

Hastings Borough Council

Data Retention Guidelines

Updated April 2018

Hastings Borough Council Retention Guidelines

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Part 1 Establishment of the Guidelines

1. Scope of the Guideline

- 1.1. These Retention Guidelines are intended to support the Council in the areas of Data Protection, Freedom of Information and the Local Government Act.
- 1.2. The Guidelines were developed to reflect an understanding of the administrative processes that give rise to record creation. This is intended to make the Guidelines independent of any particular format of record that might be historically created (e.g. card, register) or media (e.g. paper, electronic) and prolong the Guidelines' period of application.
- 1.3. The Guidelines are intended to cover the continuum of records and information from creation through to destruction or for retention for historical or research purposes.
- 1.4. Records sentenced for destruction under the Guidelines may be destroyed in accordance with the provisions of the Guidelines. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection and Freedom of Information legislation.
- 1.5. Records for permanent preservation may be passed to Business Support to store in the Council's Archive.

2. Limitation of Scope

- 2.1. It is up to the Corporate Management Team, Assistant Directors and Professional leads to interpret and apply the guidelines should any further assistance be required.

3. Objectives of the Retention Guidelines

- 3.1. The aims of the Guidelines are to:
 - Assist in identifying records that may be worth preserving permanently as part of the Council's archives
 - Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
 - Provide consistency for the destruction of those records not required permanently after specified periods
 - Promote improved Records Management practices within the authority so that optimum use is made of the limited office space available
 - Comply with Data Protection legislation.

4. Transfer of Records to Archival Storage

- 4.1. Officers wishing to transfer permanent records to the Council's archival custody should contact Business Support. The identification of classes of records here as suitable for archives are for guidance only.
- 4.2. It may well be that the Museum or County Archivist may be interested in keeping some historic documents. Enquiries should be made with the relevant organization.

- 4.3. The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met.
- 4.4. Records identified in this schedule as 'permanent' are marked as such.
- 4.5. Records no longer required for administrative use may still retain sensitive information. What do we do about that?

5. Enactment of Standard for a Local Authority

- 5.1. As there is no legal basis for the enforcement and support of these Guidelines, the Council needs to ensure that the actions shown in the Guidelines are ratified internally.
- 5.2. Ratification can be achieved by obtaining the signature of the Director of Corporate Services and Governance or her nominee and the Chief Legal Officer.

5.3. This Retention and Disposal Schedule has been authorised by Cabinet.
Signature of the Director of Corporate Services and Governance

..... Date of Issue.

Signature of the Chief Legal Officer

..... Date of Issue.

6. Destruction of Records

- 6.1. Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.
- 6.2. When records identified for disposal in the Guidelines are destroyed, a register of such records needs to be kept. For records not covered by the Guidelines you should contact the Director of Corporate Services and Governance, who will consult with the Chief Legal Officer to provide specific advice. It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed.

7. Standard Operating Procedure (SOP)

- 7.1. There are some records that do not need to be kept at all; Standard Operating Procedure defines types of records which staff may routinely destroy in the normal course of business. However, the retention and disposal schedule must still contain reference and instructions referring to them.

7.2. SOP usually applies to information that is duplicated, unimportant or only of short-term facilitative value. Unimportant records or information include:

- 'with compliments' slips
- catalogues and trade journals
- telephone message slips
- non-acceptance of invitations (other than those which should be recorded in the Council's Hospitality Register)
- trivial electronic mail messages or notes that are not related to the Council's business
- requests for stock information such as maps, plans or advertising material
- out-of-date distribution lists
- working papers which lead to a final report

7.3. Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under SOP. Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy, are also covered.

7.4. SOP should not be applied to records or information that can be used as evidence – to prove that something happened. If you are in doubt about what information is required consult with the Chief Legal Officer

7.5. All of these may be destroyed by standard operating procedure that should be part of any ISO 9000 (Quality Management) system if applicable.

8. Reviewing the Schedule

8.1. This Guideline prescribes minimum and permanent retention periods. This guideline will also be reviewed at regular intervals. Next review due by 31/05/2019.

9. Further information

- Records Management Society of Great Britain <http://www.rms-gb.org.uk>
- Public Record Office <http://www.pro.gov.uk>
- Society of Archivists <http://www.archives.org.uk>
- Information Commissioner <http://www.dataprotection.gov.uk>

Part 2 Data Retention Index

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 - 1.2.7. Housing and public health
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- 2.2.3. Applications
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- 2.2.17. – 2.2.23 Housing
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 - 7.3.3. Corporate - Service policy
 - 7.3.4. Councillor allowances and expenses
 - 7.3.5. Current vacancies
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 - 7.3.7. Environmental health placements
 - 7.3.8. Equalities and diversity
 - 7.3.9. Finance – indemnification for members and officers
 - 7.3.10. Health & Safety training
 - 7.3.11. Industrial relations
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 - 7.3.13. Service delivery consultation
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8. Transformation

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8.2. Transformation

8.2.1. Business Process Improvement

8.2.2. Data Protection

9. Hastings Housing Company

9.1. Minutes

9.2. Statutory documentation

Part 3 Data Retention Schedule

Operational Services

1. Environment & Place			Contact: Assistant Director Environment & Place	
Ref	Description	Types of Records	Retention Action	Legislation/ Guidance
1.1	Cemetery & Crematorium			
1.1.1	Cemeteries and crematoria	<ul style="list-style-type: none"> • All records relating to the maintenance of burial grounds including faculties giving permission for work to be carried out • All records relating to the management of and regulations relating to crematoria • All records relating to the management of the burials and cremations process • Applications for cremation and any certificates or other documents relating to a cremation • Registers, indexes, plans relating to cemeteries and crematoria 	<ul style="list-style-type: none"> • 6 years from date work carried out • 6 years from date record created • 6 years from date record created • 15 years after date of cremation • 50 years after date of closure of cemetery/crematorium. Where an electronic copy is kept the cremation authority must keep any document from which the electronic copy was made for a period of 2 years from the date of the cremation 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • The Cremation (England and Wales) Regulations 2008 section 34
1.1.2	Civil funerals	<ul style="list-style-type: none"> • All records relating to the provision of civil funerals • Records relating to all arrangements made for funerals including booking, orders of service and music 	<ul style="list-style-type: none"> • 3 years from date record created • 6 years from date record created 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2)
1.1.3	Exhumations	All records relating to the management of exhumations including faculty, home office licence and the authority to re-open a grave	15 years from date of exhumations	

1.1.4	Funeral Payment	All records relating to the payments to assist with the payment for a funeral	6 years from date of repayment	HMRC - Compliance Handbook Manual CH15400
1.1.5	Grave purchasing	All records relating to the purchase of grave plots including registers, deeds, statutory declarations and transfer of grants	75 year minimum requirement from date of cemetery closure	Disused Burial Grounds (Amendment) Act 1981
1.1.6	Independent funerals	All records relating to the provision of advice and information on how to organise a funeral without the use of a funeral director.	Retention starts from the provision of advice/information. This will be a dynamic document, constantly updating	
1.1.7	Memorial construction	<ul style="list-style-type: none"> All records relating to the construction, erection and removal of a memorial All records relating to the inspection of memorials All records relating to the maintenance of memorials 	<ul style="list-style-type: none"> 6 years minimum from date memorial removed 6 years from date of inspection 6 years from date of maintenance 	Limitation Act 1980 (Section 2)
1.1.8	Mortuaries	All records relating to the management of mortuary services	6 Years from date record created	Limitation Act 1980 (Section 2)
1.1.9	Municipal funerals	All records relating to the provision of municipal funerals	6 Years from date record created	HMRC - Compliance Handbook Manual CH15400
1.1.10	Repatriation of bodies	<ul style="list-style-type: none"> All records relating to the repatriation of bodies in England and Wales All records relating to the repatriation of bodies abroad 	6 Years from date record created	Limitation Act 1980 (Section 2)
1.2	Community Safety & Enforcement			
1.2.1	Anti-social civil injunction	All records relating to the creation and management of an Anti-social civil injunction	10 years from date order made	Management of Police Information MoPI
1.2.2	Community protection notice	All records relating to applications for and management of Community Protection Notices	6 years from date notice spent	Anti Social Behaviour Crime and Policing Act 2014
1.2.3	Criminal Behaviour Order	All records relating to the use of Criminal Behaviour Orders	6 years from date order spent	Anti Social Behaviour Crime and Policing Act 2014
1.2.4	Dog fouling	All records relating to the monitoring and enforcement of action against dog fouling	6 years from date of any enforcement action	Limitation Act 1980 (Section 2)

1.2.5	Flyposting	All records relating to monitoring and dealing with flyposting	6 years from date of any enforcement action	Limitation Act 1980 (Section 2)
1.2.6	Fly-tipping	All records relating to enforcement action taken against fly tippers	6 years from date of any enforcement action	Limitation Act 1980 (Section 2)
1.2.7	Housing and public health	All records relating to the enforcement of public health and housing regulations.	6 years from date of enforcement action	Limitation Act 1980 (Section 2)
1.2.8	Litter	All records relating to the enforcement of litter dropping schemes	6 years from date of any enforcement action	HMRC - Compliance Handbook Manual CH15400
1.2.9	Premises closure notice	All records relating to premises closure notices	6 years from date notice spent	Anti Social Behaviour Crime and Policing Act 2014
1.2.10	Public Spaces Protection Order	All records relating to applications for and management of Public Spaces Protection Orders	6 years from date order spent	Anti Social Behaviour Crime and Policing Act 2014
1.2.11	Refuse disposal	All records relating to the enforcement of the duty of care concerning the disposal of refuse	6 years from date of any enforcement action	Limitation Act 1980 (Section 2)
1.2.12	Smoking ban	All records relating to the enforcement of the smoking ban	6 years from date of any enforcement action	Limitation Act 1980 (Section 2)
1.3	Environmental Health			
1.3.1	Air handling units	All records relating to the inspection and monitoring of air handling units	3 years from date of inspection	
1.3.2	Air quality	All records relating to the measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants	Permanent	
1.3.3	Animal inspection	All records relating to animal inspection	6 years from date record created	Limitation Act 1980 (Section 2)
1.3.4	Asbestos management	All records relating to all aspects of asbestos management	60 years from date of building closure	
1.3.5	Contaminated land	<ul style="list-style-type: none"> • All records relating to the maintenance of a register of contaminated land • Files relating to individual contractors responsible for managing waste site • Maintenance reports submitted by contractors relating to the kit and equipment on waste sites • Records relating to local authority controlled household recyclable sites • Records relating to the licencing and environmental control of closed landfill sites 	<ul style="list-style-type: none"> • Permanent • 12 years from last action on contract • 1 year from date record created • Record starts on date of opening site and retain 	<ul style="list-style-type: none"> • Environmental Permitting Regulations (England and Wales) 2010 • Environmental Permitting Regulations (England and Wales) 2010 • Environmental Permitting Regulations (England and Wales) 2010

		<ul style="list-style-type: none"> • Reports made every 6 months during the life of the contract of waste management sites • Site files relating to individual waste sites which may be managed by a number of different contractors over its life span 	<ul style="list-style-type: none"> • until end of life of the site • Record starts on date of opening site and retain until end of life of the site • Record starts on date of contract awarded and retain until end of contract • 7 years from end of life of site 	<ul style="list-style-type: none"> • Wales) 2010 • Environmental Permitting Regulations (England and Wales) 2010 • Environmental Permitting Regulations (England and Wales) 2010 • Environmental Permitting Regulations (England and Wales) 2010
1.3.6	Cooling tower registration	All records relating to the registration of cooling towers	6 years from date registration expires	Limitation Act 1980 (Section 2)
1.3.7	Corporate - health and safety	<ul style="list-style-type: none"> • All records relating to accident reporting where the person is aged over 18 at the time of the accident • All records relating to accident reporting where the person is aged under 18 at the time of the accident • All records relating to health and safety campaigns carried out by local authorities • All records relating to Health and Safety strategy including policy documents • All records relating to the development and implementation of health and safety policies • Process of inspecting equipment • Risk Assessments relating to land and property in public ownership 	<ul style="list-style-type: none"> • 4 years from date of accident • 22 years from date of birth of individual • 3 years from date of end of campaign • 6 years from date policy superseded • 6 years from date policy superseded • 6 years from date of inspection • 6 years from date risk assessment superseded 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 11) • Limitation Act 1980 (Section 11) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2)
1.3.8	Dog registration	All records relating to the administration of dog registration schemes	6 years from date registration expires	Limitation Act 1980 (Section 2)
1.3.9	Drainage	All records relating to the provision of help and advice on, land drainage or private drainage and may arrange for clearance of a blocked drain	6 years from date record created	Limitation Act 1980 (Section 2)
1.3.10	Dry cleaning premises	All records relating to the regulation of dry cleaning premises where contamination of land is not involved	6 years after date of any enforcement	Limitation Act 1980 (Section 2)

