



SURREY HEATH BOROUGH COUNCIL

RECORD RETENTION & DISPOSAL SCHEDULE

Introduction

This document sets out the legislation, guidance and policy about record retention; it cannot provide for every eventuality. All retention periods quoted are minimum periods for retention only. All records should be reviewed at the end of any quoted time and considered both as individual records and in relation to departmental records as a whole, bearing in mind the purpose and value of their retention.

It has been set out in columns as follows:

1 Record

Describes the kinds of files and documents that the Council uses.

2 Legislation and Other Requirements

Information about the actual law or the area of law that is appropriate for such records. There is not always a law setting out a retention period; in such instances it is guidance, departmental policy or usage that dictates the retention period.

3 Retention Period

Retention Time describes minimum retention periods. Where there is no clear indication as to when this time should be counted from it should be assumed that the retention time is from the time the file/record is closed.

All retention periods quoted as legislative requirements are minimum periods for retention only.

4 Disposal Policy

Retention Policy describes what should be done at the end of the retention period; destroy or review it to see if it should be held for longer.

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BUILT ENVIRONMENT

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Planning Applications (inc. Planning Decision Notices) Planning Appeals	Town & Country Planning Act 1990 (as amended)	Indefinitely	
Building Control applications (inc. Building Control Decision notices)	Building Act 1984	Indefinitely	
Planning Application & Building Control Plans	N/A	Indefinitely	
Consultation documents (housing commitments, local plan, structure plan)	Town & Country Planning Act 1990 (as amended)	Retain until adopted	
Planning Enforcement Notices	Town & Country Planning Act 1990 (as amended)	Until resolved	
Breach of Planning Condition Notices	Town & Country Planning Act 1990 (as amended)	Until resolved	
Tree Preservation Orders	Town & Country Planning Act 1990 (as amended)	Until Order revoked	Destroy
Local Land Charges Searches & other documentation	N/A?	6 years from date of completion	Destroy
O-Licences		Indefinitely	
Local Plan/Local Development Framework	Planning and Compensation Act 2004	Indefinitely	
Consultations	Planning and Compensation Act 2004	Indefinitely	
Sustainability Appraisal Process	Planning and Compensation Act 2004	Indefinitely	
SU Pending Miscellaneous		2 years	Destroy

Retention times should be read as full financial years after close of accounts & audit by External Audit

ENVIRONMENTAL SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Applications for licences environmental services	N/A	Until licensed premises are no longer used for that purpose	Destroy
Unsuccessful applications	N/A	2 years	Destroy
Licence/Registration forms	Various	1 year after the licence/ registration terminates.	Destroy
Duty of Care transfer notices	Section 34 Environmental Protection Act 1990	2 years	Destroy
Notices to close a dwelling, or part thereof. Acceptance of undertaking from owner	Housing Act 1957 and seq.	Until 12 months after the dwelling has been demolished or rendered fit for habitation to the Councils' satisfaction.	Destroy
Notices served under Environmental Health Legislation Requiring abatement and prevention of recurrence	Various	2 years after the objectives of the Notice have all been fully complied with	Destroy
Notices in respect of works carried out in default or by agreement with owner	Various	Until such time as all notice requirements have been complied and all outstanding monies have been fully repaid.	Destroy
Cleansing and refuse collection requests for service and complaint	Various	3 years	Destroy
Food Hygiene & Safety Information	Food Safety Act 1990	2 years after such use has discontinued	Destroy
Consultation documentation	N/A	6 months	Destroy

Retention times should be read as full financial years after close of accounts & audit by External Audit

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
EH service enquiries	N/A	5 years	Destroy
Health & Safety notices	Health & Safety Act 1974, Regulations and Orders made thereunder.	Duration of notice + period in which any claim could be made by an employee, member of the public etc.	Destroy
Accident report forms	Health & Safety Act 1974	7 years (insurance claims reasons). If a minor until they reach 21 years of age	Destroy
Notification of Infectious diseases	N/A	On computer for 1 year (hard copy destroyed after six months)	Destroy
Discontinuation of Employment as a result of Infectious Disease.		As long as the provisions continue to apply or any claim could be made against the Council.	Destroy.
Waste Statistics (PI's)	N/A	Financial year + 2	Destroy
Pest Control – notice / info to service users	HASAWA – Safe systems of work	3 Years	Destroy
Pest Control Service requests.	Prevention of Damage by Pests Act 1949	3 years	Destroy when request received from occupier
Dog register (stray and abandoned dogs)	Environmental Protection Act 1990	One year beyond register being full	Destroy
All grants	Housing Grants, Construction & Regeneration Act 1996	10 years	Destroy
Grants including property repairs/ improvements, needs of disabled persons, minor works, common parts.	Regulatory Reform (Housing Assistance) Order 2002	10 years or 5 years after any condition period expires	Destroy
Loans to undertake works at a dwelling	Regulatory Reform (Housing Assistance) Order 2002	1 year after fully recovery of all Council costs.	
Food sampling results	Food & Safety Act 1990	2 years after all actions have	Destroy

