

| Section | Function | Function Description | Retention Action | Legal basis for processing personal data | Classification (Official / Official sensitive) | Format (Media) |
|---------------------------------------|--|--|--|--|--|------------------------|
| Anti Social Behaviour | Anti Social Behaviour | Priority People & Families Meeting (formerly LMAPS), Meeting Template and action log, Records of Injunctions, Community Protection Warnings, Community Protection Notices & Acceptable Behaviour Contracts, Records of investigations, Project Stepping Stones | Review at 6 years | Vital Interests | Official Sensitive | Elec/Paper |
| Anti Social Behaviour | Anti Social Behaviour | RIPA Application Forms, Initial Application Form, Cancellation Form, Shadow RIPA Policy, Forms etc. | Review at 6 years | Vital Interests | Official Sensitive | Elec/Paper |
| Anti Social Behaviour | Anti Social Behaviour | Court Order Applications, Statements, Reports, Notice of service, Submissions | Review at 6 Years | Vital Interests | Official Sensitive | Elec/Paper |
| Asbestos Recording | Asbestos Recording | Asbestos Register | Permanent | | Official | Elec/Paper |
| Asbestos Recording | Asbestos Register | Asbestos Management | Permanent | | Official | Elec/Paper |
| CCTV | Data Protection CCTV | Monitoring and Recording of all recorded footage. | Retained for 28 days from date of recording unless a request is received. | Vital Interests | Official Sensitive | Elec/Paper |
| CCTV | CCTV Administration | Access Logs | 2 years | Vital Interests | Official Sensitive | Elec/Paper |
| CCTV | CCTV Administration | Maintenance Logs | 2 years | Vital Interests | Official Sensitive | Elec/Paper |
| CCTV | CCTV Administration | Incident Logs | 5 years | Vital Interests | Official Sensitive | Elec/Paper |
| CCTV | CCTV Administration | RIPA Logs | 2 years | Vital Interests | Official Sensitive | Elec/Paper |
| Cemeteries | Cemeteries | Summary management systems that record the location of burials and identity of deceased Individuals. | Hard Copy Files destroyed after 5 years. Electronic Scanned Data kept Permanent. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Cemeteries | Cemeteries | The process of regulation of burials and cremations. | Hard Copy Files destroyed after 5 years. Electronic Scanned Data kept Permanent. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Cemeteries | Cemeteries | Internment Forms | Prior to April 2013 all information was paper based. Not all data prior to this date has been scanned/input onto system and we still regularly refer back to these documents (particularly ownership information). These internment form have owner inform | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Cemeteries | Cemeteries | Cemetery Registers | These are hard backed record books that all burials are registered in – we are required to keep these and they need to be kept indefinitely. Not scanned. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Cemeteries | Cemeteries | Memorial Permits | Electronic – Scanned data retained indefinitely. Hard Copy – destroyed once the memorials are fitted and inspected. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Financial Help - Welfare Housing Provision and Maintenance | The process of offering financial help with welfare housing provision and maintenance. | Electronic - 6 Years (unless continuous live claim) Hard Copy Files - 3 to 6 months then destroyed confidentially. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Council Tax Valuation | The valuation of rateable land within a municipal district for the purpose of the making of the rate. | Valuation lists - Permanent. Electronic – From 1993 onwards. Due to VOA changes going back to 1993 it is advised to keep records from this time to re-asses any band changes. | Public Task | Official | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Property History | The recording of information for rateable properties identifying the person (Council Tax) or company rated, including details of the value of the property. | Electronic – From 1993 onwards. Due to VOA changes going back to 1993 it is advised to keep records from this time to re-asses any band changes. Hard Copy Files - 3 to 6 months then destroyed confidentially. | Public Task | Official | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Rates and Local Authorities Tax Correspondence | The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters. | Electronic – From 1993 onwards. Due to VOA changes going back to 1993 it is advised to keep records from this time to re-asses any band changes. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Rates and Local Authorities Tax Correspondence | Information collected from Housing Benefits and Council Tax Reduction Scheme (or Council Tax Benefit pre 2013) in respect of claims. | Current financial year plus 6 years (Electronic) Hard Copy Files - 3 to 6 months then destroyed confidentially | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Revenue Collection | Council Tax Forms. | This is to enable us access to make any retrospective changes to Council Tax and NDR records where we have an obligation to maintain records back to 1993 when Council tax was introduced.Electronic – From, 1993 onwards in document management system Hard C | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Revenue Collection | Paper Mandate Records for Direct Debit Processing. | Electronic – From 1993 onwards in document management system. This is to enable us access to make any retrospective changes to Council Tax and NDR records where we have an obligation to maintain records back to 1993 when Council tax was introduced. Note | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Revenue Collection | Payment Records. | Electronic System Bank – From 1993 onwards. Due to VOA changes going back to 1993 it is advised to keep records from this time to re-asses any band changes. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Revenue Collection | Business Rates Records. | Electronic – From 1993 onwards. Due to VOA changes going back to 1993 it is advised to keep records from this time to re-asses any band changes. Paper documents are retained for a period of 6 months after scanning, after which they are destroyed. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefits | Reconciliation records. | Current financial year plus 2 years after Audit concluded. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefits | HB subsidy claim form. | Current financial year plus 2 years after Audit concluded. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefits | DWP Statistical Returns. | Current financial year plus 2 years. | Public Task | Official | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Referrals (recorded non fraud) including attached documents. | Electronic - 18 months Paper – 3-6 months then sent for confidential shredding. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Fraud Files. | Current financial year plus 6 years - Hard Copy Paper Files – Stored in Locked Cabinets for 3-6 months then sent for confidential shredding. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Fraud files closed (not established). | Electronic - 2 years Paper – 3-6 months then sent for confidential shredding. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Fraud files closed (fraud established no sanction). | Electronic - 3 years - Paper – 3-6 months then sent for confidential shredding. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Fraud files with sanction applied. | Electronic - 5 years - Paper - 6 months then sent for confidential shredding. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Prosecution files. | Electronic - 6 years following conviction or release from prison. 2 years if acquitted. Paper – 3-6 months then sent for confidential shredding. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Interview under caution tapes. | Dependant on file but destroyed at same time as fraud file. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | QBSO notebooks. | 5 years from date of last entry. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Surveillance – applications, authorisations and cancellations. | 5 years. | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Surveillance logs. | Dependant on file but destroyed at same time as fraud file | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Computer Records Fraud cases not accepted for investigation | 3 months | Public Task | Official Sensitive | Elec/Paper |
| Council Tax, NNDR, Benefits and Fraud | Benefit Fraud | Fraud files closed (not established). | 2 years. | Public Task | Official Sensitive | Elec/Paper |
| Data Protection | Data Protection Enquiries | GDPR 10 day | 6 Months then destroyed Confidentially. | | Official | Elec/Paper |
| Data Protection | Data Protection Enquiries | Subject Access Requests | 6 Months then destroyed Confidentially. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Data Protection | Data Protection Register | Annual Register | 1 Year then destroyed Confidentially. | Contract | Official Sensitive | Elec/Paper |
| Data Protection | Data Protection CCTV | CCTV Data Protection Requests – Subject to Access | 6 Months then destroyed Confidentially, unless required for criminal prosecution then retained 1 year | Vital Interests | Official Sensitive | Elec/Paper |
| Data Protection | Data Protection CCTV | CCTV Data Protection Requests | 3 months then destroyed Confidentially. | Vital Interests | Official Sensitive | Elec/Paper |
| Data Protection | Data Protection CCTV | CCTV Visitor Records | 12 months then destroyed Confidentially. | Vital Interests | Official Sensitive | Elec/Paper |
| Data Protection | Information/Retention Register | Information/Retention Register | Current Version Only | | Official | Elec/Paper |