1.3.11	Facilities - asbestos	Asbestos Register	40 years minimum	
1.3.12	Facilities - hazardous substances	Risk Assessments (relating to hazardous substances)	40 years after closure date	Control of Substances Hazardous to Health Regulations, 1997/2002 See also; 2) Control of Lead at Work Regulations, 1980; 3) Control of Asbestos at Work Regulations, 1987; 4) Health & Safety at Work Act, 1974
1.3.13	Facilities - noise	All records relating to the control of noise at work	6 years from date record created	Limitation Act 1980 (Section 2)
1.3.14	Food business registration	All records relating to the registration of food businesses	6 years after date registration expires	Limitation Act 1980 (Section 2)
1.3.15	Food poisoning and contamination	All records relating to the investigation of food poisoning and contamination incidents	6 years from date investigation concluded	Limitation Act 1980 (Section 2)
1.3.16	Food premises approval	All records relating to the approval of food premises	6 years after date of inspection	Limitation Act 1980 (Section 2)
1.3.17	Food safety	<ul style="list-style-type: none"> • All records relating to food safety advice • All records relating to food safety enforcement actions • All records relating to the management of food safety inspections • Risk Assessments relating to food safety • Food Handling Questionnaires 	<ul style="list-style-type: none"> • 3 years from date of inspection • 6 year after date of enforcement / life of the ban • 6 years from date record created • 6 years from date record created • 6 years from date of questionnaire 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) •
1.3.18	Health & safety regulation	All records relating to checks on local businesses and business premises to ensure that safe and healthy working conditions are provided for all employees and visitors	10 years after last check date	Limitation Act 1980 (Section 2)
1.3.19	Nuisances	All records relating to the monitoring and enforcement of justified complaint of non-statutory nuisance such as emissions of smoke, fumes or gases, dust, steam	6 years from date investigation ends	Limitation Act 1980 (Section 2)
1.3.20	out of hours emergencies	All records relating to environmental health out of hours emergencies	6 years from date record created	Limitation Act 1980 (Section 2)
1.3.21	Pest control	All records relating to the provision of pest control services	6 years from date record	Limitation Act 1980 (Section

			created	2)
1.3.22	Petrol vapour recovery regulation	All records relating to the regulation of petrol vapour recovery	Permanent	
1.3.23	Pollution - Construction site	All records relating to the monitoring of construction site pollution	6 years from date record created	Limitation Act 1980 (Section 2)
1.3.24	Pollution - Light	<ul style="list-style-type: none"> • All records dealing with reports of incidents of light pollution (non-statutory) • All records dealing with reports of incidents of light pollution (statutory) 	<ul style="list-style-type: none"> • 6 years from completion of enforcement action • 6 years from date building occupier vacates property 	Limitation Act 1980 (Section 2)
1.3.25	Pollution - Noise	<ul style="list-style-type: none"> • All records relating to the administration of complaints about noise pollution where a statutory investigation has taken place • All records relating to the administration of complaints about noise pollution where the investigation is non statutory 	<ul style="list-style-type: none"> • 6 years from date the occupier vacates the property • 6 years from date investigation ends 	Limitation Act 1980 (Section 2)
1.3.26	Pollution - Water	All records relating to the monitoring of water pollution	6 years from date record created	Limitation Act 1980 (Section 2)
1.3.27	Safety of Disused mines and tips	<ul style="list-style-type: none"> • All assessments relating to the safety of disused mines and tips • All financial records relating to the payment for work carried out in relation to the safety of disused mines and tip and the reclamation of the money. • All work orders relating to the work ordered to be carried out relating to the safety of disused mines and tips 	<ul style="list-style-type: none"> • 6 years from date of assessment • 6 years from payment made • 6 years from date of work carried out 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • HMRC - Compliance Handbook Manual CH15400 • Limitation Act 1980 (Section 2)
1.3.28	Scientific services	<ul style="list-style-type: none"> • All records involved in the monitoring, inspection, testing for Legionnaires Disease and checking of results, including details of the state of operation of the system • All records relating to the administration of scientific services 	<ul style="list-style-type: none"> • 5 years from date created • 6 years from date record created 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2)
1.3.29	Smoke control areas	All records relating to the monitoring of smoke control records	6 years from date of any enforcement action	Limitation Act 1980 (Section 2)
1.3.30	Solvent emissions regulation	<p>All records relating to the regulation of solvent emissions where contamination of land is involved</p> <p>All records relating to the regulation of solvent emissions where</p>	<ul style="list-style-type: none"> • Permanent • 6 years after date of an 	Limitation Act 1980 (Section

		contamination of land is not involved	enforcement action	2)
1.3.31	Tattooist, piercing, electrolysis & acupuncture registration	All records relating to the registration of tattooist, piercing, electrolysis acupuncturist	6 years after date registration expires	
1.3.32	Water quality monitoring	<ul style="list-style-type: none"> • All records relating to monitoring water quality • All records relating to the monitoring of the quality of water in public swimming pools and spa pools • Swimming pools monitoring and inspection records 	<ul style="list-style-type: none"> • 6 years from date record created • 7 years from date record created • 6 years from date record created 	Limitation Act 1980 (Section 2)
1.3.33	water supply (private)	All records relating to the analysis of private water supplies	6 years from date of analysis	Limitation Act 1980 (Section 2)
1.4	Environment & Natural Resources			
1.4.1	Allotments	All records relating to the allocation and management of allotments	6 years from date the rental of the allotment expires	Limitation Act 1980 (Section 2)
1.4.2	Archaeology - consultancy	<ul style="list-style-type: none"> • All records relating to the provision of archaeological services and consultancy to both commercial and public sector clients in the local area. • All records relating to the protection and conservation of historic sites which includes advising on planning proposals for new developments where the development may impact on archaeological sites and monuments 	<ul style="list-style-type: none"> • 6 years after date record created • Permanent 	
1.4.3	Canals and waterways	All records relating to the provision and maintenance of inland waterways. In the UK inland waterways are owned and managed by a variety of authorities.	6 years from date record created	Limitation Act 1980 (Section 2)
1.4.4	Community farms	All records relating to the management of community farms	6 years after date record created	Limitation Act 1980 (Section 2)
1.4.5	Countryside conservation	<ul style="list-style-type: none"> • All records relating to the provision of advice on the protection and enhancement both the local rural environment and wildlife • All records relating to the provision of grants for developing areas of the countryside for public use and education 	<ul style="list-style-type: none"> • 3 years after date record created • 6 years after date of last payment on grant 	<ul style="list-style-type: none"> • HMRC - Compliance Handbook Manual CH15400
1.4.6	Countryside education	All records relating to the provision of facilities for countryside education	6 years after date record	Limitation Act 1980 (Section

			created	2)
1.4.7	Countryside events	All records relating to the provision of information on countryside events that have or will take place in the local area. Events may be run by the local authority, local volunteer groups or other organisations	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
1.4.8	Countryside facilities	All records relating to the provision of information about the facilities available in the local countryside and how to enjoy them	6 years after date record created. It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	Limitation Act 1980 (Section 2)
1.4.9	Countryside management	All records relating to the management of the countryside including nature conservation, access and informal recreation issues	6 years from date last action on individual project. 6 years is a minimum recommendation	Limitation Act 1980 (Section 2)
1.4.10	Countryside rangers	All records relating to the management of countryside rangers	6 years from termination of employment	Limitation Act 1980 (Section 2)
1.4.11	Countryside surveys	All records relating to countryside surveys	Permanent	
1.4.12	Countryside visitor centres	All records relating to the management of countryside visitor centres	6 years after date record created	Limitation Act 1980 (Section 2)
1.4.13	Countryside volunteers	All records relating to the management of countryside volunteers	6 years from termination of volunteering	Limitation Act 1980 (Section 2)
1.4.14	Ecology and geology	All records relating to the support of ecology and geology of the local area	Permanent	
1.4.15	Environmental policy	All records relating to the development and implementation of environmental policy	40 years after date of policy superseded	
1.4.16	Exhaust emission testing	All records relating to exhaust emission testing	Permanent	
1.4.17	Farming advice	All records relating to farming advice	6 years after date record created. It is expected that this advice will be dynamic, changing as the legislation changes, if not year records created	Limitation Act 1980 (Section 2)
1.4.18	Feed hygiene registration	All records relating to the administration of feed hygiene registration	6 years after date registration expires	Limitation Act 1980 (Section 2)
1.4.19	Field study centres	All records relating to the management of Field Study Centres	6 years after date record	Limitation Act 1980 (Section

			created in the minimum recommendation	2)
1.4.20	Forest and woodland management	<ul style="list-style-type: none"> All records relating to the management of woodland/forest on council owned land All records relating to the provision of advice and information on trees, woodland and tree-related issues to local organisations and the public 	<ul style="list-style-type: none"> 6 years after date record created 3 years after date record created 	Limitation Act 1980 (Section 2)
1.4.21	Geotechnology	All records relating to the provision of geotechnology services	6 years from date record created	
1.4.22	Grass cutting	All records relating to the cutting of grass on public land	6 years from date record created	Limitation Act 1980 (Section 2)
1.4.23	Grazing land	All records relating to the administration of grazing land including permits to graze	Permanent	
1.4.24	Hazardous substance control	All records relating to the monitoring of hazardous substances	Minimum of 40 years from date of monitoring	
1.4.25	Historic sites maintenance	All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority area	6 years from date record created - These records should be kept for a minimum of year records created + 6 years; some authorities may wish to keep this information permanently	
1.4.26	Local access forums	All records relating to the management of local access forums	4 years after date record created	
1.4.27	Marine weather data	All records relating to the provision of access to current tidal and weather information for shipping within the local area and in national (sometimes international) waters.	It is expected that this will be a dynamic process which is constantly updating	
1.4.28	Memorial maintenance	<ul style="list-style-type: none"> All records relating to the maintenance of memorials where the memorial is a listed building All records relating to the maintenance of memorials where the memorial is not a listed building 	<ul style="list-style-type: none"> Permanent 6 years from date record created – review after 6 years 	
1.4.29	Nature reserves	All information about the management of local nature reserves by the council	6 years after date record created	Limitation Act 1980 (Section 2)
1.4.30	Open access land	All records relating to the management of open access land	Permanent	
1.4.31	Pet burial	All records relating to the administration of pet burials	3 years from date of burial	

1.4.32	Smallholdings	All records relating to the provision of smallholdings by the local authority	Years from last action on tenancy	Limitation Act 1980 (Section 2)
1.4.33	Stray animals	All records relating to the collection and detention of stray animals	6 years after date record created	Limitation Act 1980 (Section 2)
1.4.34	Surface water management plans	All records relating to the creation, implementation and maintenance of Surface Water Management Plans (SWMP)	Permanent	
1.4.35	Sustainable development	All records relating to the provision and management of sustainable development	6 years after date record created	
1.4.36	Sustainable drainage systems	All records relating to the regulation and maintenance of Sustainable Drainages Systems (SUDS)	Permanent	
1.4.37	Verges – Permitted use	All records relating to the management of permitted use of verges	6 years from date record created	Limitation Act 1980 (Section 2)
1.4.38	Wardens/Rangers	All records relating to the administration of the wardens'/rangers' activities which may include enforcement action	6 years from date any enforcement action resolved	Limitation Act 1980 (Section 2)
1.4.39	Waste reduction	All records relating to the development, implementation and monitoring of waste reduction programmes	6 years after date record created	
1.5	Licensing			
1.5.1	Abnormal load notification	All records relating to abnormal load notification	3 years from date record created	
1.5.2	Accommodation certificates	All records relating to accommodation certificates	6 years from date certificate expires	Limitation Act 1980 (Section 2)
1.5.3	Animal - Boarding animals licence	All records relating to the administration of boarding animals licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.4	Animal - Dangerous animals licence	All records relating to the administration of dangerous animals licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.5	Animal - Dog breeding licence	All records relating to the administration of dog breeding licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.6	Animal - Performing animals licence	All records relating to the administration of licences for performing animals	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.7	Animal - Sheep and goat movement licence	All records relating to the administration of sheep and goat movement licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.8	Animal - Zoo licence	All records relating to the administration of zoo licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.9	Auction premises licence	All records relating to the provision of auction premises licences	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.10	Boatman's licence	All records relating to the administration of boatman's licence scheme	6 years from date licence	Limitation Act 1980 (Section

			expires	2)
1.5.11	Building materials licence	All records relating to the administration of building materials licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.12	Caravan site licence	All records relating to the administration of caravan licence schemes	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.13	Club premises certificate	All records relating to the provision of club premises certificates	3 years from date licence expires	
1.5.14	Conservation area tree works notification	All records relating to conservation area tree works notification	Permanent	
1.5.15	Demonstrations and parades permission	All records relating to permission granted by local authorities for the closure of roads to allow sporting events or parades to take place	6 years from date of event	Limitation Act 1980 (Section 2)
1.5.16	Early morning restrictions	All records relating to the creation and management of Early morning restrictions orders	6 years after date order expires	Limitation Act 1980 (Section 2)
1.5.17	Explosives licence	All records relating to the administration of explosive licences schemes	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.18	Firework safety advice	All records relating to the provision of guidance leaflets and materials for organisers of firework displays for the public, retailers selling fireworks, schools and the media, including the firework safety code	It is expected that these will be dynamic documents constantly changing otherwise year records created + 3 years	
1.5.19	Fireworks sales licence	All records relating to the administration of fireworks licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.20	Fuel delivery and storage	All records relating to the delivery and storage of fuel	Permanent	
1.5.21	Gambling - Club gaming permit	All records relating to the administration of Club Gaming Permits	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.22	Gambling - Club machine permit	All records relating to the administration of Club Machine Permits	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.23	Gambling - Family entertainment centre gaming machine permits	All records relating to the administration of Family Entertainment Centre Gaming Machine Permits	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.24	Gambling - Licensed premises gaming machine permit	All records relating to the administration of Licensed Premises Gaming Machine Permits	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.25	Gambling - Lottery licence	All records relating to the administration of lottery licences	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.26	Gambling - premises	All records relating to the administration of licences for gambling premises	6 years from date licence	Limitation Act 1980 (Section