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
		been completed.	
Alarms – domestic & business	N/A	3 years free of recurrence	Destroy
Noise records sheets	Environmental Protection Act 1990	3 years except where Notice served when they remain as evidence with the statutory Notice	Destroy
Contaminated land	Environmental Protection Act 1990	Remediation Notice is retained until the land is no longer contaminated and can be used for any purpose.	Destroy
House of multiple occupancy	Housing Act 1996 & Local Registration Scheme	Until 2 years after premises are no longer in multiple occupation and in respect of registered premises 5 years after premises are no longer eligible for registration.	Destroy
Risk Assessments	Health & Safety Act 1974	Whilst premises remain within current usage.	Destroy
Subject index filing		5 years unless it relates to an outstanding issue.	Destroy
Documents regarding storage of explosives and petroleum	Explosives Act 1875	Indefinitely	
Car Parks Car Park statistics	N/A	12 years	Destroy
Season ticket /On Street permit data	N/A	2 years after expiry	Destroy
DVLA Vehicle Response forms for abandoned vehicles	N/A	2 years from date of request	Destroy
Penalty Charge notices	Road Traffic Regulation Act 1984	7 years	Destroy

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Complaints Register		7 years	Destroy
DVLA VQ5s for Penalty Notices		7 years	Destroy
Cancellation Letters		7 years	Destroy
Payment Vouchers		7 years	Destroy
Historical Operational Data		Indefinitely	
Insurance Records		As per Financial Records	
Gypsy Liaison			
Individual plot/record Licence Agreements	Agency Agreement with Surrey County Council	Indefinitely	N/A
Site Maintenance Major Works Contracts over £25,000	N/A	7 years	Archive to CD
Site maintenance supply/service records	N/A	7 years	Destroy

HEALTH & SAFETY RECORDS (STAFF)

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Safety Inspection Audits	Health & Safety Act 1974	3 years	Review
RIDDOR Forms	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	30 years after the event	Transfer to individual's personal file and marked 'not for destruction'
Accident Books	Health & Safety regulations	Indefinitely	
Staff Records of Accidents	Health & Safety regulations	30 years after the event	Transfer to individual's personal file and marked not for destruction
H&S risk assessments	Health & Safety regulations	Indefinitely	
H&S Safety inspection reports	Health & Safety regulations	Indefinitely	

COMMUNITY SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Community Centres & Facilities			
Windle Valley Day Centre & Ian Goodchild Centre	N/A	As per MOW & Helpline	
General Services			
Meals on Wheels & Helpline	N/A	Current + previous year (as per Audit recommendation) Helpline files are kept/archived for 3 years	Destroy
Community Transport (Dial a Ride)	N/A	Database records retained indefinitely Hard copy applications retained whilst client remains with centre	Destroy
Bus Permits (Concessionary Fares)	N/A	As per Meals on Wheels & Helpline	Destroy
Shopmobility	N/A	As per Meals on Wheels & Helpline	Destroy
Housing and Homelessness			
Housing Register application files	Housing Act 1996 (as amended by the Homelessness Act 2000)	6 years after applicant ceases to be registered	Destroy
Homelessness applications	Housing Act 1996 (as amended by the Homelessness Act 2000)	6 years after applicant ceases to be registered	Destroy
Benefits			
Benefit Claim file	Housing Benefit (General) Regs 1987	6 years	Destroy

