



North Hertfordshire District Council

Retention Schedule

Part of the Council's Financial Regulations and Standing Orders.

Updated January 2016

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Document Control**Retention Schedule**

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Elections**Elections Preparation**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Summary certification of those eligible to vote	Permanent.	<ul style="list-style-type: none"> Electoral Register 	Democratic Services Manager
Conduct of Poll	Destroy 12 months from close of poll	<ul style="list-style-type: none"> Ballot papers 	Returning Officer
Administer Staff Payroll	Destroy after 7 Years	<ul style="list-style-type: none"> Pay Advices 	Returning Officer

Elections Registration

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Compilation of Electoral Register	Destroy 15 years after publication	<ul style="list-style-type: none"> Register of Electors 	Electoral registration Officer
Absent Voting	For the life of each absent vote	<ul style="list-style-type: none"> Original postal vote application form 	Electoral Registration Officer

Council And Committee Meetings

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	Permanent	<ul style="list-style-type: none"> • Council Minutes • Council Agenda and Business Papers • Council Notice Papers and Proceedings • Committee Minutes • Registers of Delegations to Special Committees 	Democratic Services Manager
Minute taking	Destroy after date of confirmation of the minutes	<ul style="list-style-type: none"> • Draft/Rough Minutes • Audio Tapes 	Democratic Services Manager

External Committee Meetings (Partnership And Agency Meetings)

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.	Permanent	<ul style="list-style-type: none"> • Documents establishing the committee • agendas • minutes • Council reports • Recommendations • Supporting documents such as Council briefing and discussion papers. 	Democratic Services Manager
The process of preparing business for External Committees consideration and making the record of discussion, debate and resolutions, where the local authority does not own the record.	Destroy 1 years after last action	<ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • Supporting documents such as briefing and discussion papers. 	Democratic Services Manager

Political Parties Papers

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of undertaking representation of the local authority. - Local Authorities officers	Destroy 3 years after last action	<ul style="list-style-type: none"> • Leader of opposition papers • Leader of council papers 	Democratic Services Manager

Management and Administration

Corporate Planning and Reporting

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The corporate planning and reporting activities of Local Authorities	Permanent.	<ul style="list-style-type: none"> • Corporate Plans • Strategy • Business Plans <ul style="list-style-type: none"> • Annual Reports 	Head of Policy & Community Services
The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Permanent.		Relevant Head of Service or Manager
The process of preparing business for Cross departmental consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure		
The process of preparing business for Business Unit consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure		Relevant Head of Service or Manager

Statutory Returns

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of preparing information to be passed on to central government as part of statutory requirements	Destroy 7 years from closure		Relevant Head of Service or Manager

Information Management & Compliance

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.	Permanent.	<ul style="list-style-type: none"> • Classification Schemes • Registers • Indexes • Authorised Lists of File Headings 	Head of Revenues, Benefits & IT
Use of CCTV	Destroy after 30 days Destroy after 30 days Destroy after 30 days	<ul style="list-style-type: none"> • District Council Offices CCTV Data Capture • Hitchin Museum / Town Hall CCTV Data Capture • Town Lodge CCTV Data Capture 	Head of Revenues, Benefits & I.T.
Public space CCTV	Destroy after 30 days	Service managed by the Hertfordshire CCTV Partnership Ltd	Head of Finance, Performance & Asset Management

Performance Management

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit.	Destroy 5 years from closure	<ul style="list-style-type: none"> • Best value Review 	Head of Finance, Performance & Asset Management
The process of Assessing the quality, efficiency, or performance of a local authority service or unit.	Destroy 2 years from closure	<ul style="list-style-type: none"> • Assessment form 	Head of Finance, Performance & Asset Management

Public Consultation

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of consulting the public and staff in the development of significant policies of the local authority	Destroy 5 years from closure	District Wide Survey Citizens Panel Local Development Framework	Communications Manager Head of Development & Building Control
The process of consulting the public and staff in the development of minor policies of the local authority	Destroy 1 year from closure	Leisure surveys	Relevant Head of Service or Corporate Manager

Enquiries, And Complaints

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The management in summary form of enquiries and complaints directed to council.	Permanent.	<ul style="list-style-type: none"> • Indexes • Registers 	Customer Services Manager

The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Permanent.	<ul style="list-style-type: none"> • Reports • Returns • Correspondence 	Relevant Head of Service or Manager
The management of detailed responses on Council actions, policy or procedures	Destroy 6 years after administrative use is concluded	<ul style="list-style-type: none"> • Reports • Returns • Correspondence • Ombudsman 	Relevant Head of Service or Manager
The management of routine responses on Council actions, policy or procedures	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Printed Material • Form Letters 	Relevant Head of Service or Manager
The management of complaints made against Elected Members	Permanent		Corporate Legal Manager / Monitoring Officer

Public Relations**Publications**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of designing setting information for publication.	Destroy 3 years from last action	Drafts of publications as below	Communications Manager
The published work of the local authority	Destroy after administrative use is concluded.	Outlook residents' magazine District guide NHDC News staff newsletter	Communications Manager

