposed Retention period and action	Permanent	Yes/No (delete as appropriate)		
	Offer to archivist	Yes/No (delete as appropriate)		
	Destroy	Yes/No (delete as appropriate)		
	Period	----- (years)		
Rationale for Retention period (where possible precedent should be given to the following priorities:-				
<ul style="list-style-type: none"> • Legislative requirements • National ‘best practice’ defined by professional bodies for the service 				

<ul style="list-style-type: none"> • 'Best practice' identified by peer or other similar groups • Good practice sense (in the absence of other available guidance). 		
Document Retention request submitted for approval	Submitted to:-	Date submitted:-
Document Retention request approved	Approved by:-	Date approved:-
Was the request discussed by the Departmental Management Team?	Yes/No	Any additional comments?
On completion of approval this form should be submitted to the Assistant Director of Corporate Services (Customer Focus) for inclusion in the Council's Retention Schedules	Officer submitting..... Post..... Date submitted.....	

For Assistant Director of Corporate Services (Customer Focus) Office Use Only		
Date Retention request received	Date:-	
Date entered on EBC Retention Schedules	Date:-	EBC Retention Schedule Ref No:-
Officer Completing entry	Name:-.....Post.....	