



SURREY HEATH BOROUGH COUNCIL

RECORD RETENTION

&

**DISPOSAL SCHEDULE
(updated 2021)**

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. Although it may say destroy in the Disposal Policy column, it would be better to review some of them and not automatically destroy.

5. Responsible Officer

This is the post in the organisation that is responsible for the management of the records and should be involved in offering advice about destruction.

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
CAR PARKING				
Parking Permits	Limitation Act 1980	6 years	Destroy	Car Parking Service Manager
Parking Zones	Limitation Act 1980	6 years	Destroy	Car Parking Service Manager
All information in relation to Council car park management	Limitation Act 1980	6 years	Destroy	Car Parking Service Manager
Pavement Parking information	Limitation Act 1980	6 years	Destroy	Car Parking Service Manager
Street parking enforcement	Limitation Act 1980	6 years	Destroy	Car Parking Service Manager
Private car parks information and requests	Limitation Act 1980	6 years	Destroy	Car Parking Service Manager
Vehicle clamping and removal	Limitation Act 1980	6 years	Destroy	Car Parking Service Manager
COMMERCIAL				
Sporting Events Marketing	ESD Records Retention Project Recommendation	3 years	Destroy	Commercial & Community Development Mgr
Sports memberships	ESD Records Retention Project Recommendation	6 years	Destroy	Commercial & Community Development Mgr
Countryside Events	Limitation Act 1980	6 years	Destroy	Commercial & Community Development Mgr
Outdoor events	Limitation Act 1980	6 years	Destroy	Commercial & Community Development Mgr

Activities for young people	Limitation Act 1980	6 years	Destroy	Commercial & Community Development Mgr
Business Sponsorship Opportunities	Limitation Act 1980	6 years	Destroy	Commercial & Community Development Mgr
All records relating to the management of leisure pass schemes	Limitation Act 1980	6 years	Destroy	Commercial & Community Development Mgr
GREENSPACE & LEISURE				
All records relating to the provision of advice on the protection and enhancement both the local rural environment and wildlife		3 years	Destroy	Recreation and Business Services Manager
All records relating to the provision of grants for developing areas of the countryside for public use and education		3 years	Destroy	Recreation and Business Services Manager
All records relating to the management of countryside rangers	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to countryside surveys	Limitation Act 1980	Permanent		Recreation and Business Services Manager
All records relating to the management of countryside visitor centres	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the management of countryside volunteers	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the management of woodland/forest on council owned land		6 years	Destroy	Recreation and Business Services Manager
All records relating to the provision of advice and information on trees, woodland and tree-related issues to local organisations and the public		3 years	Destroy	Recreation and Business Services Manager

All records relating to the administration of grazing land including permits to graze		Permanent		Recreation and Business Services Manager
All records relating to the management of open access land		Permanent		Recreation and Business Services Manager
All records relating to the management of common land		Permanent		Recreation and Business Services Manager
Register of Village Greens	Limitation Act 1980	Permanent		Recreation and Business Services Manager
All records relating to the provision and maintenance of outdoor play facilities	Limitation Act 1980	7 years	Destroy	Recreation and Business Services Manager
All records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the monitoring and enforcement of action against dog fouling	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to enforcement action taken against fly tippers	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the removal of waste which has been dumped by fly-tippers	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the provision and maintenance of litter bins	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the administration of the RADAR Key scheme		3 years	Destroy	Recreation and Business Services Manager
All records relating to the provision and management of public conveniences	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the provision of information on countryside events that have or will take place in the local area.		1 year	Destroy	Recreation and Business Services Manager