Media Relations

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Process of interaction with the media	Destroy 3 years from closure	Press enquiries	Communications Manager
Media publications concerning Local Authorities	Destroy 3 years from last action	<ul style="list-style-type: none"> • Press cuttings • Media reports 	Communications Manager

Promotions

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of developing and promotion of Local Authorities Campaigns and events	Permanent.		Relevant Head of Service or Manager

Civic And Royal Events

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The recording of ceremonial events and civic occasions	Permanent.	<ul style="list-style-type: none"> • Visitors Book • Audio Tapes • Video Tapes • Photographs • Newspaper Clippings 	Communications Manager
The process of organising a ceremonial event Civic occasions	Destroy 7 years after administrative use is concluded		Head of Policy & Community Services Democratic Services Manager

Client Services**Housing Provision**

The process of the assessment and nomination for social housing by the local authority and the associated issues of housing advice and homelessness.

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Records relating to the registration and rehousing of housing applicants.	Destroy after 4 years from closure of application.	<ul style="list-style-type: none"> • Council Housing Register Application • Nomination records • Electronic records 	Head of Housing & Public Protection
Records relating to the determination of homelessness applications.	Destroy after 4 years from date of decision or closure of housing application, whichever is later.	<ul style="list-style-type: none"> • Homelessness Application • Case notes • Electronic records 	Head of Housing & Public Protection
Records relating to the provision of housing advice.	Destroy after 4 years from the provision of advice or closure of housing file, whichever is later.	<ul style="list-style-type: none"> • Correspondence • Case notes • Electronic records 	Head of Housing & Public Protection

Legal and Contract Services (Legal Services)**Litigation**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of managing, undertaking or defending for or against litigation on behalf of the local authority.	Destroy 7 years after last action. Major litigation – offer to Archivist for review	<ul style="list-style-type: none"> • Criminal case file • Civil case file • Correspondence 	Corporate Legal Manager and Monitoring Officer

Advice

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of providing legal advice on a point of law.	Destroy 3 years after last action.		Corporate Legal Manager and Monitoring Officer

Agreements

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Process of agreeing terms between organisation. Note this does not include contractual agreements	Destroy 5 years after agreement expires or is terminated	<ul style="list-style-type: none"> • Concordant 	Corporate Legal Manager and Monitoring Officer

Conveyance

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of transferring land ownership.	Destroy 6 years after closure	<ul style="list-style-type: none"> • Land charges 	Corporate Legal Manager and Monitoring Officer

Legal and Contract Services (Contract Services)**Pre contract advice**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of calling for expressions of interest	Destroy 2 years after contract let or not proceeded with	<ul style="list-style-type: none"> Expressions of Interest 	Corporate Legal Manager and Monitoring Officer

Specification and Contract Development

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
<i>The process involved in the development and specification of a contract</i>	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired. <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	<ul style="list-style-type: none"> Tender specification Note For project files containing drafts leading to a final version these records can be destroyed. 	Corporate Legal Manager and Monitoring Officer

Tender Issuing and Return

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process involved in the issuing and return of a tender.	Destroy 1 year after start of Contract	<ul style="list-style-type: none"> Opening notice Tender envelope 	Procurement Officer

Evaluation of Tender

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Summary tender evaluation criteria	<ul style="list-style-type: none"> <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired. <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> Evaluation criteria 	Relevant Head of Service or Manager
Successful tender document	<ul style="list-style-type: none"> <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired. <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> Tender documents Quotations 	Corporate Legal Manager and Monitoring Officer
Unsuccessful tender documents	Destroy 1 year after start of Contract	<ul style="list-style-type: none"> Tender documents Quotations 	Relevant Head of Service or Manager

Post Tender Negotiation

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process in negotiation of a contract after a preferred tender is selected.	Destroy 1 year after the terms of contract have expired	<ul style="list-style-type: none"> clarification of contract post tender negotiation minutes 	Corporate Legal Manager and Monitoring Officer

Awarding of Contract

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process awarding of contract	<ul style="list-style-type: none"> <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired. <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired 	<ul style="list-style-type: none"> Signed contract 	Corporate Legal Manager and Monitoring Officer

Contract Management

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Contract operation and monitoring	Destroy 2 years after the terms of contract have expired	<ul style="list-style-type: none"> Service Level Agreements Compliance reports Performance reports 	Relevant Head of Service or Manager
Management and amendment of contract	<p>(a) <u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired.</p> <p>(b) <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired</p>	<ul style="list-style-type: none"> Minutes and papers of meetings Changes to requirements Variation forms Extension of contract Complaints Disputes on payment 	Relevant Head of Service or Manager

Human Resources**Recruitment**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The selection of an individual for an established position	Destroy 1 year after recruitment has been finalised. Information for successful candidate should be retained in accordance with employee personnel file recommendations)	<ul style="list-style-type: none"> • Advertisements • Interview questions • Information about the post Unsuccessful applicants: <ul style="list-style-type: none"> • Applications • Referee reports • Interview reports 	Corporate Human Resources Manager
	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> • Temps Register 	Corporate Human Resources Manager
The selection of an individual for a statutory position	Destroy 2 years after date of appointment Information for successful candidate should be retained in accordance with employee personnel file recommendations)	<ul style="list-style-type: none"> • Vacancies & Applications Records • Interview notes • Prospective Staff Records • Registers of Applicants • Unsuccessful Applicants Records 	Corporate Human Resources Manager