	licence	licence	expires	2)
1.5.27	Gambling - premises temporary use notices	All records relating to the administration of Gambling Premises Temporary Use Notices	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.28	Gambling - Prize gaming permit	All records relating to the administration of Prize Gaming Permits	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.29	Gambling - Track betting licence	All records relating to the administration of licences for track betting	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.30	Gambling - Track gambling premises occasional use notices	All records relating to the administration of Track Gambling Premises Occasional Use Notices	6 years from expiry of licence	Limitation Act 1980 (Section 2)
1.5.31	Gypsy and traveller sites	All records relating to the provision and management of permanent or transit sites for use by travellers within the area including dealing with unauthorised use of land by traveller communities.	6 years from date record created	Limitation Act 1980 (Section 2)
1.5.32	Homes in multiple occupancy licence	All records relating to the licensing of houses in multiple occupancy	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.33	House to house collection licence	All records relating to the administration of house to house collection licence schemes	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.34	Late night catering licence	All records relating to the administration of late night catering licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.35	Market - Event licence	All records relating to the administration of market event licences	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.36	Market - Farmer	All records relating to the provision of information about Farmers' Markets	Publication of information – This will be a dynamic document, constantly updating	
1.5.37	Market - Local	Information on the locations, opening times and facilities of permanent or temporary markets within the local authority area. Also includes information for prospective and existing stallholders.	1 year after records created - It is anticipated that these will be a dynamic source of information which changes if not then year records created + 1 year	
1.5.38	Market - stall rental	All records relating to the rental of market stalls	6 years after record created	HMRC - Compliance Handbook Manual CH15400
1.5.39	Massage and special treatments	All records relating to the registration of special treatments therapists and administration of licences	6 years after date registration expires/ after date licence expires	Limitation Act 1980 (Section 2)
1.5.40	Motor salvage operator	All records relating to the registration of cooling towers	6 years from date	Limitation Act 1980 (Section

			registration expires	2)
1.5.41	Moveable dwelling site licence	All records relating to the creation and management of moveable dwelling site licences	6 years after date of application or issue	Limitation Act 1980 (Section 2)
1.5.42	Personal alcohol and entertainment licence	<ul style="list-style-type: none"> All records relating to the administration of personal alcohol and entertainment licences All records relating to the administration of the licences for premises which sell alcohol and provide regulated entertainment 	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.43	Pet shop licence	All records relating to the administration of pet shop licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.44	Petroleum storage licence	All records relating to the administration of petroleum storage licence schemes	Permanent	
1.5.45	Pleasure boat licence	All records relating to the administration of pleasure boat licence scheme	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.46	Poisons licence	All records relating to the registration of poisons licence	6 years from date licence/registration expires	Limitation Act 1980 (Section 2)
1.5.47	Registering business premises	All records relating to the registration of business premises	6 years after date of registration expires	Limitation Act 1980 (Section 2)
1.5.48	Reservoir management	All records relating to the management of reservoirs in local authority ownership or management	6 years is a minimum recommendation	Limitation Act 1980 (Section 2)
1.5.49	Riding establishment licence	All records relating to the administration of riding establishment licence schemes	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.50	Scrap metal site registration	All records relating to the registration of scrap metal sites	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.51	Second hand goods licence	All records relating to the registration of second hand goods licence schemes	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.52	Selective area housing licences	All records relating to the creation and management of Selective area housing licences	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.53	Self drive boats licence	All records relating to the administration of self-drive boats licence scheme	6 years from date licence expires	
1.5.54	Sex establishment licence	All records relating to the administration of licences for sex establishments	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.55	Skip operator licence	All records relating to the management of skip operator licence schemes	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.56	Skip permits	All records relating to the management of skip permit of schemes	6 years from date record created	Limitation Act 1980 (Section 2)
1.5.57	Sports ground	<ul style="list-style-type: none"> All records relating to safety at sports grounds records All records relating to the administration of licences for sports 	<ul style="list-style-type: none"> years from date record created 	

		grounds	• 6 years from date licence expires	• Limitation Act 1980 (Section 2)
1.5.58	Stage hypnotism licence	All records relating to the administration of licences for stage hypnotism	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.59	Street café licence	All records relating to the administration of street cafe licence scheme	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.60	Street collection licence	All records relating to the administration of street licence collection schemes	6 years after date licence expires	Limitation Act 1980 (Section 2)
1.5.61	Street trading licence	All records relating to the administration of Street Trading licences	6 years after licence date expires	Limitation Act 1980 (Section 2)
1.5.62	Sunday trading notification	All records relating to the registration of Sunday trading notification	3 years after date registration expires	
1.5.63	Tables & Chairs licence	• All records relating to the administration of Tables & Chairs licence	6 years after date licence expires	
1.5.64	Taxi - Fare setting	All records relating to the setting the level of Hackney Carriage (taxi) fares for licensed taxis in the local authority area	6 years from date record created	Limitation Act 1980 (Section 2)
1.5.65	Taxi - Hackney carriage drivers licence	• All records relating to the administration of hackney carriage drivers licence schemes • DBS requests	• 6 years from date licence expires • After 6 months of completion	Limitation Act 1980 (Section 2)
1.5.66	Taxi - Hackney carriage licence	All records relating to the administration of hackney carriage licence schemes	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.67	Taxi - Private hire drivers licence	All records relating to the administration of private hire drivers licence schemes	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.68	Taxi - Private hire operators licence	All records relating to the administration of private hire operators licence schemes	6 years from date licence expires	Limitation Act 1980 (Section 2)
1.5.69	Temporary event notice	All records relating to the administration of temporary event notices	6 years from date of event	Limitation Act 1980 (Section 2)
1.6	Waste, Parking and Streetscene			
1.6.1	Abandoned shopping trolleys	All records relating to the removal of abandoned shopping trolleys	6 years from date record created	Limitation Act 1980 (Section 2)
1.6.2	Abandoned vehicles	All records relating to the management of with any vehicles reported as abandoned on local roads or property	6 years from date record created	Limitation Act 1980 (Section 2)
1.6.3	Area waste strategy	All records relating to the development, implementation and monitoring of the Area Waste Plan	3 years from the end of life of the plan	

1.6.4	Commercial waste collection	All records relating to the provision of a regular commercial trade waste collection from local businesses	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
1.6.5	Composters	All records relating to the provision of composters	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
1.6.6	Council car parks	<ul style="list-style-type: none"> All records relating to the development, implementation and management of car parks which are owned and run by the local authority List of car parks owned and run by the local authority , their locations and tariffs. 	<ul style="list-style-type: none"> 6 years from date record created It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year 	<ul style="list-style-type: none"> Limitation Act 1980 (Section 2)
1.6.7	Dead animal removal	All records relating to the removal of dead animals from publicly accessible area	6 years from date of removal of dead animal	Limitation Act 1980 (Section 2)
1.6.8	Dog waste bins	All records relating to the provision of bins for the collection of dog waste in local public areas	3 years from date record created	
1.6.9	Flytipping	All records relating to the removal of waste which has been dumped by fly-tippers	6 years from date record created	Limitation Act 1980 (Section 2)
1.6.10	Food waste recycling	All records relating to the implementation and monitoring of food waste recycling schemes	6 years from date scheme ends	Limitation Act 1980 (Section 2)
1.6.11	Graffiti removal	All records relating to the reporting and removal of graffiti from buildings	6 years from date record created	Limitation Act 1980 (Section 2)
1.6.12	Hazardous waste - collection	All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections	6 years from date record created	Hazardous Waste Directive 2005
1.6.13	household waste – bulky collections	All records relating to bulky household waste collections	3 years from date record created	
1.6.14	Household waste - clinical	All records relating to the collection of clinical household waste	6 years from date record created	Hazardous Waste Directive 2005
1.6.15	Household waste - enforcement	All records relating to the enforcement of household waste regulations	6 years from date of any enforcement action	Limitation Act 1980 (Section 2)
1.6.16	Household waste - garden	All records relating to the collection of household garden waste	3 years from date record created	
1.6.17	Household waste - accumulation	All records relating to the monitoring and enforcement of household waste accumulation	6 years from date of the resolution of any enforcement action	Limitation Act 1980 (Section 2)
1.6.18	Household waste -	All records relating to any assisted refuse collection service provided to	3 years from date record	

	assisted collection	residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them	created	
1.6.19	Household waste - collection	All records relating to the provision of regular collection of household rubbish from all residential premises within the authority boundaries	3 years from date record created	
1.6.20	Household waste - containers	All records relating to the provision of household waste containers	3 years from date record created	
1.6.21	Household waste - disposal sites	All records relating to the provision of household waste disposal sites	6 years is the minimum recommendation from date use of waste disposal site ceases	Limitation Act 1980 (Section 2)
1.6.22	Litter bins	All records relating to the provision and maintenance of litter bins	6 years from date record created	Limitation Act 1980 (Section 2)
1.6.23	Litter removal	All records relating to the removal of litter from and the sweeping of the streets	6 years from date record created	Limitation Act 1980 (Section 2)
1.6.24	Market cleaning	All records relating to market cleaning	6 years from date record created	Limitation Act 1980 (Section 2)
1.6.25	Public toilets	<ul style="list-style-type: none"> • All records relating to the provision and management of public conveniences • All records relating to the administration of the RADAR Key scheme 	<ul style="list-style-type: none"> • 6 years from date record created • 3 years from date RADAR key issued 	Limitation Act 1980 (Section 2)
1.6.26	Recycling - advice	All records relating to the provision of general information about waste, recycling and so on	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
1.6.27	Recycling - bags and containers	All records to the provision of recycling bags and containers	3 years from date record created	
1.6.28	Recycling - batteries	All records relating to the creation, implementation and management of battery recycling schemes	4 years from date scheme created	Waste Batteries & Accumulators Regulations 2009
1.6.29	Recycling - sites	All records relating to the provision and management of recycling collection sites	6 years from date the use of site ceases	Limitation Act 1980 (Section 2)
1.6.30	Recycling – residential collections	All records relating to residential recycling collections	3 years from date record created	Environmental Protection Act 1980
1.6.31	Residential waste spillages	All records relating to the management of residential waste spillages	6 years from date of spillage	Limitation Act 1980 (Section 2)

1.6.32	Road spillages	<ul style="list-style-type: none"> All records relating to the management of road spillage incidents which do not involve an accident to a minor All records relating to the management of road spillage incidents which involve an accident to a minor 	<ul style="list-style-type: none"> 6 years from date record created 21 years from date of birth of individual concerned 	Limitation Act 1980 (Section 2)
1.6.33	Septic tanks and cesspits	All records relating to the emptying of cesspools and septic tanks	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
1.6.34	Street cleaning	All records relating to street cleaning	<ul style="list-style-type: none"> 6 years from date record created 	Limitation Act 1980 (Section 2)
1.6.35	Street Parties Permission	All records relating to the administration of permissions for street parties	6 years after permission date expires	Limitation Act 1980 (Section 2)
1.6.36	Syringe disposal	All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and which may pose a risk to public safety	6 years from date record created	Limitation Act 1980 (Section 2)

2. Housing and Built Environment Environment			Contact: Assistant Director Housing & Built	
Ref	Description	Types of Records	Retention Action	Legislation
2.1	Housing Renewal			
2.1.1	Disabled Facilities Grants	All records relating to applications for Disabled Facilities Grants	6 years from date of last payment of grant	
2.1.2	Discretionary Housing Payment	All records relating to discretionary housing payments	6 years from date of payment	
2.1.3	Fuel Poverty	All records relating to fuel poverty grant schemes	6 years from date of last payment of grant	HMRC - Compliance Handbook Manual CH15400
2.1.4	Home improvement loans	All records relating to Home Improvement loans	6 years from date of last payment on the loan	HMRC - Compliance Handbook Manual CH15400
2.1.5	Home renovation grants	All records relating to home renovation assistance grants	6 years from date of last payment of grant	HMRC - Compliance Handbook Manual CH15400
2.1.6	Houses in multiple occupation safety inspection	All records relating to safety inspections of houses in multiple occupation	6 years from date of inspection	Limitation Act 1980 (Section 2)

2.1.7	Housing and public health	All records relating to the provision of advice and information to the public on all aspects of public health relating to housing.		
2.1.8	Housing nuisance	All records relating to support and assistance given to local residents who are victims of harassment, anti-social behaviour and noise and nuisances	6 years from date of enforcement	Limitation Act 1980 (Section 2)
2.2	Housing Needs and Policy			
2.2.1	Affordable housing	All records relating to the provision and management of affordable housing	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.2	Allocation	<ul style="list-style-type: none"> All records relating to the allocation of system 	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.3	Applications	<ul style="list-style-type: none"> Documents related to housing applications Documents related to unsuccessful housing applications The register of individual housing applications 	6 years from date of application	Limitation Act 1980 (Section 2)
2.2.4	Change of housing tenancy	All records relating to changes in existing tenancies	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.5	Communal housing repairs	All records relating to repairs made to communal areas within council accommodation	6 years from date record created	
2.2.6	Council tenant advice	<ul style="list-style-type: none"> Documentation relating to the tenancy agreement Information about housing transfers, applications, removals 	<ul style="list-style-type: none"> 6 years from last action on the tenancy 6 years from end of tenancy 	Limitation Act 1980 (Section 2)
2.2.7	Demolitions - alternative housing	All records relating to the demolition of property and the offer to tenants of alternative accommodation	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.8	Demoted tenancy	All records relating to application for and management of a demoted tenancy	6 years from date demoted tenancy ends	Limitation Act 1980 (Section 2)
2.2.9	Emergency out of hours housing repairs	Housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning	6 years from end of tenancy	Limitation Act 1980 (Section 2)