| Democratic Services | Democratic Services | Minutes of Committee Meetings | Date of Meeting/Decision plus 6 years but retained since 2000 | Public Task | Official/Official Sensitive | Elec/Paper |
| Democratic Services | Democratic Services | Agendas for Committee Meetings | Date of Meeting plus 6 years but retained since 2000 | Public Task | Official/Official Sensitive | Elec/Paper |
| Democratic Services | Democratic Services | Audio/Video Tapes of Committee Meetings | Date of Meeting plus 2 years | | Official | Audio/Video/Electronic |
| Democratic Services | Democratic Services | Background Papers to Reports | As required | | Official | Elec/Paper |
| Democratic Services | Democratic Services | Records relating to the administration of the Council and Governance/Regulation Committees | Current Year plus 1 Year | | Official | Elec/Paper |
| Democratic Services | Democratic Services | Records relating to the preparation of the Council diary | Current Year plus 1 Year | | Official | Elec/Paper |
| Democratic Services | Democratic Services | Records relating to the allocation and delegation of the powers and functions given to the Council in accordance with the Local Government Act 2000 (Constitutions) (England) Direction 2000 | Reports presented to full council for approval so included in Council Agendas - retained since 2000 | | Official | Elec/Paper |
| Democratic Services | Democratic Services | Records relating to decisions made under the delegation of the powers and functions given to the Council in accordance with the Local Government Act 2000 (Constitutions) (England) Direction 2000 | Date of Decision plus 6 years but retained since 2001 electronically | Public Task | Official Sensitive | Elec/Paper |
| Democratic Services | Democratic Services | Records relating to the management and publication of the Forward Plan of Key Decisions | Date of decision + 6 years but retained indefinitely | | Official | Elec/Paper |
| Democratic Services | Electoral Services | All statutory paperwork pertaining to an election/referendum | Retained for one year from date of election/referendum | | Official | Elec/Paper |
| Democratic Services | Electoral Services | Candidate Expenses | 2 Years | Public Task | Official Sensitive | Elec/Paper |
| Democratic Services | Electoral Services | Parliamentary Candidates' home address forms | 21 Days after the return of the writ | Public Task | Official Sensitive | Elec/Paper |

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| Democratic Services | Electoral Services | Electoral Register – application forms | Hard Copy disposed of once scanned, electronic copy retained for the life of the application | Public Task | Official Sensitive | Elec/Paper |
| Democratic Services | Electoral Services | Query and Evidence Forms and supplied documents | Hard Copy disposed when scanned, scanned image retained for the life of the application | Public Task | Official Sensitive | Elec/Paper |
| Democratic Services | Electoral Services | Electoral Register – historical registers | Retained indefinitely, both electronic and hard copy | Public Task | Official Sensitive | Elec/Paper |
| Democratic Services | Electoral Services | Household Enquiry Forms | Disposed of once scanned if no changes and once scanned, processed and checked if changes. Scanned image retained on the property | Public Task | Official Sensitive | Elec/Paper |
| Democratic Services | Electoral Services | Absent Vote Application Forms | Hard copy for disposed of once application has been scanned, processed and checked. Scanned image retained for life of application | Public Task | Official Sensitive | Elec/Paper |
| Democratic Services | Electoral Services | Scanned documents | Life of Application. Property images available in historical registers | Public Task | Official Sensitive | Elec/Paper |
| Economic Development | Grant Applications | Business plans from enterprise Grant Applications | Keep 2 years, dispose of as confidential. | Consent | Official Sensitive | Elec/Paper |
| Economic Development | Business Advice | Business Advice actions sheets | Kept to end of 2023 then destroy as confidential. | Consent | Official Sensitive | Elec/Paper |
| Economic Development | Projects | Project files - various | Keep – Confidential | Contract | Official Sensitive | Elec/Paper |
| Economic Development | General | General enquiries | Keep for 2 years then confidential shredding. | Contract | Official | Elec/Paper |
| Economic Development | General | REC, The Bridge, Middletons Yard | Keep for 15 years after end of Lease – Shred. | Contract | Official Sensitive | Elec/Paper |
| Economic Development | General | Leader project files | Keep to end 2023 then destroy as confidential. | Contract | Official Sensitive | Elec/Paper |
| Environmental Health | Service Requests | Investigation, monitoring, inspection of complaints or requests for advice | 1 Year after last action if no fixed penalty notice or prosecution is involved | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Accident Records | RIDDOR F2508 F208A | 7 years after last action. (If incident happens to a person under the age of 18, records retained until they turn 18 + 7 years after last action.) | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Environmental Health | Accident Records | Records of minor incidents in the local community – enforcement, certification, prosecution etc. | Destroy 7 years after closure of all active cases linked to premises. | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Environmental Protection | Process involved with regulating environmental permitted processes (Local Authority and Environment Agency). | Destroy 10 years from last action. | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Environmental Protection | Process involved with monitoring of private water supplies. | Destroy 30 years after last action. | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Environmental Protection | Processes involved with areas of contaminated land. | On-going/Permanent | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Environmental Protection | Stray Dogs. | Destroy 7 years from last action. | Public Task | Official | Elec/Paper |
| Environmental Health | Public Health | Exclusion notice (food handlers). | 6 years from date of Notification. | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Public Health | Cooling towers register Notification to local authority of ‘notifiable’ devices (HSE approved form). | When decommissioned, a cooling tower is removed from the register after 1 year. Register is Permanent. | Public Task | Official | Elec/Paper |
| Environmental Health | Litigation | Managing, undertaking or defending for or against litigation on behalf of the Local Authority. | Destroy 7 years after last action. | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Inspections | Process of investigation, monitoring or inspection as duty of Local Authority. | Destroy 7 years from last Action. | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Inspections | The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical products or herbicides). | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded - 60 years after registration or entitlement lapses. | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Environmental Protection | Process of investigation of Fly Tipping/Littering/Dog Fouling | Destroy 5 years from last action if no Fixed Penalty Notice or Prosecution involved Destroy DVA data 2 years from last action | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Public Health | Infectious Diseases | Destroy DVA data 2 years from last action If BDC is the ‘Primary Record Holder’ then destroy 8 years from onset of illness or, if under age 18 destroy when 25 years old If ‘Primary Record Holder’ is a third party then delete after 2 years | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Inspections | Process involved in licences for Houses in Multiple Occupation | Destroy 7 years from last action | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Enforcement | Enforcement Notices | Abatement Notice, Housing Prohibition Notice and Closing Orders – Permanent, Other Notices Destroy 7 years after compliance if no prosecution involved | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Enforcement | Fixed Penalty Notice | Destroy 2 years after compliance if no prosecution involved | Public Task | Official Sensitive | Elec/Paper |
| Environmental Health | Enforcement | Empty Homes – Enforced Sale | Destroy 12 years after Sale | Public Task | Official Sensitive | Elec/Paper |
| Estates | Asset Management | Asset Management Plan. | Permanent. | Contract | Official | Elec/Paper |
| Estates | Asset Management | Property Management. | Permanent. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Management | Property Acquisition & Disposal. | Retain for life of building plus 12 years. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Management | Leases. | Destroy 15 years after expiry of lease. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Management | Valuations and Asset Valuations. | Destroy 12 years after end financial year relating to valuation | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Management | Property Maintenance | Retain for life of property or building. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Management | Property Accessibility. | Destroy 7 years after closure or disposal. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Management | Instructions to Legal | Destroy 15 years after expiry of tenancy/lease. | Contract | Official Sensitive | Elec/Paper |
| Estates | Summary Assets Management | Summary management reporting on the overall assets of the local authorities. | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded. | Contract | Official | Elec/Paper |