Employment & Career

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The administration of employees to ensure that entitlements & obligations are in accordance with agreed employment requirements.	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> • Personnel files of all staff up to Director level • Records relating to working time • Contracts of employment • Statements of particulars • Probationary reviews • Diary notes • One to one notes • Flexible working requests • Additional employment details • Outgoing references • IT user agreement • Full name • Date of birth • Current address details • Bank details • Copy marriage/ death/ civil partnership certificates • Decree absolutes • National insurance number 	Corporate Human Resources Manager
	Retain permanently	<ul style="list-style-type: none"> • Personnel files for Director level and above 	Corporate Human Resources Manager
Records relating to staff working with children	Destroy 25 years after employment ceases		Corporate Human Resources Manager
The effective monitoring and recording of performance	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> • Performance Appraisals • Performance information • Appraisal notes 	Corporate Human Resources Manager
The administration of termination of employment in accordance with legal requirements	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> • Redundancy calculations • Notification of redundancy to the Secretary for State • Resignation notification • Dismissal information • Death • Reason for leaving • New employer details where known 	

	Destroy 12 years after benefit ceases	<ul style="list-style-type: none"> • Retirement records • Death benefit nomination and revocation forms 	Corporate Human Resources Manager
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Employee Relations

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The effective management of individual employee relations issues	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> • Managing misconduct/complaints/improving performance/attendance procedure outcomes • Managing misconduct/improving performance/attendance procedure warnings • Managing misconduct/complaints/improving performance/attendance appeals • Probationary problems/extensions/terminations • All trigger information 	Corporate Human Resources Manager

Absence, Leave and Health

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The correct recording of medical information for statutory purposes	Destroy 40 years from the date of the last entry	<ul style="list-style-type: none"> • Details of biological tests under the Control of Lead at Work Regulations • Medical records as specified by the Control of Substances Hazardous to Health Regulations • Medical records under the Control of Asbestos at Work Regulations 	Corporate Human Resources Manager
	Destroy 4 years from the date of issue	<ul style="list-style-type: none"> • Medical records containing details of the medical examination certificates for employees exposed to asbestos 	Corporate Human Resources Manager
	Destroy when the person reaches 75 years of age , but in any event for at least 50 years	<ul style="list-style-type: none"> • Medical records under the Ionising Radiations Regulations 1999 	
	Destroy 5 years from the date on which the tests were carried out	<ul style="list-style-type: none"> • Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH) 	Corporate Human Resources Manager
Monitoring and management of leave and attendance	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> • Parental leave • Sick leave • Medical certificates • Jury service • Study leave • Special leave • Annual leave • Holiday calculations • Industrial action • Unpaid leave 	Corporate Human Resources Manager
	Destroy 2 years after action completed	<ul style="list-style-type: none"> • Flexitime 	Corporate Human Resources Manager

Monitoring and management the health of staff	Destroy 50 years after last action	<ul style="list-style-type: none"> • Health questionnaire • Medical clearance <ol style="list-style-type: none"> 1. Occupational health referrals, reports and advice • Adjustment to work place • Restrictions • Recommendations • Health and safety assessments • Homeworking self assessments 	Corporate Human Resources Manager
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Learning & Development

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Routine staff training processes, not occupational health and safety or children related.	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> • Course individual staff assessment • Professional and vocational training form 	Corporate Human Resources Manager
Training (concerning children)	Destroy 35 years after training completed, or last entry	<ul style="list-style-type: none"> • Course individual staff assessment • Training register 	Corporate Human Resources Manager
Training (occupational health and safety training)	Destroy 50 years after training completed Individual course assessment records should be destroyed once the training has been renewed every 3 years	OH&S training register	Corporate Human Resources Manager
Training (materials)	Destroy 1 year after course is superseded		Corporate Human Resources Manager
Training (proof of completion)	Destroy 7 years after action completed	<ul style="list-style-type: none"> • Certificates • Awards • Exam results 	Corporate Human Resources Manager

Pay & Pension

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of ensuring individuals are paid correctly	Destroy at the end of 6 financial years	<ul style="list-style-type: none"> • Trent Payroll records • Salary master record • Overtime • Bonuses • Expenses • Additional responsibility payments • Long service forms • Pay review forms • Travel and subsistence claims • Building society references • Overpayment documentation • Advance to salary payments 	Corporate Human Resources Manager
	Destroy 6 years after employment ceases	Personal payroll history including <ul style="list-style-type: none"> • Record of pay • Performance pay • Overtime pay • Allowances • Pay enhancements • Other taxable allowances • Payment for untaken leave • Reduced pay • No pay 	Corporate Human Resources Manager
The process of ensuring the correct statutory payments are made	Destroy at the end of 3 financial years	<ul style="list-style-type: none"> • Statutory maternity, adoption and paternity pay records, calculations, certificates (Mat B1s) or other medical evidence • Statutory Sick Pay records, calculations, certificates, self – certificates • National minimum wage records 	Corporate Human Resources Manager
	Retain permanently	<ul style="list-style-type: none"> • HMRC approvals 	Corporate Human Resources Manager