2.2.10	Empty residential properties	All records relating to the management of empty residential properties	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
2.2.11	Ending housing tenancy	All records relating to the development and implementation of a process concerning the ending of a housing tenancy	3 years from date process superseded	
2.2.12	Fair rents inspection	All records relating to fair rents inspections	6 years from date of inspection	Limitation Act 1980 (Section 2)
2.2.13	Hard to let properties	All information relating to the management of hard to let properties	6 years from date record created	
2.2.14	Homelessness support	All records relating to short term and emergency accommodation for homeless people.	6 years from last contact	HMRC - Compliance Handbook Manual CH15400
2.2.15	Hostels and emergency accommodation	All records relating to the provision of hostels and other temporary accommodation	6 years from date record created	Limitation Act 1980 (Section 2)
2.2.16	House clearance and re-housing	All records relating to the demolition and redevelopment of site including the rehousing of current tenants	6 years from completion of the redevelopment of the site	Limitation Act 1980 (Section 2)
2.2.17	Housing - Local Allowance	All records relating to the provision of Local Housing Allowance schemes	14 months from date of decision	
2.2.18	Housing - crime support	All records relating to support given to council tenants who are victims of crime and who may need to be re-housed	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.19	Housing - evictions	<ul style="list-style-type: none"> • All records relating to the eviction of tenants from local authority properties • Case files relating to repossession of council properties held under an unsecured tenancy Case files relating to service of s.25 s.27 and other Notices to quit	<ul style="list-style-type: none"> • 6 years from date of enforcement • Years from date case closed 	Limitation Act 1980 (Section 2)
2.2.20	Housing - mediation	All records relating to the provision and management of housing mediation services	6 years from date case resolved	Limitation Act 1980 (Section 2)
2.2.21	Housing - referrals	All records relating to the management of housing referrals	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.22	Housing - rent	<ul style="list-style-type: none"> • Documentation relating to the notification and enforcement of breaches of council tenancy agreements. • All records relating to deposits paid for housing 	<ul style="list-style-type: none"> • 6 years from end of tenancy • 6 years from date record 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • HMRC - Compliance

		<ul style="list-style-type: none"> • All records relating to the setting of housing rent • Case files relating to rent reviews • Documentation relating to rent collection and the notification and enforcement of rent arrears process, housing benefit and debt management advice • Documentation relating to setting rents for council housing and rent accounting 	<ul style="list-style-type: none"> • created • 6 years from date record created. Review at end of period • 6 years from date case closed • 6 years from last action on tenancy • 6 years from last action on tenancy 	<ul style="list-style-type: none"> • Handbook Manual CH15400 • HMRC - Compliance Handbook Manual CH15400 • Limitation Act 1980 (Section 2) <ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2)
2.2.23	Housing - temporary accommodation	All records relating to the provision of temporary accommodation to tenants whilst major works are being carried out	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.24	Housing association - financial assistance	All records relating to financial assistance provided to Housing Associations	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
2.2.25	Housing association - nomination and registration	Information about housing associations in the borough	6 years from date record created	Limitation Act 1980 (Section 2)
2.2.26	Late tenancy arrears	All records relating to the repayment to late tenancy arrears	6 years from date of last repayment	Limitation Act 1980 (Section 2)
2.2.27	Local authority mortgage scheme (LAMS)	All records relating to the management of the Local Authority Mortgage Scheme (LAMS)	12 years from date last payment made on the mortgage	Limitation Act 1980 (Section 2)
2.2.28	Mortgage references	All records relating to the provision of references to a mortgage lender for tenants wishing to purchase their own property.	6 years from end of tenancy	Limitation Act 1980 (Section 2)
2.2.29	Mutual home exchange	All records relating to the management of mutual home exchange	6 years from date record created	Limitation Act 1980 (Section 2)
2.2.30	Private housing - advice	All records relating to advice given to tenants and landlords in the private sector on housing related matters such as tenancies, welfare benefits, rent, repairs	It is expected that this will be a dynamic list which is constantly updating, if not close of case + 1 year	
2.2.31	Private housing -	All records relating to the provision of information and support to anyone who	It is expected that this will	

	landlord support	is providing property for rent in the local area.	be a dynamic list which is constantly updating, if not close of case + 1 year	
2.2.32	Private housing - tenant advice	<ul style="list-style-type: none"> • Advice about housing related issues such as exclusion, mortgage arrears, homeless prevention, single homeless advice • General information and advice about housing given to home owners and tenants • All records relating to rent assistance offered to private tenants 	<ul style="list-style-type: none"> • 6 years from date record created • 3 years from date record created • 6 years from date record created 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2)
2.2.33	Private housing - transfer to private registered provider	All records relating to housing transfer to a private registered provider	6 years from date of transfer	HMRC - Compliance Handbook Manual CH15400
2.2.34	Rechargeable home repairs	All records relating to the management of rechargeable home repairs	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
2.2.35	Social housing policy	All records relating to the development, implementation and monitoring of a social housing policy	3 years from date policy expires	
2.2.36	Tenant support	<ul style="list-style-type: none"> • All records relating to the provision of support to new tenants • All records relating to support given to housing tenants 	<ul style="list-style-type: none"> • 6 years from date record created • 6 years from end of tenancy 	Limitation Act 1980 (Section 2)
2.3	Planning Policy			
2.3.1	Assets of Community Value	All records relating to Assets of Community Value	Retain for the duration of the designation	https://www.gov.uk/government/publications/community-right-to-bid-non-statutory-advice-note-for-local-authorities
2.3.2	Brownfield Register	All records relating to the preparation, maintenance and publication of the register	It is expected that this will be a dynamic document. Review register annually and update accordingly.	https://www.gov.uk/guidance/brownfield-land-registers
2.3.3	Community infrastructure levy (CIL)	All records relating to the creation and implementation of the Community Infrastructure Levy	Permanent	https://www.gov.uk/guidance/community-infrastructure-levy
2.3.4	Conservation areas	All records relating to the creation of conservation areas (also see ***)	Permanent	https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-

				environment
2.3.5	Local development order	All records relating to the creation and management of Local Development Orders	Permanent	https://www.gov.uk/guidance/when-is-permission-required#types-of-area-wide-permission
2.3.6	Local plan	All records and related documents relating to the creation, implementation and management of the local plan	Permanent	https://www.gov.uk/guidance/local-plans
2.3.7	Locally Listed buildings	All records relating to locally listed buildings	Records sent to Historic Environment Record at East Sussex County Council. HBC retain a copy???	https://historicengland.org.uk/advice/hpg/has/locallylistedhas/
2.3.8	Nationally Listed Buildings	All records relating to nationally listed buildings	Permanent	
2.3.9	Neighbourhood development order	All records relating to the creation and implementation of Neighbourhood Development Orders	Permanent	https://www.gov.uk/guidance/when-is-permission-required#types-of-area-wide-permission
2.3.10	Neighbourhood development plan	All records and related documents relating to the development and implementation of neighbourhood development plans	Permanent	https://www.gov.uk/guidance/neighbourhood-planning--2
2.3.11	Self-build and custom build register	<ul style="list-style-type: none"> All records relating to the creation, management and publication of the Self Build and Custom House Building Register 	<ul style="list-style-type: none"> It is expected that this will be a dynamic document. Review register annually and update accordingly. 	https://www.gov.uk/guidance/self-build-and-custom-housebuilding
2.3.12	Strategic Housing Land Availability Assessment (SHLAA)	All records relating to the creation and publication of the SHLAA	Permanent	https://www.gov.uk/guidance/housing-and-economic-land-availability-assessment
2.3.13	Supplementary Planning Documents (SPDs)	All records relating to Supplementary Planning Documents	Retain for duration of the SPDs life and destroy when it is superseded by a later version	https://www.gov.uk/guidance/local-plans--2#local-plans-adoption

3. Regeneration & Culture

Contact: Assistant Director Regeneration & Culture

Ref	Description	Types of Records	Retention Action	Legislation
3.1	Economic Development			
3.1.1	Business improvement districts (BID)	All records relating to the creation and management of Business Improvement Districts (BID)	6 years from date record created	
3.1.2	Economic information and analysis	All records relating to the collation and analysis of economic information	6 years from date record created	
3.1.3	Economic reports and forecasts	All records relating to the development and publication of economic reports and forecasts	10 years from date record created	
3.1.4	European and other funding	<ul style="list-style-type: none"> • Funding Bids • Lottery Funding - Purchase of buildings / land on a heritable basis in Scotland, or purchase of buildings / land on a freehold basis elsewhere • Lottery Funding - Purchase of leasehold buildings / land • Lottery Funding- Refurbishment, extension or construction of buildings or other property - £5,001 to £10,000 • Lottery Funding- Refurbishment, extension or construction of buildings or other property - £10,001 to £50,000 • Lottery Funding- Refurbishment, extension or construction of buildings or other property - £50,001 to £100,000 • Lottery Funding- Refurbishment, extension or construction of buildings or other property - £100,001 to £5 Million • Lottery Funding- Refurbishment, extension or construction of buildings or other property - Above £5 Million • All records relating to funding received from the European Union • All records relating to the management of Public Finance Initiative (PFI) projects 	<ul style="list-style-type: none"> • 12 years from last action on project – unless a longer period required by the funding body • 80 years from date of purchase • 80 years from date of purchase – either: Unexpired period of the lease; or 80 years; whichever of the above is the shorter. • 5 years after date of closure • 10 years after date of closure • 15 years from date of closure • 20 years from date of closure • 40 years from date of closure • EU requirement – record kept from 10 years from last action on project • 12 years from last action on project 	

3.1.5	Grant - Community	All records relating to community (facility) grants	6 years from date of last payment of grant	HMRC - Compliance Handbook Manual CH15400
3.1.6	Grant - Cultural grant	All records relating to cultural grants	6 years from last payment date on the grant	HMRC - Compliance Handbook Manual CH15400
3.1.7	Grant - Sport	All records relating to the allocation of sports grants	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
3.1.8	Grant - Voluntary organisations	All records relating to grants made to voluntary organisations	6 years from date of last payment of grant	HMRC - Compliance Handbook Manual CH15400
3.1.9	Local economic development	All records relating to the management of local economic development	6 years from date record created	
3.1.10	Support for tourism businesses	All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area.	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
3.2	Leisure Development			
3.2.1	Coastal events	All records relating to the provision of information and advice on events which may be ongoing or planned on waterways, in port/harbour areas or in coastal locations within the authority area.	3 years from date record created	
3.2.2	Fishing	All records relating to the provision of information on local fishing areas, seasons and how to obtain permission to fish	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
3.2.3	Leisure and social activities inclusion	All records relation to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
3.2.4	Older people's activities	All records relating to the provision of leisure activities for older people within the community. This may include cultural, sporting and other organised	6 years from date record created	Limitation Act 1980 (Section 2)

		social activities		
3.2.5	Outdoor activities	<ul style="list-style-type: none"> • All records relating to the development and management of outdoor activities • Records relating to children (aged under 18 years) who are taking part in outdoor activities • Records relating to young people and adults (aged over 18 years) who are taking part in outdoor activities 	<ul style="list-style-type: none"> • 6 years from date record created • 25 years from date of birth of participant • 6 years from last contact with client 	Limitation Act 1980 (Section 2)
3.2.6	Sport - facilities	<ul style="list-style-type: none"> • All records relating to information about sports facilities • All records relating to information relating to the development of sports facilities and programs • All records relating to the management of sports facilities, Includes booking and hire of sport facilities and usage data records • All records relating to the marketing of sporting events • All records relating to the membership of sports facilities 	<ul style="list-style-type: none"> • It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year • 6 years from date record created • 2 years from date record created • 3 years from date record created • 6 years from date record created 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • • • Limitation Act 1980 (Section 2)
3.2.7	Sport - club directory	All records relating to the creation and publication of a directory of local sports clubs and organisations which provide sporting facilities to local residents	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
3.2.8	Sport - development	All records relating to partnership with local, regional and national partners to create equitable and sustainable opportunities for sports participation at every level	6 years from date record created	Limitation Act 1980 (Section 2)
3.2.9	Sport - equipment hire	All records relating to the hire of sports equipment at council operated sports facilities	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
3.2.10	Sport - Exercise and fitness classes	All records relating to the development and management of exercise and fitness classes	6 years from date record created	Limitation Act 1980 (Section 2)
3.2.11	Swimming pools	All records relating to the provision of public swimming pools and associated facilities	Current year + 6 years	Limitation Act 1980 (Section 2)
3.2.12	Young people's drop in activities	All records relation to the provision of information about young people's drop in activities	It is anticipated that this will be a dynamic document. If	

			not, Year records created + 1 year	
3.2.13	Young people's organised activities	All records relating to the organisation of activities for young people	6 years from date of activity - 6 years is the minimum recommendation	Limitation Act 1980 (Section 2)
3.3	Marketing & Major Projects			
3.3.1	Census information	All records relating to the publication of information from a national census or other surveys relating to the local area.	Retain from date first published until operational use ends	
3.3.2	Civic events	<ul style="list-style-type: none"> • All records relating to the management of civic events • All records relating to the process of organising a ceremonial event or civic occasions • All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly engagement list • All records relating to the recording of ceremonial events and civic occasions – Visitor's book, Photographs, Weekly engagement list 	<ul style="list-style-type: none"> • 6 years from date record created • Permanent • Permanent • Permanent 	
3.3.3	Community engagement	All records relating to links between local people, local organisations and decision makers.	4 years from date record created	Local Government Act 1972 s100c - See also Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012
3.3.4	Community noticeboards	All records relating to the provision of community noticeboard	6 years from date record created	Limitation Act 1980 (Section 2)
3.3.5	Corporate - development strategy	<ul style="list-style-type: none"> • All records relating to the development of film and television within the local authority • All records relating to the development of tourism opportunities 	<ul style="list-style-type: none"> • 3 years from date record created • 10 years form date record created 	
3.3.6	Facilities - graphic design	<ul style="list-style-type: none"> • All records relating to the provision of an internal graphic design service where a recharge is made • All records relating to the provision of an internal graphic design service where no recharge is made • All records relating to the use of external graphic design services 		<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2)