LEISURE CENTRES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Sports application forms	N/A	2 years	Destroy
Application forms for Action Holiday	N/A	1 year after event	Destroy
Application Forms for Courses & Events	N/A	1 year after event	Destroy
Tender documents	See Contract Documentation		
Daily pool water testing records	Health & Safety	Indefinitely	
Monthly microbiological pool water testing results		Indefinitely	
Staff rotas		7 Years	Destroy
Staff shift swop requests		2 years	Destroy
Facility Inspection records - daily checklists		2 years	Destroy
Fire extinguisher Checklists	N/A	2 years	Destroy
Emergency Lighting Checklists	N/A	2 years	Destroy
Personal Protective equipment Checklist	Health & Safety Act 1974	2 years	Destroy
Equipment Safety checklist	Health & Safety Act 1974	2 years	Destroy
Cleaning Schedule Checklists	N/A	7 years	Destroy
Workplace H&S Group meeting minutes		Indefinitely	
Recreation & Amenities management team minutes	N/A	Indefinitely	
Risk Assessments	Health & Safety Act 1974	Indefinitely	
Risk Assessment Action Plans	Health & Safety Act 1974	Indefinitely	
Normal Operating Plans	N/A	Indefinitely	
Emergency Action Plans	TBA	Indefinitely	
Accident/incident/"Near Miss" report forms	Health & Safety at Act 1974	21 years	Destroy

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Verbal/Physical abuse reporting form	Health & Safety at Act 1974	21 years	Destroy
Accident/Incident trend analysis reports/records	Health & Safety at Work Act 1974	7 years	Destroy
Routine planned preventative maintenance schedule checklists	Health & Safety at Work Act 1974	7 years	Destroy
COSSH documentation, procedures and safety data sheets	Health & Safety Act 1974	Indefinitely	
Health suite induction records	Health & Safety Act 1974	7 years	Destroy
Fitness room inductions - health check records	Health & Safety Act 1974	7 years	Destroy
Fitness room equipment inspection checklist	Health & Safety Act 1974	2 years	Destroy
Crèche attendance records	Health & Safety	7 years	Destroy
Catering temperature Checklists for Fridges/freezers	Health & Safety Act 1974	1 year	Destroy
Catering product temperature checklists	Health & Safety Act 1974	1 year	Destroy
Catering product delivery checklist	Health & Safety Act 1974	1 year	Destroy
Outdoor play area safety checklists	Health & Safety Act 1974	2 years	Destroy
Safety audit reports	Health & Safety Act 1974	Indefinitely	
Contractor vetting information	N/A	1 year	Destroy
First Aid Checklists	Health & Safety Act 1974	1 year	Destroy
Franchisers/Other site users Health & Safety Checklists	Health & Safety Act 1974	1 year	Destroy
Course register records	N/A	Indefinitely	
Vending machine reconciliation forms	N/A	7 years	Destroy
Lost property books	N/A	2 years	Destroy
Visitors Contractors signing in books	N/A	Indefinitely	
Index of Library documents	N/A	Indefinitely	
Fire Alarm checklists	Health & Safety Act 1974	Indefinitely	

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Ladder safety checks	Health & Safety Act 1974	2 years	Destroy
Building Electrical test certificates	Health & Safety Act 1974	Indefinitely	
Portable appliance test inventory	Health & Safety Act 1974	Indefinitely	
Building equipment furniture inventory	N/A	Indefinitely	
Performance management reviews	N/A	Indefinitely	

ARTS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Camberley Theatre Patron Data	N/A	Indefinitely or until patron advises otherwise	
Risk Assessments	Health & Safety at Work etc Act 1974	Indefinitely	
Fixed Wire & PAT testing	Health & Safety at Work etc Act 1974	Indefinitely	
Water Hygiene Logs	Health & Safety at Work etc Act 1974	Indefinitely	
Plant maintenance & Inspection Records	Health & Safety at Work etc Act 1974	Indefinitely	
Fire alarm & extinguisher inspection & maintenance	Health & Safety at Work etc Act 1974	Indefinitely	
Accident reports	Health & Safety at Work etc Act 1974	Indefinitely	
Cast & children performer records	Child Performer Regulations	Indefinitely	
Patron credit card data		Six months	Destroy

PARKS & COUNTRYSIDE & MUSEUM

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Parks & Countryside			
Site management files	N/A	2 years	Destroy
Playground Inspection Sheet		20-30 years	Destroy
Contract Monitoring Forms		5 years	Destroy
Leases and Licences			
Archive material	N/A	Indefinitely	
Museum			
Records relating to Museum collection and local resources	Proof of legal ownership or other conditions relating to collection	Indefinitely	
Exhibition Files	N/A	7 years	Archive selected material; destroy remainder
Project and event files	N/A	3-5 years	Archive selected material; destroy remainder
Files relating to liaison with related-interest groups	N/A	7 years	Archive selected material; destroy remainder
Friends of Museum files	N/A	Indefinitely	
Oral History transcripts	Conditions for use agreed at time of interview	Indefinitely	