	Destroy 3 years after the end of the pay reference period following the one that the records cover	<ul style="list-style-type: none"> National minimum wage records 	Corporate Human Resources Manager
The process of ensuring the correct statutory deductions are made from pay	Destroy at the end of 6 financial years	<ul style="list-style-type: none"> Income tax and NI returns, Income tax records Correspondence with HMRC 	Corporate Human Resources Manager
The process of ensuring correct pension payments are made	Destroy at the end of 6 financial years	<ul style="list-style-type: none"> Income tax and NI returns, Income tax records Correspondence with HMRC 	Corporate Human Resources Manager
	Destroy 6 years from the end of the scheme year in which the event took place	Retirement Benefits Schemes – records of notifiable events, e.g. relating to incapacity	Corporate Human Resources Manager
	Destroy 6 years after transfer or value taken	<ul style="list-style-type: none"> Money purchase details Amount and destination of any transfer value paid 	Corporate Human Resources Manager
	Destroy 12 years after benefit ceases	<ul style="list-style-type: none"> Pension estimates and awards Pension scheme investment policies Pensioners records Pensionable pay at leaving Reckonable service for pension purposes Superannuation history Record of previous service Added years AVCs paid 	Corporate Human Resources Manager

Job Evaluation

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The effective monitoring and management of the job evaluation system	Retain permanently	<ul style="list-style-type: none"> Job descriptions Person specifications Outcome of JE panels	Corporate Human Resources Manager
	Destroy 6 years after employment ceases	<ul style="list-style-type: none"> Records relating to individuals job evaluation matters 	Corporate Human Resources Manager

Collective Arrangements

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
To ensure effective relationships with the recognised staff union and collective consultation bodies	Destroy 10 years after agreement ceases to be effective	TU recognition agreement TU facilities agreement Negotiations Disputes Claims	Corporate Human Resources Manager
	Retain permanently	SCF Minutes	

Equalities

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
To ensure the promotion of equal opportunities and compliance with entitlements and obligations	Destroy 5 years after action completed	Equal Pay Reviews Equal opportunities monitoring	Corporate Human Resources Manager

Appointments of Statutory Officers

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Summary management systems that allow the monitoring & management of statutory officers in summary form.	Permanent.		Corporate Human Resources Manager
The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Destroy 6 years after departure from Employment		Corporate Human Resources Manager
The process of selection of an individual for an statutory position	Destroy 2 years after date of appointment	<ul style="list-style-type: none"> • Vacancies & Applications Records • Interview notes • Prospective Staff Records • Registers of Applicants • Unsuccessful Applications Records 	Corporate Human Resources Manager

Financial Management (Accounts & Audit)

Reporting

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process that consolidates financial transactions on an annual basis for corporate reporting purposes.	Permanent.	<ul style="list-style-type: none"> • Consolidated Annual Reports • Consolidated Financial Statements • Statement of Financial Position • Operating Statements • General Ledger 	Head of Finance, Performance & Asset Management
The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Consolidated Monthly & Quarterly Reports • Consolidated Monthly & Quarterly Financial Statements • Working Papers for the preparation of the above • Monthly Accrual Statements • Cash Flow Statements • Creditor Listings and Reports • Debtor Listings and Reports 	Head of Finance, Performance & Asset Management

Financial Transactions Management

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Management of the approvals process for purchase, including investigations	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> • Appointments & Delegations • Audit Investigations • Arrangements for the Provision of Goods and/or Services 	Head of Finance, Performance & Asset Management
Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Allowances • Work Orders • Invoices • Credit Card Statements • Cash Books • Receipts • Cheque Butts • Bank Statements • Subsidiary Ledgers (Annual) • Journals (Annual) • Vouchers • Over and unders records 	Head of Finance, Performance & Asset Management

Process involving the provision and support for individuals using public transportation.	Destroy 6 years after the conclusion of the financial transaction that the record supports.	<ul style="list-style-type: none"> • Applications • Card issue • Rail warrants 	Head of Finance, Performance & Asset Management
Processes that balance & reconcile financial accounts	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Reconciliation's (excluding VAT – see Taxation Records) • Summaries of Accounts 	Head of Finance, Performance & Asset Management
Taxation Records	Destroy 6 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> • Taxation Records • VAT reconciliations and claims • Motor Vehicle Logs • Fringe Benefits Tax Records • Group Certificates 	Head of Finance, Performance & Asset Management
Processes involved in the collection of National Insurance Number	Destroy 2 years after the employee ceases employment	<ul style="list-style-type: none"> • Notification & Input Records 	Corporate Human Resources Manager

Payroll

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Accountable processes relating to payment of employees	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> • Authority Sheets • Payroll Deduction Authorities • Payroll Disbursement • Employee Pay Records • Employee Taxation Records 	Corporate Human Resources Manager
Non-accountable processes relating to payment of employees	Destroy after administrative use is concluded	<ul style="list-style-type: none"> • Summary Employee Pay Reports 	Corporate Human Resources Manager

