

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 Transfer to place of deposit after superseded.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

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

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

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 Shopmobility Shopmobility Strategic Housing Strategic Housing	Civic and Royal Events Developer and Landowner Information Debtor Records Shopmobility Scheme Shopmobility Scheme Housing Strategy Custom & Self Build Register	The process of organising a ceremonial event or civic occasions Spreadsheet with developers, investors and land owners details. Debtors records. Supporting documents. Membership Application Forms Temporary Receipt Books Housing Strategy 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.	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. Currently Permanent. Current Year plus 6 years. 3 Years Until individual or association of individuals request to be removed	Consent Compliance with a legal obligation Consent Consent	Official Official Sensitive Official Sensitive Official Sensitive Official Official Sensitive	Elec/Paper Elec/Paper Elec/Paper Elec/Paper Electronic Electronic
Street Naming and Numbering Street Naming and Numbering Street Naming and Numbering	Street Naming and Numbering Street Naming and Numbering Street Naming and Numbering	Application for a new street name and to rename an existing street Application for new property number or name and to renumber or rename an existing property Official Decision Document and plan approving a new street name or approving a rename to an existing street	Destroy 6 years after last action Destroy 6 years after last action Permanent	Compliance with a legal obligation Compliance with a legal obligation Compliance with a legal obligation	Official Sensitive Official Sensitive Official Sensitive	Elec/Paper Elec/Paper 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 Street Naming and Numbering Street Naming and Numbering Street Naming and Numbering	Street Naming and Numbering Street Naming and Numbering Street Naming and Numbering Street Naming and Numbering Street Naming and Numbering	Request to Royal Mail for postcode allocation Confirmation from Royal Mail of postcode allocation New street name and renamed street allocation or distribution document New property number or name and renumber of rename to an existing property allocation or distribution document	Destroy 6 years after last action Destroy 6 years after last action Destroy 6 years after last action Destroy 6 years after last action	Compliance with a legal obligation Compliance with a legal obligation Compliance with a legal obligation Compliance with a legal obligation	Official Sensitive Official Sensitive Official Sensitive Official Sensitive	Elec/Paper Elec/Paper Elec/Paper 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 Technical Housing/Grants	Grant Enquiries Disabled Facilities Grants	Grant Enquiries/Cancelled applications. Disabled Facilities Grants.	Paper Copies are destroyed after 6 months. 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 Compliance with a legal obligation	Official Sensitive Official Sensitive	Elec/Paper Elec/Paper