| Estates | Asset Monitoring and Maintenance | 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. | Public Task | Official | Elec/Paper |
| Estates | Asset Monitoring and Maintenance | Process of reporting and reviewing assets status. | Destroy 2 years after administrative use is concluded. | Public Task | Official | Elec/Paper |
| Estates | Asset Monitoring and Maintenance | Maintenance of all Council Assets. | Destroy 7 years after last Action. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Acquisition and Disposal | Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets. | Destroy 6 years, if under £50 000 or 12 years if over £50 000, after all obligations/entitlements are concluded. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Records | Commercial Leaseholder files. | 6 years after ceasing to be a leaseholder. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Records | Right to buy Sales Files. | 12 years after completion of sale. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Records | Repairs and Consultation Files. | Permanent. | Contract | Official Sensitive | Elec/Paper |
| Estates | Asset Records | Inventory | To be kept updated. | Contract | Official | Elec/Paper |
| Financial Management | Reporting | The process that consolidates financial transactions on an annual basis for corporate reporting purposes. | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is Concluded. | Public Task | Official | Elec/Paper |
| Financial Management | Reporting | 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. Budget in relation to actual revenue and | Destroy when administrative use is concluded. | Public Task | Official | Elec/Paper |
| Financial Management | Financial Transactions Management | Management of the approvals process for purchase. | Destroy 7 years after the end of the financial year in which the records were created. | Public Task | Official | Elec/Paper |
| Financial Management | Financial Transactions 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. | Public Task | Official | Elec/Paper |
| Financial Management | Payroll | Accountable processes relating to payment of employees. | Destroy 7 years after the conclusion of the financial transaction that the record supports. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Financial Provisions Budgets and Estimates | The local authorities’ annual Budget. | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is Concluded. | Public Task | Official | Elec/Paper |
| Financial Management | Financial Provisions Budgets and Estimates | The process of developing local authorities’ annual budget. | Destroy 2 years after annual budget adopted by local authorities. | Public Task | Official | Elec/Paper |
| Financial Management | Loans | The activity of borrowing money to enable a local authority to perform its functions and exercise its powers. | Destroy 7 years after the loan has been repaid. | Public Task | Official | Elec/Paper |
| Financial Management | Loans | Summary management of Loans. | Permanently retained electronic document, on-going record. | Public Task | Official | Elec/Paper |
| Financial Management | Housing | Mortgages. | Last payment + 6 years if Signed. Last payment +12 years if Sealed. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Loans/Grants | Register of Bonds/ Mortgages. | Review after 50 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Loans/Grants | Temporary Loan Register. | 12 years after loan repaid. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payment of Accounts | Original invoices, original batch control slips. | Current financial year plus 6 years. | Public Task | Official | Elec/Paper |
| Financial Management | Payment of Accounts | VAT receipts/Invoices (original). | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Cashiers Office | Receipt stubs. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Cashiers Office | Bank Payment Book. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Cashiers Office | Collection & Deposit Book. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | General Income Records | Completed receipt books. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | General Payment Records | List of authorised signatures. | 6 years after person ceased to be a signatory. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Insurance | Insurance policies. | Permanent. | Public Task | Official | Elec/Paper |

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| Financial Management | Insurance | The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage. | Destroy 7 years after the terms of the policy have expired. | | Official | Elec/Paper |
| Financial Management | Insurance | Accident Reports and Related correspondence. The summary management of insurance arrangements. | Current financial year plus 6 years. Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Insurance | Incident Reports and Related correspondence. | Current financial year plus 6 years. Current financial year plus 15 years for negligence not involving personal injuries. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Insurance | Claims Register. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Insurance | Claims Files. | 7 years from claim settlement or 6 years from 18th birthday whichever is later. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Insurance | Property Files. | 6 years after disposal of property. | | Official | Elec/Paper |
| Financial Management | Insurance | List of Property insures. | Current financial year plus 6 years. | | Official | Elec/Paper |
| Financial Management | Insurance | Engineering schedules. | Current financial year plus 6 years. | | Official | Elec/Paper |
| Financial Management | Insurance | Settlement of Claims. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Insurance | Employers Liability Certificate. | Current financial year plus 40 years. | | Official | Elec/Paper |
| Financial Management | Investments | Contract Notes. | Current financial year plus 6 years. | Contract | Official Sensitive | Elec/Paper |
| Financial Management | Investments | List of Holdings/history of holdings. | Current financial year plus 2 years. | | Official | Elec/Paper |
| Financial Management | Investments | Register of Holdings. | Current financial year plus 2 years. | | Official | Elec/Paper |
| Financial Management | Investments | Fund Managers quarterly report. | Current financial year plus 4 years. | | Official | Elec/Paper |
| Financial Management | Revenue Collection | Reconciliations. | Current financial year plus 6 years. | | Official | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Timesheets. | Current financial year plus 2 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Car allowance claims. | Current financial year plus 2 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Personal bank details. | Refers to personnel file. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Overtime. | Current financial year plus 2 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Absence return. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Sickness records, Payroll, Maternity Payment. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Income Tax Form P60. | Current financial year plus 7 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Tax Forms P6/P45/P48/P11/P11D/P35. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | National Insurance schedule of payments. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Superannuation adjustments. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Superannuation reports. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Car loans | Current financial year plus 6 years or for as long as the person is employed by LA. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Payroll reports. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Copy Payslip. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Gross/Net monthly payroll. | Current financial year plus 6 years. | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Payroll Records Staff and Members | Payroll Awards | Current financial year plus 6 years | Public Task | Official Sensitive | Elec/Paper |
| Financial Management | Transport Management | The process of acquisition and disposal of vehicles through lease or purchase. | Destroy 7 years after the disposal of the vehicle. | | Official | Elec/Paper |
| General Public Services | All Services | Manual clock cards | Commencement of last completed year + 2 years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Holiday sheets | Commencement of last completed year + 2 years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Training Records | Destroy 7 years from termination of employment. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Driving Licence Checks | Permanently kept by outside provider. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Development Appraisals | Destroy 7 years from termination of employment. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Managing Attendance Records | Destroy 7 years from termination of employment. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Cash Books | 6 Years plus current financial year. | | Official | Elec/Paper |
| General Public Services | All Services | Manual Signing In/Out Sheets | Last 2 financial years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | General Correspondence/Letters | 7 years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Planning Memos/Address Updates | 7 years. | | Official | Elec/Paper |
| General Public Services | All Services | Stores Issue Tickets | 1 year plus current financial year. | | Official | Elec/Paper |
| General Public Services | All Services | Performance Indicator Audit Information | Permanent. | | Official | Elec/Paper |