3.3.7	Feedback and suggestions	Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	1 year from date comment received	
3.3.8	Festive decorations	All records relating to the provision or organisation of festive decorations such as lights, Christmas tree etc. to be installed over the festive season.	6 years from date record created	Limitation Act 1980 (Section 2)
3.3.9	ICT - Web site	<ul style="list-style-type: none"> All records relating to the creation and maintenance of the council website All records relating to the accessibility of web sites 	3 years from date record created	
3.3.10	Leaflet distribution consent	All records relating to consent given for the distribution of leaflets	6 years from date consent expires	Limitation Act 1980 (Section 2)
3.3.11	Media and publicity protocols	All records relating to the creation and management of media and publicity protocols	3 years from date policy/protocol expires	
3.3.12	News and information releases	All records relating to the publication of the latest news and public information relevant to the local area.	3 years from date record created	
3.3.13	Open data publication	All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources	Retain until data which is made available is disposed of	
3.3.14	Outdoor events	All records relating to the organisation and management of outdoor events	6 years from date record created	Limitation Act 1980 (Section 2)
3.3.15	Permission to film and photograph	All records relating to permission granted to film/photograph publicly owned buildings	Retain from date permission granted until film/photograph disposed of	
3.3.16	Permission to host events	All records relating to permissions granted to hold events and activities on publicly owned land	6 years from date record created	Limitation Act 1980 (Section 2)
3.3.17	Publications	All records relating to the creation and publication of official publications about the council and the surrounding area.	Retain from date of first publication until publication goes out of print	
3.3.18	Regeneration projects	All records relating to the management of regeneration projects	12 years from date of last action on the project	
3.3.19	Sale of gifts and publications	All records relating to the sale of gifts and publications	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
3.3.20	Surveys	All records relating to the development and implementation of information surveys (or information audits)	3 years from date information survey expires	
3.3.21	Tourist signs	All records relating to the placing of tourist signs	6 years from date record created	Limitation Act 1980 (Section 2)
3.3.22	Town twinning	All records relating to twinning agreements with towns in one or more different countries in order to promote cultural understanding between the communities	Retain from date twinning arrangement commences until date the twinning	

			arrangement ends – suggest records offered to archive once retention period ends	
3.4	Planning Policy			
3.4.1	Building and landscape design	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990	6 years from date case closed – review at end of retention period	
3.4.2	Building control	<ul style="list-style-type: none"> • All records relating to the creation and management of the Building Control Register • All records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings) • All records relating to the process of approving building applications in relation to listed or other significant buildings • All records relating to the process of inspecting building work for the purpose of insuring compliance • All records relating to actions taken to enforce the Building Control Regulations 	<ul style="list-style-type: none"> • Permanent • 15 years from date construction completed • Permanent • 10 years from issue of final certificate of inspection • 6 years from date of outcome of enforcement action - 6 years is a minimum recommendation 	<ul style="list-style-type: none"> • Building Control Performance Standards 2006 • Building Control Performance Standards 2006 • Building Control Performance Standards 2006 • Building Control Performance Standards 2006 • Building Control Performance Standards 2006
3.4.3	Business planning applications	All records relating to the management of the planning applications system	Permanent	
3.4.4	Consent for cellars, pavement lights and ventilators under street	All records relating to consents granted for cellars, pavement lights and ventilators under street	6 years from date consent expires	Limitation Act 1980 (Section 2)
3.4.5	Conservation advice	All records relating to the provision of advice and consultation to local residents who are considering carrying out any works on property within a conservation area	Permanent	
3.4.6	Conservation areas	<ul style="list-style-type: none"> • All records relating to the maintenance of specific sites and monuments • All records relating to the management of conservation areas (also see ***) 	<ul style="list-style-type: none"> • 6 years from date record • Permanent 	
3.4.7	Dangerous structures	All records relating to the management of dangerous structures	6 years from date created	Limitation Act 1980 (Section 2)
3.4.8	Demolition	<ul style="list-style-type: none"> • All records relating to demolition control 	• 6 years from date record	Limitation Act 1980

	Demolitions - property assessment	<ul style="list-style-type: none"> All records relating to demolition enforcement All records relating to the review and assessment of housing conditions in the area to help determine which properties are unfit for occupancy or are abandoned 	<ul style="list-style-type: none"> 6 years from date of any enforcement 6 years from date of assessment 	(Section 2)
3.4.9	Derelict properties	<ul style="list-style-type: none"> All records relating to the monitoring and management of derelict properties 	6 years from date of any action taken about derelict property	Limitation Act 1980 (Section 2)
3.4.10	Development control	<ul style="list-style-type: none"> All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule) All records relating to the enforcement of development control Case files relating to Breach Of Condition Notices Case files relating to planning contravention Notices 	<ul style="list-style-type: none"> 6 years from date record created – 6 years is a minimum recommendation 6 years from date of the resolution of any enforcement action – 6 years is a minimum recommendation 6 years from date case closes – review at end of 6 years 6 years from date case closes – review at end of 6 years 	Limitation Act 1980 (Section 2)
3.4.11	Discharge of planning conditions	All records relating to the discharge of planning conditions	Permanent	
3.4.12	Dropped kerbs	All records relating to the construction of vehicle crossovers at the request of residents	6 years from date of completion of crossover	Limitation Act 1980 (Section 2)
3.4.13	Environmental Impact Assessment screening	All records relating to Environmental Impact Assessment screening	15 years from date of assessment	
3.4.14	High hedges	All records relating to the assessment of complaints in relation to high hedges	6 years from date of decision	Limitation Act 1980 (Section 2)
3.4.15	Land charges search	<ul style="list-style-type: none"> All records relating to land charge searches Land Charges Register 	<ul style="list-style-type: none"> 1 year from date record created Permanent 	
3.4.16	Lawful Development Certificate existing use	All records relating to the creation and implementation of Certificates of Lawful Use or Development	Permanent	
3.4.17	Lawful Development	All records relating to applications for and management of Certificates of	Permanent	

	Certificate proposed use	Lawful Use or Development for proposed use (CLOPUD)		
3.4.18	Outline planning consent	All records relating to applications for and management of outline planning consents	15 years from date record created	
3.4.19	Planning area search	All records relating to planning area searches	1 year from date record created	
3.4.20	Planning consultation	<ul style="list-style-type: none"> All records relating to the management of public enquiries related to planning issues All records relating to the planning consultation process 	<ul style="list-style-type: none"> Permanent 15 years from date record created 	
3.4.21	Planning decision notices	All records relating to the creation and publication of formal planning decision notices	Permanent	
3.4.22	Planning minor material amendments	All records relating to planning minor material amendments	15 years from date of amendment	
3.4.23	Planning non-material amendments	All records relating to planning non-material amendments	15 years from date of amendment	
3.4.24	Planning obligations	<ul style="list-style-type: none"> All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements) All records relating to the monitoring of building and landscape design 	<ul style="list-style-type: none"> Permanent Record kept from date development planned and retained until development ceases to exist 	
3.4.25	Planning permission	All records relating to planning permission for certain types of advertisements and advertisements in specified areas	Permanent	
3.4.26	Planning pre-application advice	All records relating to planning pre-application advice	15 years from date record created	
3.4.27	Planning - Residential applications	All records relating to the management of the planning applications system	Permanent	
3.4.28	Planning reserved matters	All records relating to applications for and management of planning applications for approval of reserved matters	15 years from date record created	
3.4.29	Prior notification of development	All records relating to applications for and management of prior notifications of development	6 years from date of notification then review	Limitation Act 1980 (Section 2)
3.4.30	Property enquiries certificates	All records relating to the creation of property enquiry certificates	6 years from date of search	
3.4.31	Property register	All records relating to the registration of publicly owned land and property	Retain from date land	

			acquired until public ownership of land ceases	
3.4.32	Register of land	<ul style="list-style-type: none"> All records relating to the creation, management and publication of the Land Register Register of Land 	<ul style="list-style-type: none"> 6 years from creation of record Permanent	
3.4.33	Removal/variation of planning conditions	All records relating to the removal/variation of planning conditions	Permanent	
3.4.34	Stopping up orders	All records relating to the creation of stopping up orders	Permanent	
3.4.35	Street names and numbering	All records relating to the naming and numbering of streets	Permanent	
3.4.36	Tree management	<ul style="list-style-type: none"> All records relating to the management of trees which are the responsibility of the authority 	<ul style="list-style-type: none"> 6 years from date record created 	
3.4.37	Tree preservation orders	<ul style="list-style-type: none"> All records relating to the creation of tree preservation orders All records relating to the implementation and monitoring of tree preservation orders	Permanent	
3.4.38	Zoning	All records relating to the zoning process	6 years from date record created	
3.5	Resort Services			
3.5.1	Coastal protection	All records relating to the review and maintenance of coastal protection within the local authority area	Permanent	
3.5.2	Beach patrols	All records relating to the management of beach patrols	6 years from date record created	Limitation Act 1980 (Section 2)
3.6	Strategic Cultural Development			
3.6.1	Archive loans, donations, bequests and sales	Files relating to the deposit, donation or purchase of records held in the archives service	Permanent - Material which has no legal status i.e. dates of meetings, invitations to lunch, acknowledgment correspondence can be removed from the files periodically	
3.6.2	Art commissions	All records relating to the commissioning of works of art from local or other artists for display in public buildings or other art exhibitions in the area	6 years from end of ownership of the work of art	Limitation Act 1980 (Section 2)
3.6.3	Arts and creative	All records relating to the development and management of arts and creative	6 years from date record	Limitation Act 1980

	classes	classes	created	(Section 2)
3.6.4	Arts development	All records relating to the support and development of arts in the local community	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
3.6.5	Arts organisations and events	All records relating to the provision of information and advice on local arts organisations, exhibitions and events	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
3.6.6	Exhibitions	All records relating to the provision of exhibitions in public buildings or open spaces	3 years from date record created	
3.6.7	Museum and gallery	<ul style="list-style-type: none"> All records relating to the management and maintenance of museums and galleries All records relating to the provision of information and advice on museums and galleries in the local area All records relating to the sale of goods in museum and gallery shops 	<ul style="list-style-type: none"> 6 years from date record created. It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year 6 years from date record created 	<ul style="list-style-type: none"> Limitation Act 1980 (Section 2) HMRC - Compliance Handbook Manual CH15400
3.6.8	Museums and gallery - loans donations and bequests	All records relating to loans, donations and bequests made to Museums and Galleries	Permanent	
3.6.9	Museum collections	All records relating to information about collections on display in museum collections	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
3.6.10	Museum events and exhibitions	All records relating to information about any events or exhibitions organised at museums with the local authority area.	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
3.6.11	Music rooms and recording studios	All records relating to the administration of music rooms and recording studios	6 years is the minimum recommendation	Limitation Act 1980 (Section 2)

Corporate Services & Governance

4. Continuous Improvement & Democratic Services			Contact: Director Corporate Services & Governance	
Ref	Description	Types of Records	Retention Action	Legislation
4.1	Civic recognition and awards	All records relating to the management of civic recognition and awards	10 years from record created	
4.2	Civic & Royal Events	Records of ceremonial events and civic occasions	Permanent (offer to archivist)	
4.3	Community strategy	All records relating to the development of a community strategy	4 years after date strategy expires	Local Government Act 1972 s100c
4.4	Complaints procedure	<ul style="list-style-type: none"> All records relating to complaints about services dealt with as business as usual (stage 1) All records relating to complaints referred to the Local Government Ombudsman All records relating to corporate complaints (stage 2) 	<ul style="list-style-type: none"> 3 years from date record created 10 years from date complaint resolved 6 years from date record created 	
4.5	Corporate - development strategy	<ul style="list-style-type: none"> All records relating to creation, implementation and monitoring of a strategic plan for the council All records relating to the development and monitoring of annual business plans 	<ul style="list-style-type: none"> 6 years after date of plan expires Retain until superseded 	
4.6	Corporate - policies and procedures	All records relating to the creation, implementation and monitoring of policies and procedures	3 years after date policy/procedure expires	
4.7	Corporate - reporting	All records relating to the submission of reports and responses to Cabinet, Committee and associated working groups	6 years after date record submitted to Cabinet/Committee	
4.8	Councillors allowances and expenses	All records relating to expenses and allowances paid to councillors including the publication of this information	6 years after date record created	HMRC - Compliance Handbook Manual CH15400
4.9	Councillors declaration of interest	All records relating to Councillors' declaration of interest	1 year from date member leaves office	Common practice
4.10	Councillors electronic directory	All records relating to the compiling and publication of a councillors' directory	- It is expected that these will be dynamic document and periodically updated	
4.11	Councillors surgeries	All records relating to councillor advice surgeries	As long as the individual councillors require these records.	