All records relating to the organisation and management of outdoor events	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to BBQ bookings and hire	Limitation Act 1980	3 years	Destroy	Recreation and Business Services Manager
All records relating to the hire of public open space including fitness permits & football training permits	Limitation Act 1980	3 years	Destroy	Recreation and Business Services Manager
All records relating to the provision of information on local fishing areas, seasons and how to obtain permission to fish	Limitation Act 1980	1 year	Destroy	Recreation and Business Services Manager
All records relating to the provision of leisure activities for older people within the community. This may include cultural, sporting and other organised social activities	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
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	Destroy	Recreation and Business Services Manager
All records relating to the maintenance of memorials where the memorial is a listed building		Permanent		Recreation and Business Services Manager
All records relating to the maintenance of memorials where the memorial is not a listed building	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to the ownership and maintenance of golf courses owned or run by the local authority	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
All records relating to sports pitch hire including 3G pitch, football and cricket	Limitation Act 1980	3 years	Destroy	Recreation and Business Services Manager

All records relating to information on holiday/business accommodation available in the local area		1 year	Destroy	Recreation and Business Services Manager
All records relating to the management of tourist information centres	Limitation Act 1980	6 years	Destroy	Recreation and Business Services Manager
THEATRE				
Theatre hire booking forms	ESD Records Retention Project Recommendation	6 years	Destroy	Venue Manager
Theatre hire contracts	ESD Records Retention Project Recommendation	6 years	Destroy	Venue Manager
Theatre professional show contracts	ESD Records Retention Project Recommendation	6 years	Destroy	Venue Manager
Essential Companion Forms	ESD Records Retention Project Recommendation	2 years	Destroy	Venue Manager
Child Pantomime performance licenses & application forms	ESD Records Retention Project Recommendation	6 years	Destroy	Venue Manager
MUSEUM				
All records relating to the sale of goods in museum and gallery shops	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Museum Manager
All records relating to information about collections on display in museum collections		1 year	Destroy	Museum Manager
All records relating to information about any events or exhibitions organised at museums with the local authority area.		1 year	Destroy	Museum Manager
All records relating to loans, donations and bequests made to Museums and Galleries		Permanent		Museum Manager

All records relating to the management and maintenance of museums and galleries	Limitation Act 1980	6 years	Destroy	Museum Manager
All records relating to the provision of information and advice on museums and galleries in the local area		1 year	Destroy	Museum Manager

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
COMMUNITY SERVICE				
Community Alarm and Telecare service user data	Limitation Act 1980	6 years	Destroy	Community Services Manager RBC
Community Transport service user details	Limitation Act 1980	6 years	Destroy	Community Services Manager RBC
Meals at Home service user list	Limitation Act 1980	6 years	Destroy	Community Services Manager RBC
Vulnerable People Database	Limitation Act 1980	6 years	Destroy	Community Services Manager RBC
Day Centre Client Information	Limitation Act 1980	6 years	Destroy	Community Services Manager RBC
Wellbeing Prescribing	Limitation Act 1980	6 years	Destroy	Community Services Manager RBC
Homesafe records	Limitation Act 1980	6 years	Destroy	Community Services Manager RBC
EMERGENCY PLANNING				
Emergency plan	Local Government Act 1972	6 years	Destroy	Applied Resilience
Flood Prevention	Local Government Act 1972	Permanent	Keep	Applied Resilience
ENVIROMENTAL HEALTH				
Noise/Nuisance Complaint	Limitation Act 1980	6 years	Destroy	Environmental Protection Manager
General enquiries relating to health, premises, noise, legislation etc	ESD Records Retention Project Recommendation	6 years	Destroy	Environmental Protection Manager

Air quality, asbestos Pollution	ESD Records Retention Project Recommendation	6 years	Destroy	Environmental Protection Manager
Contaminated Land records	ESD Records Retention Project Recommendation	Permanent	Keep	Environmental Protection Manager
Dog Warden Case	Limitation Act 1980	6 years	Destroy	Environmental Protection Manager
Service delivery, noise General Enquiry	ESD Records Retention Project Recommendation	6 years	Destroy	Environmental Protection Manager
Service delivery, noise, food complaints	ESD Records Retention Project Recommendation	6 years	Destroy	Environmental Protection Manager
Food hygiene and H&S inspections	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Investigation into infectious diseases	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Health and Safety Complaint	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Health and Safety Enquiry	ESD Records Retention Project Recommendation	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Reporting of accidents where the person concerned is under 18	Limitation Act 1980	21 years	Destroy	Environmental Health & Licensing Manager
Food Complaint - food hygiene	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Food Complaint - food poisoning/contamination	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager

Food Enquiry	ESD Records Retention Project Recommendation	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Food Business Registration	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Food Hygiene Rating Scheme Query	ESD Records Retention Project Recommendation	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Food Hazard Warning/Food Alert	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Sampling Survey	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Street Trading Licence	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Animal Welfare (Licensing of Activities Involving Animals)	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Skin piercing registration - person	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Skin piercing registration - premises	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Scrap metal dealer licence	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Dangerous Wild Animal Licence	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
EH License complaints	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
EH License enquiries	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager
Road closures	Limitation Act 1980	6 years/system end of life	Destroy	Environmental Health & Licensing Manager

HEALTH & SAFETY				
Accident reporting where the person concerned is over 18	Limitation Act 1980	3 years	Destroy	Environmental Health Mgr
Accident reporting where the person concerned is under 18	Limitation Act 1980	21 years	Destroy	Environmental Health Mgr
Reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	3 years	Destroy	Environmental Health Mgr
reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 SI 2013 No 1471	30 years	Destroy	Environmental Health Mgr
Occupational health services	Limitation Act 1980	6 years	Destroy	Environmental Health Mgr
Health and safety training provided to employees	Limitation Act 1980	6 years	Destroy	Environmental Health Mgr
WASTE				
Review to be confirmed				
LICENCING				
Category 1 Street Collection Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Lottery Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Betting Premises Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Club Gaming Permit	Limitation Act 1980	6 years	Destroy	Service Manager
Club Machine Permit	Limitation Act 1980	6 years	Destroy	Service Manager
Gaming Notification in Premises	Limitation Act 1980	6 years	Destroy	Service Manager
Premises Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Personal Licence	Limitation Act 1980	6 years	Destroy	Service Manager

Retention times should be read as the financial year in which the document was created plus the number of years for the retention period

Club Premises Certificate	Limitation Act 1980	6 years	Destroy	Service Manager
Temporary Event	Limitation Act 1980	6 years	Destroy	Service Manager
Private Hire Vehicle Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Private Hire Driver Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Private Hire Operator Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Hackney Carriage Driver Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Hackney Carriage Vehicle Licence	Limitation Act 1980	6 years	Destroy	Service Manager
House to House Collections	Limitation Act 1980	6 years	Destroy	Service Manager
Licensed Premises Gaming Machine Permit	Limitation Act 1980	6 years	Destroy	Service Manager
Temporary Use Notice	Limitation Act 1980	6 years	Destroy	Service Manager
Late Temporary Event	Limitation Act 1980	6 years	Destroy	Service Manager
Temporary Event Notice	Limitation Act 1980	6 years	Destroy	Service Manager
Personal Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Premises Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Gaming Notification in Premises	Limitation Act 1980	6 years	Destroy	Service Manager
Gaming Permit	Limitation Act 1980	6 years	Destroy	Service Manager
Gambling Premises Licence	Limitation Act 1980	6 years	Destroy	Service Manager
Pavement Licence	Limitation Act 1980	6 years	Destroy	Service Manager

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
CONTACT CENTRE				
All records relating to complaints about services dealt with as business as usual	ESD Records Retention Project Recommendation	3 years	Destroy	Customer Relations Manager
All records relating to complaints referred to the Local Government Ombudsman	ESD Records Retention Project Recommendation	10 years	Destroy	Customer Relations Manager
All records relating to level 1-3 complaints	ESD Records Retention Project Recommendation	6 years	Destroy	Customer Relations Manager
Customer relationship management records	ESD Records Retention Project Recommendation	System life	delete	Customer Relations Manager
All records relating to visitors with appointments to Surrey Heath House.	ESD Records Retention Project Recommendation	3 years	Destroy	Customer Relations Manager
8x8 Phone management system	ESD Records Retention Project Recommendation	System life	delete	Customer Relations Manager
POST & PAYMENTS				
TUO/death list	ESD Records Retention Project Recommendation	1 week	Destroy	Customer Relations Manager
Proof identity	ESD Records Retention Project Recommendation	1 month	Destroy	Customer Relations Manager
Cheques received relating to planning applications	ESD Records Retention Project Recommendation	1 week	Destroy	Customer Relations Manager
Hard copy post received into the Post Room	ESD Records Retention Project Recommendation	1 month	Destroy	Customer Relations Manager
Valuable returns document	ESD Records Retention Project Recommendation	3 years	Destroy	Customer Relations Manager