| General Public Services | All Services | Sickness Records | Destroy 7 years from termination of employment. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | All Services | Absence Review Meeting Information | Destroy 7 years from termination of employment. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Vehicle Weight Tickets | Electronic Spread sheets kept for 7 years. Paper copies destroyed after 2 years. | | Official | Elec/Paper |
| General Public Services | Refuse | Vehicle Weight Information | Electronic Spread sheets kept for 7 years. Paper copies destroyed after 2 years. | | Official | Elec/Paper |
| General Public Services | Refuse | Waste Data Flow Information | Electronic Spread sheets kept for 7 years.Paper copies destroyed after 2 years. | | Official | Elec/Paper |
| General Public Services | Refuse | Bulky item collection application Forms | Last 2 financial years plus current year. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | White Goods collections Forms | Last 2 financial years plus current year. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Wheeled Bin application Forms | Last 2 financial years plus current year. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Asbestos collection application Forms | Last 7 years plus current year. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Wheeled Bin Assist application Forms | Last 7 years plus current year. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | 2nd Wheeled Bin application Forms | Last 7 years plus current year. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Refuse Missed collections | 1 Financial year plus current year. | | Official | Elec/Paper |
| General Public Services | Refuse | Refuse collection Memos | 1 Financial year plus current year. | | Official | Elec/Paper |
| General Public Services | Refuse | Sharps Bin Request Forms | 2 full years. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Clinical Waste Referral Forms via NCC | 10 full years. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Hazardous Waste Consignment Notes | 10 full years. | | Official | Elec/Paper |
| General Public Services | Refuse | Asbestos Collection Consignment Notes | 10 full years. | | Official | Elec/Paper |
| General Public Services | Refuse | Skip Permits | 2 full years. | | Official | Elec/Paper |
| General Public Services | Refuse | Manual Skip Service Worksheets | 2 full years. | | Official | Elec/Paper |
| General Public Services | Refuse | Brown Bag Request/Delivery Forms | 2 years plus current year. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Waste Transfer Notes | 3 years plus current year. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | Trade Waste Contract Information | For the duration of the contract plus 7 years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Street Cleaning | Vehicle Weight Tickets | 2 years plus current year. | | Official | Elec/Paper |
| General Public Services | Street Cleaning | Litter busters Forms | 1 Financial year plus current year. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Street Cleaning | Other Cleaning Memos | 1 Financial year plus current year. | | Official | Elec/Paper |
| General Public Services | Street Cleaning | NI195 - Street Monitoring Records | Maximum of 5 years only. | | Official | Elec/Paper |
| General Public Services | Street Cleaning | Manual Work Schedules/Worksheets | 5 years. | | Official | Elec/Paper |
| General Public Services | Finance | Invoice Requests | 6 completed financial years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Finance | Monthly Bills(Refuse, Other Cleaning, Grounds, Transport) | 6 completed financial years. | | Official | Elec/Paper |
| General Public Services | Finance | Completed Orders | 6 completed financial years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Finance | Customer Refunds | 6 completed financial years. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Transport | Vehicle Job Cards | Last 2 financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | MOT Test Certificates copies | Electronic records kept by external provider. Paper copies kept for 1 year plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | Driver Tachographs/Digicards | Stored electronically for 2 years plus current year. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| General Public Services | Transport | Vehicle/Driver Log Books | Last 2 financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | Vehicle Records/Inspection reports/Detect reports | Last 2 financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | Accident Damage Reports/Claim Forms | Last 10 financial years plus current year. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| General Public Services | Transport | Lifting Equipment exams/Certificates | Last 7 financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | Exhaust extraction exams/Certificates (Workshop) | Last 5 financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | Compressor testing Certificate | Last 5 financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | Workshop Insurance inspection Reports. | Last 2 financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Transport | DVLA Enquiries | Last 2 calendar years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| General Public Services | Grounds Maintenance | Playground Inspections | 18 years plus current year. | | Official | Elec/Paper |
| General Public Services | Grounds Maintenance | Private Tree Works (quotes / invoices) | 6 years plus current year. | Contract | Official Sensitive | Elec/Paper |

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| General Public Services | Grounds Maintenance | Maintenance Works (General) | 6 years plus current year. | | Official | Elec/Paper |
| General Public Services | Grounds Maintenance | Internal recharges (invoices) | 6 completed financial years plus current year. | | Official | Elec/Paper |
| General Public Services | Cemeteries | Register of internment forms | Electronic scanned data permanently held by external provider. Hard copy - 5 years. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| General Public Services | Cemeteries | Cemetery Plans | Permanent. | | Official | Elec/Paper |
| General Public Services | Cemeteries | Orders | 6 completed financial years. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| General Public Services | Parks, Open Spaces, Allotments and Events | Allotment Agreements | Hard copies of agreements applications kept on file. Retain for 7 years after agreement ends. | Contract | Official Sensitive | Elec/Paper |
| General Public Services | Parks, Open Spaces, Allotments and Events | Event Management | Electronic & Hard copies of event Management Plans for events & activities within Parks & Open Spaces. Retain Records for 7 years. | Consent | Official Sensitive | Elec/Paper |
| General Public Services | Refuse | MOT Bookings | Last 2 financial years plus current year. | Consent | Official Sensitive | Elec/Paper |
| Health & Safety | Inspections and Assessments | Process of carrying out monitoring to ensure that the process is safe, that processes permit work, and that there are safe systems of work in place | Permanent. These are maintained electronically and will be archived after 3 years. | | Official | Electronic |
| Health & Safety | Inspections and Assessments | Process to assess the level of risk. | Permanent. These are maintained electronically and will be archived after 3 years. | | Official | Electronic |
| Health & Safety | Emergency Planning | Process to develop the emergency/disaster plan for the local community. | Permanent. Transfer to place of deposit after superseded. | | Official | Electronic |
| Health & Safety | Emergency Planning | Process of recording the results of the test for emergency/disaster plan | Destroy 10 years after closure. | | Official | Electronic |
| Health & Safety | Major Incident | 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. | | Official | Electronic |
| Health & Safety | Major Incident | Activities that report on all minor incidents in the local community. | Destroy 7 years after closure. | | Official | Electronic |
| Health & Safety | Accident Records | Accident Forms | Permanent. (These are maintained electronically on SHE system and reported under RIDDOR). | Compliance with a legal obligation | Official Sensitive | Electronic |
| Health & Safety | Accident Records | Accident Books/Recording. | Permanent. These are maintained electronically and will be archived after 3 years. | Compliance with a legal obligation | Official Sensitive | Electronic |
| Health & Safety | Health Records | Safety Inspections/Audits. | Permanent. These are maintained electronically and will be archived after 3 years. | | Official | Electronic |
| Health & Safety | Policies | Written statement of employers general policy for the health and safety at work for employees. | Retained indefinitely. | | Official | Electronic |
| Health & Safety | Training | Health and Safety Records of training. | Permanent. These are maintained electronically and will be archived after 3 years. | | Official | Electronic |
| Housing | Incorporation Documents | Certificate of Incorporation | Permanently | | Official | Elec/Paper |
| Housing | Incorporation Documents | Memorandum and Articles of Association (original) | Permanently | | Official | Elec/Paper |
| Housing | Incorporation Documents | Memorandum and Articles of Association (current) | Permanently | | Official | Elec/Paper |
| Housing | Incorporation Documents | Governance Documentation | Permanently | | Official | Elec/Paper |
| Housing | Incorporation Documents | Constitution, Aims and Objectives | Permanently | | Official | Elec/Paper |
| Housing | Meetings | Notices of Meetings | 6 years | | Official | Elec/Paper |
| Housing | Meetings | Board and Committee Minutes (Companies) | Permanently | | Official | Elec/Paper |