4.12	Freedom of Information & Environmental Information Regulations	<ul style="list-style-type: none"> • All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000 • All records relating to the management of Freedom of Information Requests and EIR 	<ul style="list-style-type: none"> • 3 years from date policy expires • 2 years from date complete record created. Review after 2 years. 	
4.13	Members - committee membership	All records relating to the administration of appointments & membership of committees & working groups	4 years after the date of record is superseded	
4.14	Members - communications	All records relating to the development of a policy on communication with members	3 years from date record created	
4.15	Members - democratic services - advice	All records relating to professional advice to members and the public on democratic services and functions, including advice on the design of committee structures	4 years from date of advice	
4.16	Members - executive forward plan	All records relating to the provision of a forward plan of key decisions to be made by the executive.	4 years from date record created	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
4.17	Members - honours and awards	All records relating to the nominations for honours and awards from the council for staff, members and the community	3 years from date record created	
4.18	Members - induction and training	All records relating to the provision of induction and training for new members and ongoing development support to existing members	3 years from date record created	
4.19	Members - minutes, agendas and reports	All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the Council and its Committees and Panels.	Permanent	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
4.20	Members - overview and scrutiny	<ul style="list-style-type: none"> • All records relating to meeting planning, Scrutiny and Overview committees, working group meetings administration, decision recording, and provision of support • All records relating to research into matters to be considered by Scrutiny • All records relating to the management of consultation on any proposal being Scrutinised - Monitoring of implementation of Scrutiny & overview committee decisions • All records relating to the monitoring of implementation of Council decisions 	6 years from date record created	
4.21	Members - political offices	All records relating to offices staffed by non-political officers to support the authority's elected members (councillors)	6 years from date record created	Limitation Act 1980 (Section 2)

4.22	Members - secretariat	<ul style="list-style-type: none"> All records relating to meeting planning, Cabinet meeting administration & decision recording, & provision of support All records relating to the processing of member support requests including and excluding: Member training & development 	4 years from date record created	
4.23	Members of parliament - MPs and MEPs	Information about elected local representatives and MEPs, their roles, how they are elected and where to find out who are your current representatives.	1 year after date record created - It is expected that these will be dynamic documents if not year records created + 1 year	
4.24	Minutes, agendas and reports	<ul style="list-style-type: none"> Background papers to reports - Principal Set Minutes - Copies for public inspection Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels 	<ul style="list-style-type: none"> 4 years from date of meeting 6 years from date of meeting/decision 6 years from date of meeting/decision 	<ul style="list-style-type: none"> Local Government Act 1972 s100d Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 Local Government Act 1972 s100
4.25	Performance measurement and reporting	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	Minimum of 5 years after date of record created	
4.26	Petitions	<ul style="list-style-type: none"> All records relating to the processing of petitions received by the Authority All records relating to the management of petitions 	<ul style="list-style-type: none"> 6 years from date petition received 6 years from date record created 	
4.27	Re-use of public sector information	All records relating to the management of the re-use of public sector information	6 years after date expires	

5. Financial Services & Revenues			Contact: Peter Grace	
Ref	Description	Types of Records	Retention Action	Legislation
5.1	Accounting			
5.1.1	Accounts	All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies	6 years from end of financial year to which the records relate	HMRC - Compliance Handbook Manual CH15400
5.1.2	Approved suppliers	All records relating to the creation of a list of approved suppliers and contractors	6 years from date record created	Limitation Act 1980 (Section 2)

5.1.3	Civic liability	All records relating to civic liability where property or other facilities which are owned and maintained by them cause damage or injury to people or property.	6 years from date record created	Limitation Act 1980 (Section 2)
5.1.4	Corporate – assets	<ul style="list-style-type: none"> Asset Register 	6 years after list of asset expires	HMRC Compliance Handbook Manual CH15400
5.1.5	Corporate - insurance	<ul style="list-style-type: none"> All records relating to Contractors' insurances All records relating to insurance claims made against the Council by officers/third parties All records relating to insurance claims made by the Council against third parties All records relating to the payment of insurance premiums All records relating to the registration of insurance claims All records relating to valuations for insurance claims Corporate Risk Register Employer's Liability Insurance Policy Insurance Policies taken out by the Council 	<ul style="list-style-type: none"> 6 years after date policy expires 6 years after date claim settled 6 years after date claim settled 6 years after date record created 6 years after date record created 6 years after date insurance claim resolved 6 years from last entry in register 40 years after date policy expires 6 years after date policy expires 	<ul style="list-style-type: none"> Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2) HMRC - Compliance Handbook Manual CH15400 Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2) Limitation Act 1980 (Section 2)
5.1.6	Council expenditure	<ul style="list-style-type: none"> All records relating to expenditure made by the council including invoices, purchase orders etc All records relating to the publication of details of council expenditure which can be viewed by local residents 	<ul style="list-style-type: none"> 6 years from date record created 1 year from record created 	HMRC - Compliance Handbook Manual CH15400
5.1.7	Financial management	<ul style="list-style-type: none"> All records relating to the banking of monies paid to the council All records relating to the receipt of payments made to the council Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale 	<ul style="list-style-type: none"> All records relating to the banking of monies paid to the council All records relating to the receipt of payments made to the council Share certificates, stocks, bonds, other securities, 	<ul style="list-style-type: none"> HMRC - Compliance Handbook Manual CH15400 HMRC - Compliance Handbook Manual CH15400

			together with any appropriate contracts of purchase or sale	
5.1.8	Financial planning	<ul style="list-style-type: none"> • All records relating to the creation and implementation of the annual budget for the council • All records relating to the creation and implementation of departmental budgets • All records relating to the creation and implementation of partnership budgets • All records relating to the monitoring and reporting on the annual and departmental budgets 	6 years from date record created	
5.1.9	fund management	<ul style="list-style-type: none"> • All records relating the management of local authority financial assets • All records relating to the investment of local authority funds 	<ul style="list-style-type: none"> • 6 years from date asset destroyed • 7 years from date of end of investment 	<ul style="list-style-type: none"> • HMRC - Compliance Handbook Manual CH15400 •
5.1.10	inter-organisational charging	All records relating to charging of staff time and/or use of equipment between departments within the organisation	1 year from creation of record	
5.1.11	management and control	All records relating to the adoption and development of policies and procedures for accounting practice	3 years from date policy superseded	
5.1.12	revenue and customs	All records relating to the calculation of income tax, national insurance, VAT and stamp duties	3 years after end of financial year to which the record relates	The Income Tax (Employment) Regulations 1993
5.1.13	Spending plans consultation	<ul style="list-style-type: none"> • All records relating to the publication of spending plans • All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year 	3 years from date record created	
5.1.14	Transparency of accounts	All records relating to the publication of council accounts	6 years6 years from date record created from date record created	Local Government Finance Act 1992
5.1.15	Transparency of senior salaries	All records relating to the transparency of senior salaries	1 year from date record created	
5.1.16	Value for money	All records relating to value for money activities		
5.2	Auditing			
5.2.1	Audit and inspection	<ul style="list-style-type: none"> • All records relating to audits carried out internally or externally • All records relating to counter fraud investigations • External audit letter 	<ul style="list-style-type: none"> • 6 years from date record created • 6 years from date of completion of enforcement action 	<ul style="list-style-type: none"> • Local Government Finance Act 1992 • Limitation Act 1980 (Section 2)

			• 5 years from date record created	•
5.2.2	Council expenditure	All records relating to expenditure made by the council including invoices, purchase orders etc		HMRC - Compliance Handbook Manual CH15400
5.3	Estates			
5.3.1	Commercial lettings	All records relating to information held about properties or land currently available to let within the area	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
5.3.2	Corporate - assets	• Asset Management Plans	• 6 years from date record created	
5.3.3	Corporate - purchasing	• Case files relating to the purchase of property when payment has already been made • Case files relating to the purchase of property where contracts are used	6 years from date of case closed. Note: review case at end of 6 years	Limitation Act 1980 (Section 2)
5.3.4	Estates management	All records relating to the provision of an estates management service for land and property in the area	6 years from date record created	Limitation Act 1980 (Section 2)
5.3.5	Land and property	• All records relating to the disposal of publicly owned land and property • Case files relating to the purchase of property when payment has already been made • Case files relating to the purchase of property where contracts are used Move this to 'Land and Property acquisition'	• 6 years from date of disposal of property • 6 years from date of case closed. Note: review case at end of 6 years	Limitation Act 1980 (Section 2)
5.3.6	Land and property – acquisition	All records relating to the acquisition of land/property, including all records relating to the valuation	Retain until 6 years after ownership of the property ends	Limitation Act 1980 (Section 2)
5.3.7	Land and property – availability	Information and advice on vacant industrial/office/retail/land and development opportunities in the area. Information on land and property available for purchase or for rent in the local area.	It is anticipated that this information will be dynamic information which is constantly being updated. If not then Year records created + 1 year	
5.3.8	Land and Property – Disposals	• Sale of land/property (other than by auction or Order Of Court Protection)	6 years from date of sale	Limitation Act 1980 (Section 2)
5.3.9	Lettings	All records relating to the sof land and/or buildings for rent	6 years from date record created	Limitation Act 1980 (Section 2)
5.4	Revenue Services			

5.4.1	Benefit fraud	All records relating to the detection and prosecution of benefit fraud	6 years from date case resolved	
5.4.2	Business rate account enquiries	All records relating to enquiries about business rates accounts	6 years from date record created	Local Government Finance Act 1992
5.4.3	Business rate annual notification	All records relating to the provision of the business rates annual notification to businesses	6 years from date record created	Local Government Finance Act 1992
5.4.4	Business rate relief	All records relating to reduction in business rates to business owners	6 years from date record created	Local Government Finance Act 1992
5.4.5	Business rate supplement	All records relating to the implementation and management of a business rate supplement	6 years from date record created	Local Government Finance Act 1992
5.4.6	Council tax - account enquiries	All records relating to enquiries about council tax accounts	6 years from date record created.	
5.4.7	Council tax - annual notification	All records relating to the Council tax annual notification	6 years from date record created.	
5.4.8	Council tax - appeals	All records relating to Council Tax Appeals	6 years from date of appeal completed	
5.4.9	Council tax - band reductions	All records relating to council tax band reductions	6 years from date record created	
5.4.10	Council tax - benefit appeals	All records relating to council tax benefit appeals	6 years from date record created	
5.4.11	Council tax - benefit backdated claims	All records relating to council tax benefit back claims	6 years from date of last action	Local Government Act 1992
5.4.12	Council tax - discount	All records relating to discounts made to council tax	6 years from date record created	
5.4.13	Council tax - exemptions	All records relating to council tax exemption	6 years from date record	
5.4.14	Council tax benefit - current claim	All records relating to current claims for council tax benefit	6 years from date of last action on the claim	
5.4.15	Council tax benefit - new claim	All records relating to new claims for council tax benefit	6 years from date record created	
5.4.16	Council tax benefit - overpayments	All records relating to the overpayment of council tax benefits	6 years from date overpayment resolved	
5.4.17	Council tax benefit - renewal	All records relating to the renewal of council tax benefits	6 years from date record created	
5.4.18	Housing benefit - appeals	All records relating to the management of housing benefit appeals	6 years from date appeal resolved	Housing Benefit Regulations 2006
5.4.19	Housing benefit - backdated claims	All records relating to back dated claims for housing benefit	6 years from date claim resolved	

5.4.20	Housing benefit - current claim	All records relating to current claims for housing benefit	6 years from date record created	
5.4.21	Housing benefit - new claim	All records relating to new claims for housing benefit	6 years from date record created	
5.4.22	Housing benefit - overpayments	All records relating to the overpayment of housing benefit	6 years from date overpayment resolved	
5.4.23	Housing benefit - renewal	All records relating to the renewal of housing benefit	6 years from date of renewal	
5.4.24	Rent determination	All records relating to the determination of private rents for those in receipt of housing benefits	6 years from date record created	
5.5	Surveying			
5.5.1	Domestic heating oil tanks	All records relating to the installation of any new or replacement domestic oil storage tanks in properties belonging to the Council	6 years from date that use of the building ceases	Limitation Act 1980 (Section 2)
5.5.2	Facilities – Council occupied Offices	<ul style="list-style-type: none"> • All records relating to the design and construction of buildings (listed buildings) • All records relating to the design and construction of buildings (not listed buildings) • All records relating to the feasibility of the design and construction of buildings • Surveys of buildings owned by local authorities 	<ul style="list-style-type: none"> • Permanent • 15 years from date of completion of building • 15 years from date of final certificate of completion • 6 years from the date disposal of building 	<ul style="list-style-type: none"> • Building Control Performance Standards 2009 • Building Control Performance Standards 2009 • • Limitation Act 1980 (Section 2)
5.5.3	Facilities - energy and fuel	Display Energy Certificates	7 years from date created	
5.5.4	Facilities - planned maintenance	All records relating to planned maintenance on council land and property	6 years from date record created	Limitation Act 1980 (Section 2)
5.5.5	House surveying	All records relating to surveys undertaken by the council of housing stock	6 years from date of survey	Limitation Act 1980 (Section 2)
5.5.6	Street name plates	All records relating to the provision and fitting of street name plates	Keep record from date street named assigned and retain until the street is removed	