Financial Management (Financial Provisions)**Budgets And Estimates**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of finalising Local Authorities' annual budget	Permanent.	Annual Budget	Head of Finance, Performance & Asset Management
The process of developing Local Authorities' annual budget.	Destroy 5 years after annual budget adopted by Local Authorities.	Draft Budgets Departmental Budgets Draft Estimates	Head of Finance, Performance & Asset Management
The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy 2 years after annual budget has been adopted by Local Authorities	Quarterly Statements	Head of Finance, Performance & Asset Management

Loans

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The activity of borrowing money to enable Local Authorities to perform its functions and exercise its powers.	Destroy 7 years after the loan has been repaid	Loan Files	Head of Finance, Performance & Asset Management
Summary management of loans	Permanent.	Loans Registers	Head of Finance, Performance & Asset Management

Housing

The process of offering financial help with welfare housing provision and maintenance

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Mortgages	<i>Last payment + 6 years if signed</i> Last payment +12 years if sealed	<ul style="list-style-type: none"> • Mortgage agreements • Correspondence 	Head of Housing & Public Protection
"Right to Buy"	<i>Sale of house + 20 years</i>	<ul style="list-style-type: none"> • Sale documents • Agreement concerning sale 	Head of Housing & Public Protection
Rent Payments	<i>Current + 6 years</i>	<ul style="list-style-type: none"> • Rent books • Correspondence concerning payment • Requests for payment 	Head of Housing & Public Protection
Home Improvement Grants	<i>Last payment + 6 years</i> <i>Where plans and detailed drawings included Permanent. Offer to Archivist.</i>	<ul style="list-style-type: none"> • Agreement to pay loan • Details of payments • Correspondence relating to loan 	Head of Housing & Public Protection

Council Tax Valuation

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The valuation of rateable land within a municipal district for the purpose of the making of the rate	<i>Valuation lists - Permanent.</i> Destroy 10 years after the year in which the valuation was made	<ul style="list-style-type: none"> • Valuation lists • Correspondence • Objections • Reports 	Head of Revenues, Benefits & I.T.

Property History

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The recording of information for rateable properties identifying the person or company rated, including details of the value of the property. Note Records containing accounting information primarily, and not being a source of property history, should be disposed of according to the appropriate record class within the Accounts & Audit function.	Permanent.	<ul style="list-style-type: none"> • Rate Books • Rate Cards • Register of Rateable Properties 	Head of Revenues, Benefits & I.T.

Rates and Local Authorities Tax Correspondence

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters	Destroy 7 years after last action	<ul style="list-style-type: none"> • Notices • Objections • Applications • Correspondence • Rate Certificates • Notices of Acquisition and Disposition • Rate Property Files 	Head of Revenues, Benefits & I.T.

Summary Assets Management

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
See Property Management for real property assets. See Transport Management for vehicle assets.			Head of Finance, Performance & Asset Management
Summary management reporting on the overall assets of the Local Authorities	Permanent.	<ul style="list-style-type: none"> • Schedules of Acquisitions • Consolidated Current Asset Reports • Annual Reports • Summary of Current Assets 	Head of Finance, Performance & Asset Management

Asset Monitoring and Maintenance

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Management systems that allow the monitoring & management of assets in summary form.	Destroy 7 years after the conclusion of the financial transaction that the record supports	Asset Registers	Head of Finance, Performance & Asset Management
Process of reporting and reviewing assets status	Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Routine Returns and Reports on Asset Status • Inventories • Stocktaking • Surveys of Usage • Acquisition and Disposal Reports & Proposals 	Head of Finance, Performance & Asset Management
The process of maintaining an asset	Destroy 7 years after last action	<ul style="list-style-type: none"> • maintenance • Cleaning • Painting 	Head of Finance, Performance & Asset Management
The process of maintaining Plant, and equipment	Destroy 7 years after sale or disposal of asset	<ul style="list-style-type: none"> • Service Records • Plant Files 	Head of Finance, Performance & Asset Management

Asset Acquisition and Disposal

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	<p>Destroy 6 years after all obligations/entitlements are concluded.</p> <p>Not under seal 6 disposal Mortgages/redemption/under seals 12 disposal</p>	<ul style="list-style-type: none"> • Legal Documents relating to the Purchase/Sale • Particulars of Sale Documents • Board of Survey • Leases • Applications for Leases, Licences & Rental Revision • Tender Documents • Conditions of Contracts • Certificates of Approval 	Head of Finance, Performance & Asset Management

Financial Management (Property and Land Management)

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Reports to management on overall property of the Local Authority	Permanent.	<ul style="list-style-type: none"> Consolidated Property & Buildings Annual Reports Summary of Leased Property Summary of Local Authorities Owned Property Site Register Register of Leases 	Head of Finance, Performance & Asset Management