| Housing | Meetings | Board Resolutions (Companies) | Permanently | | Official | Elec/Paper |
| Housing | Meetings | Minutes of other meetings | 6 Years | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Annual Returns to DCLG | 3 Years | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Annual Returns to DCLG working papers | 3 Years | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Audited company returns and financial statements | Permanently | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Declaration of Interest | 6 years | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Register of Directors and Secretaries | Permanently | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Annual Returns to Companies House | Permanently | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Register of Board Memebers | Permanently | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Register of seals | Permanently | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | Register of Share Certificates | Permanently | | Official | Elec/Paper |
| Housing | Registrations and Statutory Returns | List of Members (I&P Societies) | Permanently | | Official | Elec/Paper |
| Housing | Strategic Management | Business Plans and supporting documentation (e.g. organisation structures, aims, objectives, funding issues) | 6 years | | Official | Elec/Paper |
| Housing | Insurances | Current and Former Policies | Permanently | | Official | Elec/Paper |
| Housing | Insurances | Annual Insurance Schedule | 6 years | | Official | Elec/Paper |
| Housing | Insurances | Claims and Related Correspondence | 3 Years | | Official | Elec/Paper |
| Housing | Insurances | Indemnities and Guarantees | 6 Years (after expiry) | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Accounting records for Limited Company | 10 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Balance sheets and supporting documents | 10 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Signed copy of report and accounts | Permanently | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Budgets and internal financial reports | 2 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Tax returns and records | 10 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | VAT records | 6 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Orders and delivery notes | 6 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Copy invoices | 6 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Credit and Debit notes | 6 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Cash records and till rolls | 6 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Journal transfer documents | 6 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | Creditors, debtors and cash income control accounts | 6 Years | | Official | Elec/Paper |
| Housing | Finance Accounting & Tax Records | VAT related correspondence | 6 Years | | Official | Elec/Paper |
| Housing | Other Banking Records (including Giro) | Cheques | 6 Years | | Official | Elec/Paper |
| Housing | Other Banking Records (including Giro) | Paying in counterfoils | 6 Years | | Official | Elec/Paper |
| Housing | Other Banking Records (including Giro) | Bank Statements and reconciliations | 6 Years | | Official | Elec/Paper |
| Housing | Other Banking Records (including Giro) | Instructions to bank | 6 Years | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Contracts under seal and/or executed as deeds | 12 Years after completion (inc. defect liability period) | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Contracts for the supply of goods or services, including professional services | 12 Years after completion (inc. defect liability period) | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Documentation relating to small one-off purchases of goods and services, where there is no continuing maintenance of similar agreement | 3 Years | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Loan agreements | 12 Years after last payment | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Rental and hire purchase agreements | 6 Years after expiry | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Indemnities and Guarantees | 6 Years after expiry | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Documents relating to successful tenders | 6 Years after end of contract | | Official | Elec/Paper |
| Housing | Contracts and Agreements | Forms of tender | 3 Years after written acceptance by the successful tenderer or the life of the contract, whichever is greater | | Official | Elec/Paper |
| Housing | Charitable Donations | Deeds of Covenant | 12 years after last payment | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Charitable Donations | Index of donations granted | 6 Years | | Official | Elec/Paper |
| Housing | Charitable Donations | Account documentation | 6 Years | | Official | Elec/Paper |
| Housing | Application and Tenancy Records | Applications for accommodation | 6 Years after offer accepted | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Application and Tenancy Records | Rent Statements | 2 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Application and Tenancy Records | Current tenants Tenancy files, including rent payment records and details of any complaints and harassment cases | Indefinitely | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Application and Tenancy Records | Former tenants Tenancy files (other than tenancy agreements - see below) including rent payment records, recharge packs and details of any complaints and harassment cases | 4 years unless ASBO exceeds 4 Year limit | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Application and Tenancy Records | Former tenants Tenancy Agreements and details of their leaving | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |

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| Housing | Application and Tenancy Records | Documentation, correspondence and information provided by other agencies relating to special needs of current tenants | While tenancy continues | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Application and Tenancy Records | Records relating to offenders, ex-offenders and persons subject to cautions | While tenancy continues | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Rent registrations | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Leases and dees of ownership | While owned | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Copy of former leases | 12 Years after settlement of all issues | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Wayleaves, licences and easements | 12 Years after rights given or received cease | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Abstracts of title | 12 years after interest ceases | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Planning and Building Control permissions | 12 years after interest ceases | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Searches | 12 years after interest ceases | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Property maintenance records | 6 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Property Records | Reports and professional opinions | 6 Years | | Official | Elec/Paper |
| Housing | Property Records | Development Documentation | 12 Years after settlement of all issues | | Official | Elec/Paper |
| Housing | Property Records | Invoices | 12 Years | | Official | Elec/Paper |
| Housing | Property Records | VAT documentation | | | Official | Elec/Paper |
| Housing | Property Records | Insurance | | | Official | Elec/Paper |
| Housing | Vehicles | Mileage records | 2 years after disposal | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Vehicles | Maintenance Records, MOT tests | 2 years after disposal | | Official | Elec/Paper |
| Housing | Vehicles | Copy Registrations | 2 years after disposal | | Official | Elec/Paper |
| Housing | Employees: Tax and Social Security | Record of taxable payments | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Record of tax deducted or refunded | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Record of earnings on which standard National Insurance Contributions payable | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Record of employers and employees NI Contributions | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | NIC contracted-out arrangements | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Copies of notices to employee (e.g. P45, P60) | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Inland Revenue notice of code changes, pay and tax details | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Expense claims | 6 Years after Audit | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Record of sickness payments | 6 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Record of maternity payments | 6 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Income Tax and NI returns | 6 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Inland Revenue approvals | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Tax and Social Security | Annual Earnings summary | 12 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Pension Schemes | Actuarial valuation reports | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Pension Schemes | Detailed returns of pension fund contributions | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Pension Schemes | Annual reconciliations of fund contributions | Permanently | | Official | Elec/Paper |
| Housing | Employees: Pension Schemes | Money purchase details | 6 years after transfer or value taken | | Official | Elec/Paper |
| Housing | Employees: Pension Schemes | Qualifying service details | 6 years after transfer or value taken | | Official | Elec/Paper |
| Housing | Employees: Pension Schemes | Investment policies | 12 years from end of benefits payable under policy | | Official | Elec/Paper |