PROCUREMENT				
Sealed Contract	Limitation Act 1980	Retain from last action on the contract for 12 years	Destroy	Head of Service
Signed Contracts	Limitation Act 1980	Retain from last action on the contract for 6 years	Destroy	Head of Service
Contract tenders (successful) that lead to a sealed contract	Limitation Act 1980	Retain from last action on the contract for 12 years.	Destroy	Head of Service
Contract tenders (successful) that lead to a signed contract	Limitation Act 1980	Retain from last action on the contract for 6 years	Destroy	Head of Service
Tenders (successful) including tenderer assessment documentation		Retain from year records created for 1 year	Destroy	Head of Service
Contract register		Retain from date list expires for 6 years	Destroy	Head of Service
List of suppliers for tendering purposes		Retain from year records created for 1 year	Destroy	Head of Service
Service agreement with voluntary organisations		Retain from date list expires for 6 years	Destroy	Head of Service
DEMOCRATIC SERVICES				
Il records relating to the creation of management of the authority's constitution	Local Government Act 2000	Permanent		Democratic & Electoral Services Manager
All records relating to the creation and publication of election results	Representation of the People Act 1985	Permanent		Democratic & Electoral Services Manager
All records relating to the creation and management of electoral boundaries	ESD Records Retention Project Recommendation	Permanent		Democratic & Electoral Services Manager
All records relating to the process of administering nominations for elections	Representation of the People Regulations 2001	On anniversary of election	Destroy	Democratic & Electoral Services Manager
All records relating to the creation and publication of the electoral register	Electoral Registration and Administration Act 2013	Permanent		Democratic & Electoral Services Manager

Retention times should be read as the financial year in which the document was created plus the number of years for the retention period

Background papers to reports - Principal Set	Local Government Act 1972 s100d	4 years	Destroy	Democratic & Electoral Services Manager
Minutes - Copies for public inspection	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	6 years	Destroy	Democratic & Electoral Services Manager
Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	Local Government Act 1972 s100b	6 years	Destroy	Democratic & Electoral Services Manager
All records relating to the administration of postal voting schemes	Representation of the People Regulations 2001	Life of the application	Destroy	Democratic & Electoral Services Manager
All records relating to the administration of proxy voting schemes	Representation of the People Regulations 2001	Life of the application	Destroy	Democratic & Electoral Services Manager
Information on the different referenda which can take place and legal terms under which they may be carried out	ESD Records Retention Project Recommendation	1 year	Destroy	Democratic & Electoral Services Manager
All records relating to the administration of the voting process for individual elections including ballot papers	Representation of the People Regulations 2001	On anniversary of election	Destroy	Democratic & Electoral Services Manager
All records relating to Councillor casual vacancies	ESD Records Retention Project Recommendation	1 year	Destroy	Democratic & Electoral Services Manager
All records relating to Councillors' declaration of interest	Local Government Act 1972 Section 94 (1); Localism Act 2011	1 year 6ths On councillor ceasing to hold office	Destroy	Democratic & Electoral Services Manager
All records relating to the compiling and publication of a councillors' directory	ESD Records Retention Project Recommendation	1 year 6ths On councillor ceasing to hold office	Destroy	Democratic & Electoral Services Manager
Information about elected local representatives and MEPs, their roles,	ESD Records Retention Project Recommendation	1 year	Destroy	Democratic & Electoral Services Manager