Property Acquisition and Disposal

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Management of the acquisition (by financial lease or purchase) process for real Property	Retain for life of property or building plus 12 years. Offer material re major/significant properties to Archivist for review	<ul style="list-style-type: none"> Title deeds Plans 	Head of Finance, Performance & Asset Management
Management of the disposal (by sale or write off) process for real Property	Destroy 15 years after all obligations/entitlements are concluded. . Offer material re major/significant properties to Archivist for review	<ul style="list-style-type: none"> Legal Documents relating to the Sale Particulars of Sale Documents Board of Survey Tender Documents Conditions of Contracts 	Head of Finance, Performance & Asset Management

Property Development and Renovation

The process of managing and undertaking renovations and development of property

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Management buildings and estates of "special interest"	Permanent.	<ul style="list-style-type: none"> Project Specifications Plans Installation Manuals Certificates of Approval 	Head of Finance, Performance & Asset Management
Management all other buildings and estates	Retain for life of property or building	<ul style="list-style-type: none"> Project Specifications Plans Installation Manuals Certificates of Approval 	Head of Finance, Performance & Asset Management
The action process	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> Work Orders Tender Documents Conditions of Contracts 	Head of Finance, Performance & Asset Management

Leasing And Occupancy

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of managing leased property	Destroy 15 years after the expiry of the lease	<ul style="list-style-type: none"> • Lease Agreements • Rental Expenditure Authorities • Valuation Queries • Applications for Leases, Licences & Rental Revision 	Head of Finance, Performance & Asset Management
The process of managing the occupancy of property	Destroy 7 years after the conclusion of the transaction that the record supports	Requests for Works Cleaning, etc.	Head of Finance, Performance & Asset Management

Transport Management

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of acquisition and disposal of vehicles through lease or purchase	Destroy 7 years after the disposal of the vehicle	<ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet Authorisation Numbers • 	Head of Revenues, Benefits & I.T.
The process of managing allocation & maintenance of vehicles	Destroy 7 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • Approvals as Drivers • Allocations & Authorisations for Vehicles • Maintenance 	Head of Revenues, Benefits & I.T.
The process of recording vehicle usage	Destroy 3 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> • DVLC Log Books • Vehicle Usage Reports 	Head of Revenues, Benefits & I.T.
The process of recording drivers usage	Destroy 7 years after closure	<ul style="list-style-type: none"> • Vehicle Log book 	Head of Revenues, Benefits & I.T.

Financial Management (Insurance)

Policy Management

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The summary management of insurance arrangements	Permanent.	Insurance Policy Schedules	Head of Finance, Performance & Asset Management
The process of insuring Local Authorities Officers, property, vehicles and equipment against loss or damage	Destroy 7 years after the terms of the policy have expired (non Liability)	<ul style="list-style-type: none"> Insurance Policies Correspondence 	Head of Finance, Performance & Asset Management
The insurance cover for legal liability	Permanent	Liability insurance policies and certificates	Head of Finance, Performance & Asset Management
The process of renewing insurance policies	Destroy 2 years after the insurance policy has been renewed	<ul style="list-style-type: none"> Insurance Policy Renewal Records Correspondence 	Head of Finance, Performance & Asset Management

Claims Management

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process that records insurance claims against the Local Authorities or Local Authorities Officers	Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 21 years of age)	<ul style="list-style-type: none"> Claims Records Correspondence 	Head of Finance, Performance & Asset Management
The process that records insurance claims against the Local Authority for property damage caused by tree roots	Permanent	<ul style="list-style-type: none"> Claims Records Correspondence 	Head of Finance, Performance & Asset Management

Health and Safety**Inspections And Assessments**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Process of inspecting equipment to ensure it is safe.	Destroy 6 Years from last action	<ul style="list-style-type: none"> Equipment inspection records 	Head of Finance, Performance & Asset Management
Processing the geotechnical assessments of a quarry	When quarry is no longer in use consult or refer to Health and Safety Executive		Head of Finance, Performance & Asset Management
Process of carrying out monitoring to ensure that the process is safe	Destroy 3 Years from last action	<ul style="list-style-type: none"> Monitoring results 	Head of Finance, Performance & Asset Management
Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Destroy 40 Years from last action.	<ul style="list-style-type: none"> Property asbestos files 	Head of Finance, Performance & Asset Management
Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Destroy 50 Years from last action or at age 75 years whichever is the greater	<ul style="list-style-type: none"> Radon monitoring 	Head of Finance, Performance & Asset Management
Process to ensure safe systems of work	Retain until superseded or process ceases +1 year		Head of Finance, Performance & Asset Management
Process to assess the level of risk	Destroy 3 Years from last assessment.	<ul style="list-style-type: none"> Risk assessment 	Head of Finance, Performance & Asset Management
Processes that record the control of hazardous substances	Destroy 40 Years from last action.	<ul style="list-style-type: none"> COSHH records 	Head of Finance, Performance & Asset Management

Processes that permit work	Destroy 1 Years from last action.		Head of Finance, Performance & Asset Management
Process that record injuries to adults	Destroy 3 Years from closure	<ul style="list-style-type: none">• Accident books	Head of Finance, Performance & Asset Management
Process that record injuries to children	Destroy 25 Years from closure	<ul style="list-style-type: none">• Accident books	Head of Finance, Performance & Asset Management

General Public Service (Emergency Planning)