| Housing | Employees: Pension Schemes | Pensioner records | 12 years after benefits cease | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Pension Schemes | Records relating to retirement benefits | 6 years after year of retirement | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Terms and conditions of service, both general terms and conditions applicable to all staff, and specific terms and conditions applying to individuals | 6 years after last date of currency | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Service contracts for directors (companies) | 6 years after directorship ceases | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Remuneration package | 6 years after last date of currency | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Former employee's Personnel Files | Indefinitely | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | References to be provided for former employees | 20 Years or until former employee reaches age 65 (whichever comes first) | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Application, Tenancy, Housing Needs and Adaptation Requests as relate to containing childrens data | The assessment of Housing Applications, Housing Needs Requests, Tenancy Issues and adaptation of property where part of the information collected relates to Children 13 and under, and Children 14+ | Housing Application: Permanent retention of main application details. Supporting documentation may be deleted on allocation of a tenancy or cancellation of an application. Housing Needs Request: Data retention policy states that documents are kept for up | Compliance with a legal obligation, Public Task | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Training programmes | 6 years after completion | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Individual training records | 6 years after employment ceases | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Shortlists, interview notes and related application forms | 6 months | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Application forms of non-shortlisted candidates | 6 months | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Trade Union agreements | 10 years after ceasing to be effective | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Employer/Employee committee minutes | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees:Personnel Procedures | Insurance claims | | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Health and Safety | Medical records relating to control of asbestos | 40 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Health and Safety | Health and Safety assessments | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Health and Safety | Health and Safety policy statements | Permanently | Compliance with a legal obligation | Official | Elec/Paper |
| Housing | Employees: Health and Safety | Records of consultations with safety representatives | Permanently | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Health and Safety | Accident records, reports | 6 years after date of occurrence | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Health and Safety | Accident books | 6 years after date of last entry | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Health and Safety | Sickness records | 6 years from end of sickness | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Employees: Health and Safety | Health and Safety statutory notices | 6 years after compliance | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Performance | Internal Audit records | 4 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Performance | Performance Data | 4 Years | | Official | Elec/Paper |
| Housing | Performance | Records of complaint | 3 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Housing | Performance | Benchmarking Data | 4 Years | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Lifting Equipment | 2 years after last use | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Work equipment | Until next inspection | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Scaffolding | 3 Months after dismantled | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Local exhaust ventilation | 40 years | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Noise surveys/data | 40 years | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Vibration surveys/data | 40 Years | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Vehicle maintenance | 2 years after disposal | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Electrical equipment | 3 years after disposal | | Official | Elec/Paper |
| Housing | Plant and Equipment Maintenance and Inspection | Access equipment | Until next inspection | | Official | Elec/Paper |
| Housing | Buildings | Workplace Inspections | Permanently | | Official | Elec/Paper |
| Housing | Buildings | Health and Safety file | Until building disposed | | Official | Elec/Paper |
| Housing | Buildings | Fire equipment | 3 years | | Official | Elec/Paper |
| Housing | Buildings | Fire alarms | 3 years | | Official | Elec/Paper |
| Housing | Buildings | Fire certificate | As long as in force | | Official | Elec/Paper |
| Housing Needs | Homelessness Application/Enquiry | Assessment of Housing Need, Homeless Application, Personalised Housing Plan, Formal Decision | 6 years | Consent | Official Sensitive | Paper/Electronic |
| Housing Needs | Emergency Accommodation | Register of those having utilised emergency accommodation facilities. Register of those having utilised B&B accommodation | 5 Years | Consent | Official Sensitive | Electronic |
| Housing Needs | Severe Weather Provision | Register of those having utilised shelters/severe weather provision. | Current plus previous year | Consent | Official Sensitive | Electronic |
| Housing Needs | Statistical Returns | Statistical Returns sent to MHCLG and other government departments for formulation of strategy, management of housing stock, benchmarking and performance | Current plus previous year | | Official | Electronic |
| Human Resources | Personnel Administration | Summary management systems that allow the monitoring & management of employees in summary form. | Permanent. | Contract | Official Sensitive | Elec/Paper |

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| Human Resources | Personnel Administration | The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements. | Destroy 7 years from date of termination of employment. | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Personnel Administration | Personnel Files/Employment records. | Termination + 7 years. | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Employee and Industrial Relations | Identification & development of significant directions concerning industrial matters. | Permanent. | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Employee and Industrial Relations | Processing of disciplinary and grievances investigations. | Termination of Employment plus 7 years | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Occupational Health | The process of checking and ensuring the health of staff. | Specific health records will be kept for at least 40 years from the date of the last entry or until the employee has reached 80 years of age, whichever is the longer, where the employee has been exposed to conditions which are known to have the potential | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Recruitment | The selection of an individual for an established position. Unsuccessful job applications. | Keep on personal file and destroy after 7 years of termination of contract. Destroy within 6 months to year after close of application process and employment of successful candidate. Itrent - recruitment information relating to applications is 12 months | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Recruitment | Disclosure and Barring Service (DBS). | Permanent. | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Staff Monitoring | Process of monitoring staff leave and attendance. | Termination of employment plus 7 years. Monitored by each division. | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Termination | The process of termination of employment through resignation, voluntary redundancy, dismissal and retirement. | Destroy after 7 years from end of employment. | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Training Development | Routine staff training processes, not occupational health and safety or children related. | Destroy after maximum 7 years from end of employment. | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Training Development | Training (occupational health and safety training). | Training Records relating to work with asbestos (or other specific physical, chemical or biological agents) will be kept for at least 40 years from the date of the last entry or until the employee has reached 80 years of age, whichever is the longer. All | Contract | Official Sensitive | Elec/Paper |
| Human Resources | Appointments of Statutory Officers | The process of selection of an individual for an statutory position. | Keep on personal file and destroy after 7 years of termination of contract. Destroy unsuccessful candidate applications within 6 months to year after close of application process and employment of successful candidate. Permanent records in council minute | Contract | Official Sensitive | Elec/Paper |
| ICT | Infrastructure | Data network, E-mail,Internet access, telephony,web infrastructure, Backups | Current plus most recent. Backups: Daily, Monthly, Annually | Compliance with a legal obligation | Official Sensitive | Electronic |
| ICT | Security Management | Security Management | Current plus most recent. | | Official Sensitive | Electronic |
| ICT | Service Desk Support | Service Desk Support | Current plus most recent. | Public Task | Official Sensitive | Electronic |