6. Legal and Electoral Services			Contact:	
Ref	Description	Types of Records	Retention Action	Legislation

6.1	Electoral Services			
6.1.1	Election expenses	<ul style="list-style-type: none"> • All records relating to Candidates expense forms – Local and Parliamentary • All records relating to Candidates expense forms – European 	<ul style="list-style-type: none"> • 2 years after date of election or return to candidate • Candidate expense forms dealt with by Regional Returning Officer 	Representation of the People Act 1983
6.1.2	Election results	<ul style="list-style-type: none"> • All records relating to the creation and publication of election results • All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results. 	<ul style="list-style-type: none"> • 1 year from date of election • 6 years from date of election 	Representation of the People Act 1985 Limitation Act 1980 (Section 2)
6.1.3	Electoral areas	All records relating to the creation and management of electoral boundaries	Permanent	
6.1.4	Electoral cycle	All records relating to the management of the members electoral cycle	4 years from date cycle ends	
6.1.5	Electoral nominations	All records relating to the process of administering nominations for elections	1 year from date of election	
6.1.6	Electoral register	All records relating to the creation and publication of the electoral register	Paper copy - retain for 15 years Electronic – Permanent	Electoral Registration and Administration Act 2013 Representation of the People Act 1985
6.1.7	Polling stations	All records relating to the provision, manning and publicity for polling stations, including the payment of staff	6 years from date of election	Limitation Act 1980 (Section 2)
6.1.8	Postal voting	All records relating to the administration of postal voting scheme	Destroy records as they become obsolete or are no longer required	Representation of the People Regulations 2001
6.1.9	Proxy voting	All records relating to the administration of proxy voting schemes	Destroy records as they become obsolete or are no longer required	Representation of the People Regulations 2001
6.1.10	Referenda	Information on the different referenda which can take place and legal terms under which they may be carried out.	1 year from date record created	
6.1.11	Voting	All records relating to the administration of the voting process for individual elections including ballot papers	1 year from close of poll	Representation of the People Regulations 2001
6.2	Legal Services			
6.2.1	Byelaws and regulations	All records relating to the development and implementation of	6 years after byelaw expires	

		byelaws and regulations		
6.2.2	Case management	<ul style="list-style-type: none"> • All records relating to general common law issues • All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000 • Case files relating to Criminal Injuries Compensation Authority Claims 	<ul style="list-style-type: none"> • 6 years from date of closure • 6 years from date of court order • 85 years from date of birth of claimant – review at end of 85 years 	
6.2.3	Constitution	All records relating to the creation of management of the authority's constitution	Permanent	Local Government Act 2000
6.2.4	Contracts	<ul style="list-style-type: none"> • All records relating to actions founded on a simple contract • All records relating to contracts founded on a speciality • Case files relating to the receipt and preparation of contract documents • Case files relating to the release of bonds • Company formation, contracts or similar matters 	<ul style="list-style-type: none"> • 6 years from last action on the contract • 12 years from date of case action – review at end of period, it can be extended by virtue of Section 33 • 6 years from date case closed • 6 years from date case closed • 12 years from date of company closure 	Limitation Act 1980 (Section 2)
6.2.5	Councillor casual vacancies	All records relating to Councillor casual vacancies	6 months from date record created	
6.2.6	Councillor declaration of interest	<ul style="list-style-type: none"> • All records relating to a complaint made against a councillor where the complaint is unfounded • All records relating to a complaint made against a councillor where the complaint results in a major sanction against the councillor • All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor 	<ul style="list-style-type: none"> • 1 year from date complaint made • Retain until councillor next stands for election • Retain for the length of time the sanction is in force 	
6.2.7	Judicial review	Case files relating to judicial review	6 years from date case closed	Limitation Act 1980 (Section 2)
6.2.8	Land and property	<ul style="list-style-type: none"> • Case files relating to Deed Of Release/Rectification/Variation By Client • Case files relating to grant of easement to the client • Case files relating to leases/tenancy agreements/licences to 	6 years from date case closed – review at end of period	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2)

		<p>be granted to the client</p> <ul style="list-style-type: none"> • Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security Adjudications Act 1983) • Case files relating to licences for assignment/under-letting/alterations relating to leases • Case files relating to the redemption of mortgages(other than s22 charges) on sale or re-mortgage of property • Conveyancing - acting for purchaser • Conveyancing - acting for vendor on sale of the whole of the title • Conveyancing - acting for vendor who retains part of the title • Loan Consents relating to loans made 	<ul style="list-style-type: none"> • Permanent • 12 years from completion of action • Permanent • 12 years from date of last payment of loan 	<p>2)</p> <ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2)
6.2.9	Litigation support	<ul style="list-style-type: none"> • All records relating to the recovery of land • Case files relating to injunction proceedings • Case files relating to injunctions under the Town & Country Planning Acts • Case files relating to Magistrate's Courts Proceedings • Case files relating to the prosecution of breaches/review of community orders 	<ul style="list-style-type: none"> • 12 years from date of last payment on loan 6 years from date case closed 	Limitation Act 1980 (Section 2)
6.2.10	Members and officers code of conduct	<ul style="list-style-type: none"> • All records relating to the administration and recording of the appointment of Members to Outside Bodies • All records relating to the creation and management of Members Code of Conduct • All records relating to the production of members' accountability statements 	<ul style="list-style-type: none"> • 6 years from date of end of appointment/office • Retain until code of conduct is replaced • 6 years from date record is created 	
6.2.11	Procurement - contracts lists	All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
6.2.12	Procurement - contracts management	<ul style="list-style-type: none"> • All records relating to evaluation criteria used to evaluate a contract • All records relating to prequalification questionnaires 	<ul style="list-style-type: none"> • 6 months from date contract awarded • 6 years from date record created 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2)

		<ul style="list-style-type: none"> • All records relating to successful tenders • All records relating to the creation and monitoring of service level agreements • All records relating to the management of contracts for goods and services where the contract is under seal • All records relating to the management of contracts for goods and services where the contract is under signature 	<ul style="list-style-type: none"> • 0 • 6 years from date service agreement expires • 12 years from last action on the contract • 6 years from last action on the contract 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 8) • Limitation Act 1980 (Section 5)
6.2.13	Procurement - corporate	<ul style="list-style-type: none"> • All records relating to procurement advice • All records relating to the sale of services by individual authorities 	6 years from date record created	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • HMRC - Compliance Handbook Manual CH15400
6.2.14	Procurement policy	All records relating to the development and implementation of procurement policy	6 years from date policy expires	
6.2.15	Property deeds	All records relating to property deeds where the property is housing owned by the Council	Record starts at date ownership commenced and is retained until property is sold. (These will be retained whilst the property is held by the council and passed on to the new owner when the property is sold)	
6.2.16	Records management	All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code	10 years from date record created	
6.2.17	Retention schedules	All records relating to the creation of a retention schedule for the authority	As the retention schedule is updated a copy should be retained to show what retention periods were at any given time	
6.2.18	Road closures and diversions	All records relating to the creation of traffic regulation orders	6 years from date record created	Limitation Act 1980 (Section 2)

7. People Customer & Business Support			Contact:	
Ref	Description	Types of Records	Retention Action	Legislation
7.1	Business Operations			
7.1.1	Accessibility	<ul style="list-style-type: none"> • All records relating to accessibility of buildings owned by public authorities • All records relating to information on the accessibility of 	<ul style="list-style-type: none"> • 6 years from date record created • This will be a dynamic 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section

		<p>various facilities</p> <ul style="list-style-type: none"> All records relating to designs or adaptations intended to ensure access to and use of public buildings by people with disabilities 	<p>document, constantly updating</p> <ul style="list-style-type: none"> 6 years from date adaptations complete 	<ul style="list-style-type: none"> Limitation Act 1980 (Section 2)
7.1.2	Accident reporting	<ul style="list-style-type: none"> All records relating to the reporting of accidents where the person concerned is over 18 All records relating to the reporting of accidents where the person concerned is under 18 All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 	<ul style="list-style-type: none"> 7 years from date of accident 21 years and 4 months from date of birth of minor 30 years from date of incident 	<p>Limitation Act 1980 (Section 11)</p> <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences
7.1.3	Archive withdrawals	All records relating to withdrawal of records from the Archives Service		
7.1.4	Catering, sales and vending	<ul style="list-style-type: none"> All records (excepting financial) relating to the provision of catering services for functions or refreshments and vending facilities in public buildings. Financial records relating to the provision of catering services for functions or refreshments and vending facilities in public buildings. 	6 years from date record created	<ul style="list-style-type: none"> Limitation Act 1980 (Section 2) HMRC - Compliance Handbook Manual CH15400
7.1.5	Conference, hall and meeting room hire	<ul style="list-style-type: none"> All records (except financial) relating to the booking of conference halls and meeting rooms available for hire from the local authority Financial records relating to the booking of conference halls and meeting rooms available for hire from the local authority 	<ul style="list-style-type: none"> 3 years from date record created 6 years from date record created 	<ul style="list-style-type: none"> HMRC - Compliance Handbook Manual CH15400
7.1.6	Facilities - air handling units	All records relating to the management on air handling units in properties owned by the Council	6 years from date record created	Limitation Act 1980 (Section 2)
7.1.7	Facilities - catering services	All records relating to the provision of catering services to staff (including food hygiene checks)	6 years from date record created	Limitation Act 1980 (Section 2)
7.1.8	Facilities - consumables	All records relating to the purchase of consumables for local authorities	6 financial years from date record created	HMRC - Compliance Handbook Manual CH15400
7.1.9	Facilities – Council Offices	<ul style="list-style-type: none"> All records relating to building acquisition All records relating to the certification of buildings (listed and significant) All records relating to the certification of buildings (not listed buildings) 	<ul style="list-style-type: none"> 6 years from date that use of the building ceases Permanent 15 years from date of completion of building 	<ul style="list-style-type: none"> Limitation Act 1980 (Section 2) Building Control Performance Standards Building Control Performance Standards

		<ul style="list-style-type: none"> • All records relating to the completion of property valuation • All records relating to the valuation of property • Case file relating to the sale of property by auction • Records relating to the management of council occupied properties which are owned or leased by the Council but which have not been built by the Council • All records relating to the provision of facilities for staff 	<ul style="list-style-type: none"> • 6 years from disposal of property • 2 years from date valuation superseded • 6 years from date case closes • 6 years from end of Council use of the building • 6 years from date use of facility ceases 	<ul style="list-style-type: none"> • HMRC - Compliance Handbook Manual CH15400 • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2)
7.1.10	Facilities - equipment	All records relating to the management of equipment used by the facilities function	6 years from date record created	Limitation Act 1980 (Section 2)
7.1.11	Facilities - internal mail	All records relating to the management of internal mail facilities	3 years from date record created	Limitation Act 1980 (Section 2)
7.1.12	Facilities - internal room bookings	<ul style="list-style-type: none"> • All records relating to internal room bookings where a recharge is made • All records relating to internal room bookings where no recharge is made 	<ul style="list-style-type: none"> • 6 years from date record created • 1 year from date record created 	
7.1.13	Facilities - management	<ul style="list-style-type: none"> • All records relating to facilities management services provided to local authorities • All records relating to the provision of security in local authority buildings 	Years from date record created	Limitation Act 1980 (Section 2)
7.1.14	Facilities - planned maintenance	<ul style="list-style-type: none"> • All records relating to the refurbishment of buildings owned by the local authority • All records relating to the responsive maintenance of properties owned by the local authority 	6 years from date record created	Limitation Act 1980 (Section 2)
7.1.15	Facilities - printing and copying	All records relating to the provision of printing and copying services to staff	6 years from date record created	Limitation Act 1980 (Section 2)
7.1.16	Facilities - reactive repairs	All records relating to unplanned repairs to premises or facilities equipment	6 years from date repairs completed	Limitation Act 1980 (Section 2)
7.1.17	Facilities - Risk Assessments	<ul style="list-style-type: none"> • All records relating to the Electricity Exposure Risk Assessment(live equipment including the Record of Competent Persons • Fire Risk Assessments 	<ul style="list-style-type: none"> • 40 years from date record created • Permanent 	<ul style="list-style-type: none"> • Regulatory Reform (Fire Safety) Order 2005
7.1.18	Facilities - staff/visitor car parking	All records relating to the provision and maintenance of all car parking facilities attached to Council buildings	6 years from date record created	Limitation Act 1980 (Section 2)

7.1.19	Facilities - vehicle maintenance	<ul style="list-style-type: none"> • All records relating to the acquisition and disposal of fleet vehicles • All records relating to the maintenance of fleet vehicles • All records relating to the ownership of fleet vehicles • Logbooks and other records relating to the ownership of the fleet vehicles which are passed on to the new owner on disposal 	<ul style="list-style-type: none"> • 6 years from date ownership is terminated • 6 years from date of maintenance • 6 years from date ownership is terminated • Retain from date vehicle required until 	Limitation Act 1980 (Section 2)
7.1.20	Facilities - water	All records relating to the provision and maintenance of water supplies in council offices.	6 years from date record created	Limitation Act 1980 (Section 2)
7.2	Corporate Customer Services			
7.2.1	Civic buildings	Information about the location and opening hours of council offices. May also include information about public meetings and the availability of civic officials for queries.	<ul style="list-style-type: none"> • 1 year from date record created 	
7.2.2	Customer satisfaction surveys	All records relating to the creation and analysis of customer satisfaction surveys	3 years from date record created	
7.2.3	Feedback and suggestions	All records relating to feedback and suggestions made by local residents	3 years from date record created	
7.2.4	Local attractions	All records relating to advice and information for visitors on attractions in the local area. This will include descriptions, opening hours, admission prices and how to get there	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
7.2.5	Reception	All records relating to the management of reception facilities	3 years from date record completed	
7.2.6	Tourist information centres	All records relating to the management of tourist information centres	6 years from date record created	Limitation Act 1980 (Section 2)
7.3	Human Resources			
7.3.1	Corporate - organisation structure	<ul style="list-style-type: none"> • All records relating to the creation and publication of a staff directory • All records relating to the development and implementation of organisation restructure 	<ul style="list-style-type: none"> • 1 year from date record created • 6 years from date restructure completed 	
7.3.2	Corporate - resource planning	All records relating to the collection and analysis of staff statistics	• 5 years from date record created	
7.3.3	Corporate - service policy	All records relating to the management of internal procedures	• 3 years from date record	