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Process to develop the emergency/disaster plan for the local community	Permanent.	<ul style="list-style-type: none"> Major Incident Plan 	Head of Leisure & Environmental Services
Process to test the emergency/disaster plan for the local community	Destroy 10 years after closure		Head of Leisure & Environmental Services

Major Incident

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Activities that report on all major incidents in the local community. Whether the emergency plan has been invoked or not.	Permanent. Transfer to Place of Deposit after administrative use is concluded.		Head of Leisure & Environmental Services
Activities that report on all minor incidents in the local community	Destroy 7 years after closure		Head of Leisure & Environmental Services

General Public Service (Enforcement Certification and Prosecution)*Includes information created within environmental health***Registration, Certification and licensing**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Summary management systems that allow the monitoring & management of registration, certification and licences requirements in summary form.	Permanent. Transfer to Place of Deposit after administrative use is concluded	Reports in connection with ACOLAID data	Head of Housing & Public Protection
The administration of applications, registrations, certification and licences in relation to local authorities registration requirements.	Destroy 2 years after registration or entitlement lapses	<ul style="list-style-type: none"> • Applications for animal licensing • Applications for Registration of a Business Premises • Registers • Certificates of Registration • Disabled Parking permits 	Relevant Head of Service or Manager
The process involved in licensing sites for the holding or use of <i>toxic or hazardous substances</i> . (including petroleum, agricultural chemical products or herbicides)	Permanent.	<ul style="list-style-type: none"> • Health and safety licensing • Hazardous substances • Contaminated land register/pollution 	Head of Housing & Public Protection

Notification

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of issuing notices to citizens with respect to particular responsibilities	Destroy 2 years after the matter is concluded	<ul style="list-style-type: none"> • Appeals Against Notices • Registration of Premises Infringement Notices 	Head of Housing & Public Protection

Investigation, Inspection and Monitoring

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of investigation, monitoring or inspection laws in the responsibility of the local authority.	Destroy 7 years from last action.	<ul style="list-style-type: none"> • Food hygiene inspections • Health and safety inspections • Licensing inspections 	Head of Housing & Public Protection

Prosecution

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities.	Destroy 7 years from last action.	<ul style="list-style-type: none"> • Prosecution/sanction files • Simple Cautions • Fixed Penalty Notices • Works undertaken in default 	Head of Housing & Public Protection

General Public Service (Bye Laws)**Enactment**

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of making local laws	Permanent	<ul style="list-style-type: none"> • Master Set of Bye-Laws • Policy Development Documents • Correspondence • Submissions • 	Corporate Legal Manager & Monitoring Officer

Administration & Enforcement

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of administering and enforcing Bye-laws	Destroy 2 years after certificate has expired. Destroy 7 years after prosecution.	<ul style="list-style-type: none"> • Applications and Certificates • Permits • Licenses • Infringement Notices (Parking) • Correspondence 	Head of Housing & Public Protection

General Public Service (Cemeteries & Crematoria)

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Summary management systems that record the location and occupancy of deceased individuals	Permanent.	Internment register	Head of Leisure & Environmental Services
The process of regulation of burials and cremations	Destroy 5 year after last action	<ul style="list-style-type: none"> • Permits • Applications • Orders 	Head of Leisure & Environmental Services

General Public Service (Allotments)

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Licencing of allotment plots	Destroy after 1 year of termination of licence	Agreements & correspondence	Head of Leisure & Environmental Services

General Public Service (Waste Management)

The provision of hardwaste removal, destruction and waste reduction services by the council to ratepayers.

Collection

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The process of arranging the collection or transportation of household waste.	Destroy 15 years after last action	<ul style="list-style-type: none"> Route sheets for contract 	Head of Leisure & Environmental Services
The process of arranging the collection or transportation of controlled waste.	Destroy 15 years after last action	<ul style="list-style-type: none"> Route sheets and contractual details for contract. 	Head of Leisure & Environmental Services

Disposal of Waste

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The summary management of sites used for the disposal of waste within the local authority.	Permanent.		Head of Leisure & Environmental Services
The process of the short term storage of household waste.	Destroy 25 years after site closure.	Transfer sites- site licence has to be kept for 25 years	Head of Leisure & Environmental Services
The process involved in managing the use, type and amount of waste to be disposed at a specific site.	Destroy 25 years after site closure.	Waste site plans - - site licence has to be kept for 25 years	Head of Leisure & Environmental Services