| ICT | Service Delivery | Service Delivery | Current plus most recent. | Public Task | Official Sensitive | Electronic |
| ICT | Development | Development | Current plus most recent. | | Official | Electronic |
| Land Charges | Land Charges | Maintain Land Charges Register | Permanent | Compliance with a legal obligation | Official Sensitive | Electronic/Paper |
| Land Charges | Land Charges | Log of Official and Personal Searches | 7 Years | Compliance with a legal obligation | Official Sensitive | Electronic/Paper |
| Land Charges | Land Charges | Financial Reports on Local Land Charges Income | 7 Years | | Official | Electronic/Paper |
| Land Charges | Land Charges | Search Documents | 7 Years | Compliance with a legal obligation | Official Sensitive | Electronic/Paper |
| Legal and Licencing | Licencing Registrations | Administration of application, registration, certificates | 3 years after termination or surrender | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Licences | Permits and Licences | 7 Years after surrender/cancellation/revocation | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Licencing | Enforcement | 7 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Contracts | The process of managing, and administering Contracts | Under Deed - retain for 12 years, Under Contract retain for 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Litigation | The process of managing, undertaking or defending for or against litigation on behalf of the authority | 7 Years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Bye-Laws | The process of managing, administering, enacting and revocation of Bye-Laws | Permanent | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Freedom of Information Requests | The process of administering requests under the Freedom of Information Act | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Prosecution | The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities | 7 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Assets of Community Value | | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Right to Buys | The process of administrating the sale of council owned land or property | Deed - permanent, any other document 12 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Conveyancing | The process of changing ownership of land or property | 12 years after closure | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Tree Preservation Orders | The process of administrating the issuing and recording of Tree Preservation Orders | Order retained permantly | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Register of Interest | The maintaining of the register of District and Parish Councillors interests | Information retained for length of councillorship | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Legal and Licencing | Gifts & Hospitality Register | The maintaining of the register of gifts and hospitality received by council officers and employees | | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Leisure | Service Level Agreements/Contracts | Leisure Centres and Kilton Forest Golf Club are managed by external company Barnsley Premier Leisure | 6 years after contract has expired | Contract | Official Sensitive | Elec/Paper |
| Leisure | Financial Records | Requisition Orders/Invoices etc | 6 years | | Official | Elec/Paper |
| Leisure | Staff Records | Casual/Seasonal Staff | Length of Contract | Contract | Official Sensitive | Elec/Paper |
| Leisure | Activities/Events | Administration and deployment of a number of activities/events, e.g. Walking Cricket/Footbal/Netball, 'Get Set Go', SAND Sports Club etc | Retention varies dependant on activity. Data either destroyed on ending of participation in activity, or in case of Get Set Go, data can be retained up to 4 years (scheme is designed for children 7-11 years old) before destruction | Consent | Official Sensitive | Elec/Paper |
| Leisure | Marketing/Promotion | Marketing and Promotional Material including circulation lists | Current | Consent | Official Sensitive | Elec/Paper |
| Leisure | Coach Facilitation | Enabling external coaches to connect with venues/organisations requiring coach led classes/instruction | Current | Consent | Official Sensitive | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Overview & Scrutiny | 10 Years | Public Task | Official Sensitive | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Sustainable Community Strategy. | Retain for 4yrs following expiry of strategy | | Official | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Service Improvement and Development Plans. | Retain from creation until superseded (usually 1yr) | | Official | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Corporate Plan/Council Plan/Strategic Plan | Retain for 6yrs from expiry date | | Official | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Equalities | Retain for 6yrs from creation | | Official | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Corporate Policies/Procedures | Retain for 3yrs following expiry of policy/procedure | | Official | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Corporate Partnership Working | Retain from end of partnership for 6yrs | | Official | Elec/Paper |
| Management and Administration | Policy and Scrutiny | Community Engagement | Retain for 4yrs from creation | Public Task | Official Sensitive | Elec/Paper |
| Management and Administration | Performance Monitoring | Performance Monitoring | Retain performance data until obsolete | | Official | Elec/Paper |
| Management and Administration | Performance Monitoring | Performance Reporting | 15 years | | Official | Elec/Paper |
| Management and Administration | Performance Monitoring | Development and setting of targets against council plan and ensuring Pi's are relevant to section and feed into council plan | Retention relative to retention of council plan | | Official | Elec/Paper |
| Management and Administration | Youth Council | Engagement programme to provide young people with opportunity to have their voice heard, why their vote matters, how they can have a direct say in how their council is ran. | 2 years | Consent | Official Sensitive | Elec/Paper |
| Management and Administration | Formal Complaints | The management of complaints directed to council | 6 years | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Management and Administration | PA Function - Correspondence | Records of Correspondence to Chief Executive and Leader of Council | 6 years | Public Task | Official Sensitive | Elec/Paper |
| Markets | Market Traders Register | Market Traders Register | 6 years - unless specified by Market Trader when left. | Consent | Official Sensitive | Elec/Paper |
| One Stop Shop | One Stop Shop | Audio recordings of all conversations at the Call Centre. | Removed from system after 3 months and Archived to memory stick which is kept in secure location within the IT Department. Limited access to the memory stick and software. Archive kept for 2 years with secure access. | Compliance with a legal obligation | Official Sensitive | Electronic |
| One Stop Shop | Cashiers | Daily Cash reconciliation sheets. | Current financial year plus 2 years. | | Official | Elec/Paper |
| One Stop Shop | Cashiers | Cashiers Receipt rolls (audit rolls). | Current financial year plus 6 years. | | Official | Elec/Paper |
| Planning & Building Control | Planning Policy | The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local or neighbourhood plans and any relevant background documents | Keep permanently, until the document/plan is superseded by an adopted document/ revised version. Old versions of the documents to be archived. Working files for superseded documents/plans to be archived. | | Official | Elec/Paper |
| Planning & Building Control | Planning Policy | The activity of consultation to gain approval for the Local Plans, Neighbourhood Plans etc. | Keep permanently, until the document/plan is superseded by an adopted document/ revised version. Inspectors reports or summary of consultation reports for superseded plans/appraisals to be archived. Public consultation responses on superseded Plans/Apprais | Public Task | Official Sensitive | Elec/Paper |
| Planning & Building Control | Conservation | The activity of recording information on historical buildings, monuments including all correspondence. | Keep permanently. | | Official | Elec/Paper |
| Planning & Building Control | Conservation | General correspondence (not related to a planning application of Listed Building. | Keep permanently. | | Official | Elec/Paper |
| Planning & Building Control | Development Team | The process of controlling development of areas through applications for planning permissions. | Electronic Records (Uniform) – Permanent. Paper – Once scanned papers are destroyed in confidential shredding. | Public Task | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Development Team | The process of maintaining Tree Preservation Orders. | Permanent, unless tree removed. | Public Task | Official Sensitive | Electronic/Paper |