		and facilities involved in the delivery of services not covered elsewhere in the schedule	created	
7.3.4	Councillors allowances and expenses	All records relating to expenses and allowances paid to councillors including the publication of this information	6 years after date record created	HMRC - Compliance Handbook Manual CH15400
7.3.5	Current vacancies	All records relating to the publication of current job vacancies within the authority	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year	
7.3.6	Employment and training initiatives	All records relating to the provision of programmes to promote the development of learning and employment	6 years from date record created	Limitation Act 1980 (Section 2)
7.3.7	Environmental health placements	All records relating to the administration on environmental health placements	3 years from date record created	
7.3.8	Equal opportunities advice	<ul style="list-style-type: none"> • All records relating to the creation, implementation and monitoring of the Council's Equal Opportunities Policy • All records relating to the development, implementation and monitoring of equality and diversity policies • All records relating to the use of the Equality Framework for Local Government (EFLG) 	<ul style="list-style-type: none"> • 3 years from date policy expires • 3 years from date policy expires • 3 years from date record created 	
7.3.9	Finance - indemnification for members and officers	All records relating to the management of indemnification for members and officers	6 years from creation of records	Limitation Act 1980 (Section 2)
7.3.10	Health and safety training	All records relating to health and safety training provided to employees by local authorities	6 years from date qualification expires	Limitation Act 1980 (Section 2)
7.3.11	Industrial relations	<ul style="list-style-type: none"> • All records relating to the management of employee relations • All records relating to trade union liaison 	<ul style="list-style-type: none"> • 6 years from date record created • 3 years from date record created 	Limitation Act 1980 (Section 2)
7.3.12	Occupational health services	All records relating to the process by which the Council ensures that all work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	6 years from date record created	Limitation Act 1980 (Section 2)
7.3.13	Service delivery consultation	All records relating to consultations concerning service delivery	6 years from date record created	
7.3.14	Staff - annual leave	All records relating to the management of staff annual leave	3 years from date record created	
7.3.15	Staff - appraisal	<ul style="list-style-type: none"> • All records relating to staff performance • All records relating to the annual appraisal of staff 	<ul style="list-style-type: none"> • 6 years from date action completed • 1 year from date record created 	
7.3.16	Staff - apprenticeships	All records relating to the management of staff apprenticeships	6 years from date	Limitation Act 1980 (Section 2)

			apprenticeship ended	
7.3.17	Staff - benefits	All records relating to the development and implementation of staff benefits	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
7.3.18	Staff - business travel	<ul style="list-style-type: none"> • All records relating to leased vehicle allowances • All records relating to officers driving their own vehicles on council business 	6 years from date record created	<ul style="list-style-type: none"> • HMRC - Compliance Handbook Manual CH15400 • Limitation Act 1980 (Section 2)
7.3.19	Staff - consultation and feedback	All records relating to the management of staff consultation and feedback	6 years from date consultation completed	Limitation Act 1980 (Section 2)
7.3.20	Staff - continuing professional development	All records relating to workforce development	3 years from date record created	
7.3.21	Staff - disciplinary procedures	<ul style="list-style-type: none"> • Case files relating to disciplinary matters • Casework: Disciplinary where the case results in dismissal • Casework: Disciplinary where the case results in no case to answer 	<ul style="list-style-type: none"> • 6 years from date case closed – review at end of period • 6 years from date record created • Retain from start of investigation and keep until end of the investigation 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2) • Limitation Act 1980 (Section 2)
7.3.22	Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the Council's interest	1 year from date of termination of employee	Local Government Act 1972
7.3.23	Staff - employment tribunals	<ul style="list-style-type: none"> • All records relating to employment tribunal • Case files relating to Employment Tribunal Claims and other employment matters 	<ul style="list-style-type: none"> • 6 years from date record created • 6 years from date file closed 	Limitation Act 1980 (Section 2)
7.3.24	Staff - equal pay	All records relating to the implementation and management of Equal Pay	• 6 years from date record created	
7.3.25	Staff - expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for of the organisation	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
7.3.26	Staff - grievance	Casework - Grievance procedure	6 years from date grievance reported	Limitation Act 1980 (Section 2)
7.3.27	Staff - job analysis	<ul style="list-style-type: none"> • All records relating to the development and implementation of job descriptions and person specifications • All records relating to the evaluation of jobs 	<ul style="list-style-type: none"> • 6 years from date JD/person specification superseded • 6 years from date job evaluation completed 	
7.3.28	Staff - medicals and health	All records relating to employee eye tests	Start record from date eye test	

	screening		carried and retain until new eye test completed	
7.3.29	Staff - occupational health	<ul style="list-style-type: none"> • Health Referral files • Health Surveillance forms 	<ul style="list-style-type: none"> • 85 years from date of birth of individual • 40y ears from date of questionnaire 	
7.3.30	Staff - operational exercising/training	All records relating to the management of staff operational exercising/training	3 years from date training completed	
7.3.31	Staff - outplacement	<ul style="list-style-type: none"> • All records relating to individuals who are made redundant • All records relating to staff transferred to other organisations (TUPE) 	<ul style="list-style-type: none"> • 80 years from date of birth of individual made redundant • 6 years from date of transfer 	<ul style="list-style-type: none"> • Transfer of Undertakings (Protection of Employment) Regulations 2006
7.3.32	Staff - overtime	All records relating to the management of staff overtime payments	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
7.3.33	Staff - payroll	<ul style="list-style-type: none"> • All records relating to car loan agreements • All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits Regulations 1995 • All records relating to Income Tax and National Health Insurance returns • All records relating to Inland Revenue approval • All records relating to relocation claims • All records relating to the administration of parental leave where the child is disabled • All records relating to the administration of parental leave where the child is not disabled • All records relating to the administration of Statutory Maternity Pay • All records relating to the administration of Statutory Sick Pay 	<ul style="list-style-type: none"> • 6 years from financial year in which loan was taken out • 6 years from date event takes place • 3 years from end of financial year to which records relate • Permanent • 3 years from end of financial year to which records relate • 18 years from birth of child • 6 years from birth of child • 3 tax years in which the maternity period ends • 3 year years to which the sick pay relates 	<ul style="list-style-type: none"> • HMRC - Compliance Handbook Manual CH15400 • Retirements Benefits Schemes (Information Powers) Benefits Regulations 1995 (SI 1995/3103) • The Income Tax (Employment) Regulations 1993 • The Income Tax (Employment) Regulations 1993 • HMRC – Compliance Handbook Manual CH1540 • The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960) • The Statutory Sick Pay (General) Regulations 1982

				(SI1982/894)
7.3.34	Staff - pension scheme	<ul style="list-style-type: none"> • All records relating to the monitoring of pension fund contributions (employer and employee) • Bank details, pay details of the individual pensioners • Bulk transfer files • Files relating to individual members of the pension scheme (including dependents) • Finance and procurement: Financial services: Treasury and investments: Information relating to the administration of the pension fund on behalf of admitted bodies • Monitoring of investments on behalf of the pension fund - monthly accounts • Pension fund contribution income - annual year spreadsheets • Pension fund Oracle reports • Records of former employers and Associations • Returns relating to members of staff transferring into the pension fund 	<ul style="list-style-type: none"> • 6 years from date record created • 6 years from date of the last payment • Date of the last contact with the scheme of the last pensioner/dependent • 100 years from date of the last contact with scheme – date of last contact applies to all dependents • Permanent • 6 years from date record created • 1 year to which the record relates too • 6 years from date record created • 100 years from date of the last contact with the scheme of the last pensioner/dependent • 6 years from date record created 	<ul style="list-style-type: none"> • HMRC - Compliance Handbook Manual CH15400 • • • • • HMRC - Compliance Handbook Manual CH15400 • 5 • HMRC - Compliance Handbook Manual CH15400 • • HMRC - Compliance Handbook Manual CH15400
7.3.35	Staff - procedures	All records relating to the management of staff procedures	3 years from date procedure superseded	
7.3.36	Staff - public holidays	All records relating to the publication of a policy on public holidays	3 years from date policy superseded	
7.3.37	Staff - recognition	<ul style="list-style-type: none"> • All records relating to schemes which recognise staff • All records relating to the process of recommending employees for honours 	<ul style="list-style-type: none"> • 6 years from date record created • 3 years from year of submission 	<ul style="list-style-type: none"> • HMRC - Compliance Handbook Manual CH15400
7.3.38	Staff - recruitment	<ul style="list-style-type: none"> • The selection of an individual for an established position • All records relating to an individual's employment history - 	<ul style="list-style-type: none"> • 1 year from date recruitment finalised • 6 years from date of 	<ul style="list-style-type: none"> • Limitation Act 1980 (Section

		<p>paid employment</p> <ul style="list-style-type: none"> • All records relating to an individual's employment history - voluntary service • All records relating to the appointment of Statutory Officers • All records relating to the creation, implementation and monitoring of the Council's induction programme • All records relating to the development and implementation of terms and conditions of employment • All records relating to the selection process for Statutory Officers • Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms 	<p>termination</p> <ul style="list-style-type: none"> • 6 years from date of termination • Permanent • 3 years from date record created • 6 years from date terms and conditions expire • 5 years from date of appointment • 6 months from date check completed 	<p>2)</p> <ul style="list-style-type: none"> • Limitation Act 1980 (Section 2) • • • Limitation Act 1980 (Section 2) • • Disclosure and Barring Service check requests: guidance for employers
7.3.39	Staff - redeployment	All records relating to the publication of a policy on redeployment of staff (including additional training where appropriate) in situations where staff are displaced or faced with significant change to their job as a result of internal restructuring.	3 years from date the policy is superseded	
7.3.40	Staff - references	All records relating to the management of the provision of staff references	6 years from date of reference	
7.3.41	Staff - reorganisations	All records relating to the reorganisation of the internal workforce of the council	6 years for date reorganisation is completed	Limitation Act 1980 (Section 2)
7.3.42	Staff - risk management	<ul style="list-style-type: none"> • Personal risk assessment records for staff working with children or vulnerable adults • Personal risk assessments relating to individuals returning to work 	<ul style="list-style-type: none"> • 20 years from date of employment termination • 3 years 4 months from date risk assessment expires 	<ul style="list-style-type: none"> • • Limitation Act 1980 (Section 11)
7.3.43	Staff - sickness management	All records relating to the monitoring of employee absence	1 year from date record created	
7.3.44	Staff - telephone charges	All records relating to the management of a recharged telephone service to staff	6 years from date record created	HMRC - Compliance Handbook Manual CH15400
7.3.45	Staff - time management	All records relating to the process of monitoring staff leave and attendance	2 years from date action completed	
7.3.46	Staff - training	<ul style="list-style-type: none"> • All notes and materials created for training course • All records relating to the creation and management of training statistics • All records relating to the development and implementation of 	<ul style="list-style-type: none"> • Retain from date material created until date training course ends • 3 years from date record created • 3 years from date record 	

		<p>training programmes</p> <ul style="list-style-type: none"> • All records relating to the development, implementation and monitoring of the corporate training plan • All records relating to training concerning children • All records relating to training not concerning children 	<p>created</p> <ul style="list-style-type: none"> • 3 years from date training completed • 40 years from date training completed • 3 years from date training completed 	
7.3.47	Staff - victimisation	All records relating to the development and implementation of a policy dealing with reports of victimisation in the workplace for council employees	6 years from date policy is superseded	Limitation Act 1980 (Section 2)
7.3.48	Staff - workplace bullying	Casework - Harassment	6 years from date case resolved	Limitation Act 1980 (Section 2)
7.3.49	Vetting of contract and supplier staff	All records relating to the checking/vetting of contract and supplier staff	6 years from check carried out	Disclosure and Barring Service check requests: guidance for employers
7.3.50	Work health and safety advice and training	All records relating to the provision of work health and safety advice and training	6 years from date record created	Limitation Act 1980 (Section 2)

8. Transformation			Contact:	
Ref	Description	Types of Records	Retention Action	Legislation
8.1	ICT			
8.1.1	Business continuity	Business Continuity Plans including all records relating to the development of business continuity plans	It is expected that these will be dynamic documents which are constantly updating	
8.1.2	Data management	All records relating to the creation and implementation of security measures for information systems	Retain from date system commissioned until date decommissioned	
8.1.3	Hardware	All records relating to the maintenance of systems hardware	6 years for current system	
8.1.4	Help desk	<ul style="list-style-type: none"> • All records relating to system fault reporting • All records relating to the management of systems help desk support 	1 year from year record created	
8.1.5	Information management	<ul style="list-style-type: none"> • All records relating to changes made to information systems • All records relating to the configuration of information systems • All records relating to the creation and implementation of system tracking requirements 	<ul style="list-style-type: none"> • 6 years from date system decommissioned Retain from date system commissioned until date decommissioned	

		<ul style="list-style-type: none"> • All records relating to the creation of system process maps • All records relating to the design and construction of information systems • All records relating to the development of systems • All records relating to the implementation of ICT systems 		
8.1.6	Legal - advice	All records relating to copyright and intellectual property rights	6 years from date intellectual property/copyright ends	Limitation Act 1980 (Section 2)
8.1.7	Legal – Information systems	All records relating to the disposal of information system	3 years from date system disposed of	
8.1.8	Maintenance	All records relating to the maintenance and monitoring of ICT networks	1 year from date record created	
8.1.9	Manuals	All systems manuals relating to current information systems	Retain from date system commissioned until date decommissioned	
8.1.10	Networks	All records relating to the implementation and management of computer networks used by council officers.	6 years from date system is superseded	
8.1.11	Peripherals	All records relating to the purchase and installation of peripheral ICT equipment	6 years from financial year records were created	HMRC - Compliance Handbook Manual CH15400
8.1.12	Resource management	All records relating to ICT resource management	3 years from creation of record	
8.1.13	Security	<ul style="list-style-type: none"> • All information relating to user profiles for information systems • All records relating to the creation and implementation of policy and procedures relating to information security 	<ul style="list-style-type: none"> • 6 years from date record created • 3 years from date record created 	
8.1.14	Software	All records relating to software licenses for information systems	6 years from date system decommissioned	
8.2	Transformation			
8.2.1	Business Process Improvement	All records relating to the use of business process improvement to improve council services	6 years after date of final report or implementation of improvements	
8.2.2	Data Protection	<ul style="list-style-type: none"> • All records relating to the creation and implementation of policies under Data Protection Act 1998 • All records relating to the management of subject access requests under the Data Protection Act 1998 	<ul style="list-style-type: none"> • 3 years from date policy expires • 2 years from year record created 	

9	Hastings Housing			
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	Company			
9.1	Minutes, agendas and reports	All records relating to the production and publication of minutes, agendas and reports	10 years from date of meeting/decision	
9.2	Statutory documentation	All records relating to the production of statutory documentation	10 years from date record created	