Planning and Land Use

Planning Scheme Development and Amendment

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The activity of developing a vision and strategic directions regarding existing and future land use within the municipality and the development of local and town centre plans to ensure the implementation of the Structure Plan	Permanent.	<ul style="list-style-type: none"> • Structure Plan • Local Plan • Town Centre Plans Unitary Development Plans	Head of Development & Building Control
The activity of consultation to gain approval for the Structure Plan (Unitary Development Plans) or Local Plans	Permanent.	<ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of public Public Inquiry documents	Head of Development & Building Control
The activity of recording information on historical buildings, monuments and ecology at a specific site.	Permanent.	<ul style="list-style-type: none"> • Sites and Monuments records • Ecological records • Species records • Historically listed buildings • Definitive map Commons registration	Head of Development & Building Control
The activity of establishing planning scheme controls and providing for them to be amended.	Permanent.	<ul style="list-style-type: none"> • Successful Waste Planning Application • Successful Mineral Planning applications • Amendments to definitive map • Mineral Register • Applications for mineral extraction Land Use surveys	Head of Development & Building Control
The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 15 years after decision.	<ul style="list-style-type: none"> • Waste Planning Application consultation • Mineral Planning applications consultation • Objections • Inquiries – Public etc Archeological advice/conditions	Head of Development & Building Control
The process of controlling development of areas through applications for planning permission	Transfer planning application register to Archives once the register has been completed (or at arranged intervals if it is held electronically)	<ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to any objections • Hearing papers Planning application register	Head of Development & Building Control

The process of maintaining the countryside and developing open spaces for public amenity	Refer all files relating to policy to the Archives – may be retained electronically only Destroy other files 7 years after administrative use concluded	<ul style="list-style-type: none">• Tree preservation orders• Country parks and nature reserve development plans and correspondence, land purchase agreements	Head of Development & Building Control
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Planning Scheme Regulation

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The summary management of planning scheme regulation	Permanent. Offer to Archivist.. Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> • Building Control Registers 	Head of Development & Building Control
The process of regulating the planned use of land or buildings.	Applications under the Planning Acts retained permanently. Others - Destroy 15 years after closure		Head of Development & Building Control
The process of approving building applications in relation to significant listed buildings.	Permanent. Offer to Archivist for review. Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> • Building Files • Plans • Specifications • Correspondence • Applications • Permits • Certificates 	Head of Development & Building Control
The process of approving building applications, for all other buildings	Retain for life of property or building.	<ul style="list-style-type: none"> • Building Files • Plans • Specifications • Correspondence • Applications • Permits • Certificates • objections 	Head of Development & Building Control
The process of inspecting building work for the purpose of insuring compliance.	Destroy 10 years after the issue of a certificate of final inspection.	<ul style="list-style-type: none"> • Certificate of Final Inspection • Building Inspection Records • Diaries 	Head of Development & Building Control
The process of enforcing building or land regulations	Destroy 3 years after compliance with enforcement notice. The enforcement register (planning) must be available to the public – electronic format is sufficient.		Head of Development & Building Control
Street naming and numbering statutory requirements	Destroy 10 years after completion		Head of Development & Building Control

Infrastructure and Transport

Planning and Development

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Permanent.	<ul style="list-style-type: none"> • Structure Plan • local transport plan 	Head of Development & Building Control
The activity of recording location of highways, bridle paths and rights of way.	Permanent.	<ul style="list-style-type: none"> • Definitive map • Correspondence concerning enquiries and disputes 	Head of Development & Building Control
The activity of establishing planning scheme controls and providing for them to be amended and modified.	Permanent.	<ul style="list-style-type: none"> • Amendments to definitive map • Road adoption 	Head of Development & Building Control
The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy 7 years after decision.	<ul style="list-style-type: none"> • Enquiries, consultation documents, objections and correspondence 	Head of Development & Building Control
The process of enforcing Infrastructure and transport regulations	Destroy 50 years after Enforcement Notice. Destroy 3 years after compliance with enforcement notice.		Head of Development & Building Control

Infrastructure Management and Maintenance

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
The activity of providing municipal services in relation to Infrastructure within the local authority.	Destroy 7 years after last action	<ul style="list-style-type: none"> • Street Files • Street Records Requests for <ul style="list-style-type: none"> • Hedge clipping • Tree planting • Naming of streets • Numbering of houses • Street load limits • Street signs • Bus shelters • Applications to dig Footpaths • HGV application • Advice / comment • Level crossings • Right of ways • Roundabouts Traffic humps	Head of Leisure & Environmental Services

Children & Young People

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Records relating to children and young people accessing play development of sport development services:			Head of Policy & Community Services
Where a safeguarding concern has been logged and referred to social care or the police.	Should be retained for a period of six years after the child or young person ceases to access the service.	<ul style="list-style-type: none"> Registration forms, accident report, incident and child protection record forms. 	Head of Policy & Community Services
Where a safeguarding concern has been logged which NHDC decide does not warrant a referral to social care or the police.	Should be retained for a period of one year after the child or young person ceases to access the service.	<ul style="list-style-type: none"> Registration forms, accident report, incident and child protection record forms. 	Head of Policy & Community Services

Vulnerable Adults

FUNCTION DESCRIPTION	RETENTION ACTION	EXAMPLES OF RECORDS	RESPONSIBLE OFFICER
Where a safeguarding concern has been logged and referred to social care or the police.	Should be retained for a period of six years after the person ceases to access the service.	<ul style="list-style-type: none"> Registration forms, accident report, incident and safeguarding record forms. 	Head of Policy & Community Services
Where a safeguarding concern has been logged which NHDC decide does not warrant a referral to social care or the police.	Should be retained for a period of one year after the adult ceases to access the service.	<ul style="list-style-type: none"> Registration forms, accident report, incident and protection record forms. 	Head of Policy & Community Services