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| Planning & Building Control | Development Team | The processing of Pre-Application and Household Questionnaires. | Electronic Records (Uniform) Permanent. All PREAPP's including householder enquiries to be scanned to case in Uniform (Electronic) system. Paper copies prior to Uniform system implementation to be confidentially destroyed. | Consent | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Development Team | The processing of Planning Enforcements. | Electronic Records (Uniform) – Permanent. Paper – Once scanned papers are destroyed in confidential shredding. | Public Task | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Development Team | The processing of general planning enquires (non-Uniform records) | Destroy 6 years after closure. Paper copies prior to Uniform system implementation to be confidentially destroyed. | Consent | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Building Control | The summary management and recording of Building Control matters under the Building Act, Building Regulations and/or related legislation. | Paper copies: Permanent – transfer to place of deposit after conclusion of administrative use. Electronic copies: Permanent storage on Corporate or Unit document management system. Scanned papers to be confidentially destroyed. | Public Task | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Building Control | The process of accepting, approving, rejecting or otherwise regulating applications and notices under the Public Health Acts, Building Act and the Building Regulations. The process of inspecting building work with Building Regulations | Paper and/or electronic copies of case files: Retain for 15 years following issue of final completion certificate or cancellation of initial notice. Confidentially destroy/delete when the 15 year period has elapsed. | Public Task | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Building Control | The process of accepting, approving, rejecting or otherwise regulating notifications of building work carried out under the Building (Approved Inspectors etc) Regulations, as amended. | Paper and electronic copies: confidentially destroy/delete 15 years after receipt of Final Certificate or last action | Public Task | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Building Control | The process of enforcing the Building Act and Building Regulations. | Paper and/or electronic copies: confidentially destroy/delete 15 years after closure/compliance with enforcement notice. | Public Task | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Building Control | The process of enforcing the Building Control Act 1984. | Paper and/or electronic copies: confidentially destroy 3 years after closure/compliance with enforcement notice. | Public Task | Official Sensitive | Electronic/Paper |
| Planning & Building Control | Building Control | The process of recording all other Building Control matters not covered above. | Paper and/or electronic copies: confidentially destroy 3 years after closure or last action. | Public Task | Official Sensitive | Electronic/Paper |
| Policy and Communications | Publications | Publication of material on behalf of other sections, promotional material, posters, leaflets etc., social media posts and maintenance, correspondence from departments for changes/alterations to web site | Published material Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded. Routine correspondence deleted when job/task complete. | Compliance with a legal obligation | Official | Elec/Paper |
| Policy and Communications | Media Relations | Press/media requests | Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded | Compliance with a legal obligation | Official | Elec/Paper |
| Policy and Communications | Marketing | Proactive publicity, posters, leaflets etc., social media campaigns, press releases etc | Published material Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded. Routine correspondence deleted when job/task complete. | | Official | Elec/Paper |
| Policy and Communications Procurement | Forum Distribution Lists Evaluation of Tender | Contact Details of Attendees at various Forum event through the district Summary tender evaluation criteria. | 2 years Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts Under Seal - Destroy 12 years after the terms of contract have expired. Electronic copies of both types to be retained for 12 years. | Consent Contract | Official Sensitive Official Sensitive | Elec/Paper Elec/Paper |
| Procurement | Evaluation of Tender | Successful tender document. | Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts Under Seal - Destroy 12 years after the terms of contract have expired. Electronic copies of both types to be retained for 12 years. | Contract | Official Sensitive | Elec/Paper |
| Procurement Procurement | Evaluation of Tender Awarding of contract | Unsuccessful tender Documents. The process awarding of Contract. | Destroy 6 year after start of contract. Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts Under Seal - Destroy 12 years after the terms of contract have expired. Electronic copies of both types to be retained for 12 years. | Contract Contract | Official Sensitive Official Sensitive | Elec/Paper Elec/Paper |
| Procurement Procurement | Awarding of contract Awarding of contract | Contract operation and Monitoring. Management and amendment of contract. | Destroy 3 years after the terms of contract have expired. Ordinary Contracts Destroy 6 years after the terms of contract have expired. Contracts Under Seal Destroy 12 years after the terms of contract have expired. Electronic copies of both types to be retained for 12 years. | Contract | Official Official Sensitive | Elec/Paper Elec/Paper |
| Procurement | Awarding of contract | Shared Services Successful tenders. | Ordinary Contracts Destroy 6 years after the terms of contract have expired. Contracts Under Seal Destroy 12 years after the terms of contract have expired. Electronic copies of both types to be retained for 12 years. | Contract | Official Sensitive | Elec/Paper |
| Public Relations, Civic and Royal Events | Civic and Royal Events | The recording of ceremonial events and civic occasions. | Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded. | | Official | Elec/Paper |
| Public Relations, Civic and Royal Events Regeneration and Investment Revenues | Civic and Royal Events Developer and Landowner Information Debtor Records | The process of organising a ceremonial event or civic occasions Spreadsheet with developers, investors and land owners details. Debtors records. Supporting documents. | Destroy 7 years after administrative use is concluded. Electronic Record – if no longer required/up to date, then deleted/amended. Current financial year plus 6 years. Current financial year plus 1 year. | Consent | Official Sensitive Official Sensitive | Elec/Paper Elec/Paper |
| Shopmobility | Shopmobility Scheme | Membership Application Forms | Currently Permanent. | Consent | Official Sensitive | Elec/Paper |
| Shopmobility | Shopmobility Scheme | Temporary Receipt Books | Current Year plus 6 years. | Consent | Official Sensitive | Elec/Paper |
| Strategic Housing | Housing Strategy | Housing Strategy | 3 Years | | Official | Electronic |
| Strategic Housing | Custom & Self Build Register | Register of individuals, and associations of individuals, who are seeking to acquire serviced plots of land in the authority's area, in order to build dwellings to occupy as their homes. | Until individual or association of individuals request to be removed | Compliance with a legal obligation | Official Sensitive | Electronic |
| Street Naming and Numbering | Street Naming and Numbering | Application for a new street name and to rename an existing street | Destroy 6 years after last action | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering | Street Naming and Numbering | Application for new property number or name and to renumber or rename an existing property | Destroy 6 years after last action | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering | Street Naming and Numbering | Official Decision Document and plan approving a new street name or approving a rename to an existing street | Permanent | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering | Street Naming and Numbering | Official Decision Document and plan approving a new property number or name and approving a renumber or rename to an existing property | Permanent | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering | Street Naming and Numbering | Request to Royal Mail for postcode allocation | Destroy 6 years after last action | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering | Street Naming and Numbering | Confirmation from Royal Mail of postcode allocation | Destroy 6 years after last action | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering | Street Naming and Numbering | New street name and renamed street allocation or distribution document | Destroy 6 years after last action | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering | Street Naming and Numbering | New property number or name and renumber of rename to an existing property allocation or distribution document | Destroy 6 years after last action | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Street Naming and Numbering Technical Housing/Grants | Street Naming and Numbering Home Improvement Grants | Working files relating to Street Naming and Numbering Home Improvement Grants. | Destroy 4 years after last action Home Repair Assistance Grant – Retentions of 10 years. Renovation Assistance Grant – Retention is indefinite. Decent Homes Grant – Retention is indefinite. Empty Property Grants – Retention is indefinite. All financial data destroyed 1 year after comp | Compliance with a legal obligation Compliance with a legal obligation | Official Sensitive Official Sensitive | Elec/Paper Elec/Paper |
| Technical Housing/Grants | Grant Enquiries | Grant Enquiries/Cancelled applications. | Paper Copies are destroyed after 6 months. | Compliance with a legal obligation | Official Sensitive | Elec/Paper |
| Technical Housing/Grants | Disabled Facilities Grants | Disabled Facilities Grants. | Grant with no conditions – retention 6 years. Mandatory Disabled Facilities Grant with no conditions – retention 10 years. Discretionary Disabled Facilities Grant – retention 6 years, which includes 5 years condition period. Discretionary Disabled Fa | Compliance with a legal obligation | Official Sensitive | Elec/Paper |