CONTRACT DOCUMENTATION

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Sealed Contracts	Statute of Limitations	12 years after expiry of contract	Destroy
Signed Contracts	Statute of Limitations	6 years after expiry of contract	Destroy
Contract Tender (successful) that leads to a sealed contract	Statute of Limitations	12 years from expiry of contract	Destroy
Contract Tender (successful) tat leads to a signed contract	Statute of Limitations	6 years from expiry date of contract	Destroy
Tenders (unsuccessful) including tenderer assessment documentation	Statute of Limitations	6 years from date of award of contract to successful tenderer	Destroy
Contract Register	N/A	Indefinitely	
List of suppliers for tendering purposes	Standing Orders and Code of Practice relating to Contracts	Indefinitely as in use for approved suppliers	Review and change as necessary
Service Agreements with voluntary organisations	N/A	6 years from expiry	Destroy

Elections

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Election Documents	Representation of the People Act 1983	6 months	Destroy
Records of Election Expenses	Representation of the People Act 1983	2 years	Destroy
Election Form 'A's	Representation of the People Regulations 1986	Current register + 1 year	Destroy
Ballot Papers for Local Elections	Local Elections (Principal Areas) Rules 1986 & Local Elections (Parishes & Communities) Rules 1986	6 months after election	Destroy
Ballot Papers for European Elections	European Parliamentary Elections Regulations 1999	1 Year after election	Destroy
Ballot Papers for Parliamentary Elections	Parliamentary Election Rules 1983	Forwarded to the Clerk of the Crown after the count	

CORPORATE & COMMUNITY PLANNING

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Community Strategy	Local Government Act 1999		
Best Value Performance Plan	Local Government Act 1999	Indefinitely	
Corporate complaints	N/A	Indefinitely	
Performance indicator information	Local Government Acts, various SIs	Indefinitely	
Concessionary Fares applications	Transport Act 1985	1 year	Destroy
Emergency Plan	N/A	Indefinitely (Plans etc until replaced)	
Emergency Planning – correspondence	N/A	Weeded annually	Destroy
Emergency Planning Minutes	N/A	Weeded annually	Destroy
Council House Transfers Correspondence Files	N/A	Indefinitely	
Community Safety	N/A	To be defined	
Grant aid applications	N/A	Current year + 3 previous years	Destroy

FINANCIAL RECORDS AND DOCUMENTATION

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Audited Accounts: Statement of accounts produced each year and circulated to the public, other LA's, staff, members etc	Statute of Limitations, Audit, Tax, VAT	Indefinitely	
Financial System Reconciliations	Statute of Limitations, Audit, Tax, VAT	3 years	Destroy
Budget files & statements	Statute of Limitations, Audit, Tax, VAT	3 years	Destroy
Capital monitoring files	Statute of Limitations, Audit, Tax, VAT	3 years	Destroy
Budget monitoring files	Statute of Limitations, Audit, Tax, VAT	3 years	Destroy
Used receipt books	Statute of Limitations, Audit, Tax, VAT	3 years	Destroy
Debtor invoices	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Credit notes	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Daily Takings records (i.e. till rolls)	Statute of Limitations, Audit, Tax, VAT	3 years	Destroy
Sales Book/sales records	N/A	3 years	Destroy
Year End Ledger	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Journal Transfers	Statute of Limitations, Audit, Tax, VAT	3 years	Destroy
Cash Books	Statute of Limitations, Audit, Tax, VAT	Indefinitely	
Petty Cash imprest account	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Receipt Books		6 years	Destroy

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Petty Cash vouchers	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Cheque books and counterfoils	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Cheque Lists		6 years	Destroy
Returned Cheques		6 years	Destroy
Unpresented cheque list	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Bank Reconciliations	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Bank Statements	N/A	6 years	Destroy
Bank paying in books	N/A	6 years	Destroy
Purchase orders and order books	Statute of Limitations, Audit, Tax, VAT	Current + 3 years (revenue) 3 years post termination (capital)	Destroy
Delivery Notes	Statute of Limitations, Audit, Tax, VAT	2 years	Destroy
Goods received book	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Stock inventories/stock sheets/stock control books	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Inventories	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Creditor Invoices received	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Credit notes received	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Revenue out turn forms	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Revenue estimate forms	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Capital out turn forms	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
CIPFA returns	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Finance correspondence where it provides evidence of income/expenditure	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Council Tax	Local Government Finance Act 1992	4 Years	

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Business Rates	Local Government Finance Act 1992	6 years (Tax implications)	
Debtors records	N/A	2 years after end of the financial year in which they are paid or are written off. At least 6 years in respect of any unpaid account which has not yet been written off.	Destroy
Creditor records	N/A	2 years after end of the financial year in which they are paid or a credit has been received.	Destroy
Private fund records		6 years	Destroy
Trust fund records		6 years after money has been finally spent	Destroy
Insurance Records – Claims – Fire and Motor Vehicles		4 years	Destroy
Insurance Records – Claims – Public/Employers Liability		6 Years	Destroy
Insurance Register		Indefinitely	
Insurance Policy Records		Indefinitely	

AUDIT

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Audit Documentation			
Audit Files	Local Government Act 1972		
Corporate Issue Files	Local Government Act 1972		
Investigations	Local Government Act 1972		
Fraud Investigations (Housing Benefit)			
Investigation Files		6 years	Destroy
Tapes from recorded interview		1 year unless sanction or prosecution	Destroy

PERSONNEL, RECRUITMENT AND APPRAISAL FILES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Payroll Timesheets Overtime Sheets N.I. Records PAYE Deduction Records Pension Deductions AVCs Claim Forms	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy
Tax & PAYE	Statute of Limitations, Audit, Tax, VAT	7 years	
Subsistence and Mileage Claims		6 years	Destroy
Personal files of employees	N/A	Indefinitely	
Staff training database	N/A	Indefinitely	Destroy
Disciplinary records	N/A	7 years	Destroy
Police checks	CRB guidelines	6 months	Destroy
Recruitment documentation (unsuccessful applicants)	N/A	Up to 10 months	Destroy
Staff appraisal	N/A	7 years after ceasing employment	Destroy
Equal Opportunities Monitoring Sheets	N/A	1 year	Destroy
Job descriptions - personnel	N/A	Indefinitely	
Person specifications – personnel	N/A	Indefinitely	
Car Loans		Indefinitely	
Provided Cars		Indefinitely	

COMMITTEE SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Constitution	Local Government Act 2000	Indefinitely	
Monitoring Officer			
Members' Allowances	Local Authorities (Members Allowances)(England) Regulations 2003	Indefinitely	
Mileage and subsistence claims by councillors and independent members		5 years	Destroy
Attendance Books (required to be signed by all councillors when they attend formal meetings of the Council)		3 years	Destroy
Minutes	Local Government Acts 1972 and 2000	Indefinitely	Must be available for public inspection
Recordings of meetings		6 years	Destroy at the discretion of the Head of Legal & Support Services
Agendas	Local Government Acts 1972 & 2000	Indefinitely	

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Background papers in connection with Agendas	<p>Local Government Acts 1972 and 2000</p> <p>A copy should be available “ if arrangements exist for its production to members of the public as soon as reasonably practicable “ after receipt of the request for inspection.</p> <p>Note: under FOI legislation (Jan 2005) this will be 20 working days</p>	4 years	
DFG Grants (records relating to proof of ownership, approval of grant, payments and repayments)	Housing Grants, Construction & Regeneration Act 1996	10 years	Destroy
<p>Charitable Bodies</p> <ul style="list-style-type: none"> ▪ Miss Anne Eleanor Gomm's Trust ▪ Public Sand and Gravel Pit, Frimley ▪ Frimley Fuel Allotments ▪ Henry Smith's Charity, Frimley ▪ The Recreation Ground at Frimley 			

CORPORATE PROPERTY

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Drawings	N/A	Indefinitely	
Leases Licences Wayleaves	Landlord & Tenancy Act	Indefinitely	
Property Condition Surveys	N/A	10 years	Destroy
Bldg H&S files	Construction Design & Management Regulations	Indefinitely	
Property files	Landlord & Tenancy Act	Indefinitely	
Asset Management Plans	N/A	5 years	Destroy

LICENSING

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
Hackney Carriage and Private Hire			
Driver, vehicle and operator records	N/A	5 years from expiry of last licence	Destroy
Street Collection Licences			
Applications and licences	N/A	2 years from date of the licence	Destroy
Lottery Registrations			
Applications and registrations	Internal Audit recommendations following the 2004/05 audit	2 years plus the current year	Destroy
Public Entertainment			
Applications and licences for Public Entertainment Licences including applications for Occasional licences	N/A	2 years from expiry of current licence	Destroy
O-Licences			
Admin documentation		Indefinitely	

GENERAL - OPERATIONAL FILES

These records are held council wide and are therefore common to all Departments and Services

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY
General Correspondence & Management Operational Files	N/A	Defined locally	Destroy