how they are elected and where to find out who are your current representatives.				
All records relating to liaison with parish/town council and councillors	Limitation Act 1980 (Section 2)	6 years	Destroy	Democratic & Electoral Services Manager
All records relating to Councillors' declaration of interest	Local Government Act 1972 Section 94 (1); Localism Act 2011	1 year 6ths On councillor ceasing to hold office	Destroy	Democratic & Electoral Services Manager
All records relating to the management of petitions	ESD Records Retention Project Recommendation	6 years	Destroy	Democratic & Electoral Services Manager
All records relating to the processing of petitions received by the Authority	ESD Records Retention Project Recommendation	6 years	Destroy	Democratic & Electoral Services Manager
Declaration of acceptance of office by Councillors	Local Government Act 1972	Permanent		Democratic & Electoral Services Manager
Councillor expenses	Local Government Act 1972	1 year	Destroy	Democratic & Electoral Services Manager
MEDIA & MARKETING				
All records relating to feedback and suggestions made by local residents	ESD Records Retention Project Recommendation	3 years	Destroy	Media & Marketing Manager
Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	ESD Records Retention Project Recommendation	1 year	Destroy	Media & Marketing Manager
All records relating to the management of civic recognition and awards	ESD Records Retention Project Recommendation	10 years	Destroy	Media & Marketing Manager

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
Audit				
Internal audit reports	Local Government Act 1972	6 years	Destroy	Audit Manager
Internal audit working papers	Local Government Act 1972	6 years	Destroy	Audit Manager
Audit reports for committee	Local Government Act 1972	2 years	Destroy	Audit Manager
Special investigations	Fraud Act, and Local Govt Acts	Permanent		Audit Manager
FINANCE				
All records relating to standard accounting procedures	Local Government Act 2003, Local Government and Housing Act 1989, Accounts and Audit (Wales) Regulations 2014, Accounts and Audit Regulations 2015, Local Audit and Accountability Act 2014	6 years	Destroy	Head of Service
All records relating to the banking of monies paid to the Council.	S151 Local Government Act 1972	6 years	Destroy	Head of Service
All records relating to the receipt of payments made to the Council	Local Government Act 2003, Local Government (Wales) Act 1994, Local Government Act 1972, Highways Act 1980, Accounts and Audit (Wales) Regulations 2014, Housing and Planning Act 2016	6 years	Destroy	Head of Service

Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale	Local Government Act 2003, Local Government (Wales) Act 1994, Local Government 6 years Act 1972, Highways Act 1980, Accounts and Audit (Wales) Regulations 2014, Housing and Planning Act 2016	6 years	Destroy	Head of Service
All records relating to the creation and implementation of the annual budget for the Council	Local Government Act 2003, School Funding (Wales) Regulations 2010, Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2013, Non-Domestic Rating (Designated Areas) Regulations 2013, Non-Domestic Rating (Renewable Energy Projects) Regulations 2013, Non-Domestic Rating (Transitional Protection Payments) Regulations 2013, Accounts and Audit (Wales) Regulations 2014, Non-Domestic Rating (Designated Areas) Regulations 2014, School and Early Years Finance (England) Regulations 2015, Local Authorities (Alteration of Requisite Calculations) (England) Regulations 2009, Local Authorities (Alteration	6 years	Destroy	Head of Service

	of Requisite Calculations) (Wales) Regulations 2009, Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2009, Non-Domestic Rating (Alteration of Lists and Appeals) (England) Regulations 2009/2268			
All records relating to the creation and implementation of departmental budgets.	Local Government Act 2003, School Funding (Wales) Regulations 2010, Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2013, Non-Domestic Rating (Designated Areas) Regulations 2013, Non- Domestic Rating (Renewable Energy Projects) Regulations 2013/ Non-Domestic Rating (Transitional Protection Payments) Regulations 2013, Accounts and Audit (Wales) Regulations 2014, Non-Domestic Rating (Designated Areas) Regulations 2014, School and Early Years Finance (England) Regulations 2015/, Local Authorities (Alteration of Requisite Calculations) (England) Regulations 2009, Local	6 years	Destroy	Head of Service

	Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2009, Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2009, Non-Domestic Rating (Alteration of Lists and Appeals) (England) Regulations 2009			
All records relating to the creation and implementation of partnership budgets	Local Government Act 2003, School Funding (Wales) Regulations 2010, Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2013, Non-Domestic Rating (Designated Areas) Regulations 2013, Non-Domestic Rating (Renewable Energy Projects) Regulations 2013, Non-Domestic Rating (Transitional Protection Payments) Regulations 2013, Accounts and Audit (Wales) Regulations 2014/3362 Non-Domestic Rating (Designated Areas) Regulations 2014, School and Early Years Finance (England) Regulations 2015, Local Authorities (Alteration of Requisite Calculations) (England) Regulations 2009,	6 years	Destroy	Head of Service

	Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2009, Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2009, Non-Domestic Rating (Alteration of Lists and Appeals) (England) Regulations 2009			
All records relating to the monitoring and reporting on the annual and departmental budgets.	Local Government Act 2003, School Funding (Wales) Regulations 2010, Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2013, Non-Domestic Rating (Designated Areas) Regulations 2013, Non-Domestic Rating (Renewable Energy Projects) Regulations 2013, Non-Domestic Rating (Transitional Protection Payments) Regulations 2013, Accounts and Audit (Wales) Regulations 2014, Non-Domestic Rating (Designated Areas) Regulations 2014/98, School and Early Years Finance (England) Regulations 2015, Local Authorities (Alteration of Requisite Calculations) (England) Regulations 2009,	6 years	Destroy	Head of Service

	Local Authorities (Alteration of Requisite Calculations) (Wales) Regulations 2009, Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2009, Non-Domestic Rating (Alteration of Lists and Appeals) (England) Regulations 2009/2268			
All records relating the management of local authority financial assets	Superannuation Act 1972, Public Service Pension Schemes Act 2013	6 years	Destroy	Head of Service
All records relating to the investment of local authority funds	Superannuation Act 1972 , Public Service Pension Schemes Act 2013	6 years	Destroy	Head of Service
All records relating to charging of staff time and/or use of equipment between departments within the organisation	Inter-authority Recoupment (England) Regulations 2013/492	1 year	Destroy	Head of Service
All records relating to the adoption and development of policies and procedures for accounting practice	Local Government Act 2003, Accounts and Audit (Wales) Regulations 2014, Accounts and Audit Regulations 2015	3 years	Destroy	Head of Service
All records relating to the calculation of income tax, national insurance, VAT and stamp duties	Value Added Tax 1994, as amended and interpreted through various VAT Notices.	3 years	Destroy	Head of Service
All records relating to the detection and prosecution of benefit fraud	Social Security Administration Act 1992]	6 years	Destroy	Head of Service
All records relating to the management of indemnification for members and officers	Local Government Act 2000, Local Government (Miscellaneous Provisions)	6 years	Destroy	Head of Service

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	Act 1976, Public Health Act 1936, Public Health Act 1875, Building Act 1984			
Information relating to the administration of the pension fund on behalf of admitted bodies	Contract	6 years	Destroy	Head of Service
Monitoring of investments on behalf of the pension fund - monthly accounts	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Head of Service
Pension fund contribution income - annual year spreadsheets	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Head of Service
Pension fund Oracle/Civica reports	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Head of Service
REVENUE & BENEFITS				
Update to be confirmed				

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
ECONOMIC DEVELOPMENT				
Shop front Grants Applications	HMRC - Compliance Handbook Manual	6 years	Destroy	Economic Development Manager
Discretionary Grant Applications	HMRC - Compliance Handbook Manual	6 years	Destroy	Economic Development Manager
Additional Restrictions Grant Applications	HMRC - Compliance Handbook Manual	6 years	Destroy	Economic Development Manager
Reopening High Streets/ Welcome Back Fund	Local Policy	6 years	Destroy	Economic Development Manager
Youth Hub Grant	Local Policy	6 years	Destroy	Economic Development Manager
Youth Hub user information	Local Policy	6 years	Destroy	Economic Development Manager
Youth Hub Business Partner	Local Policy	6 years	Destroy	Economic Development Manager
Business CRM	Local Policy	6 years	Destroy	Economic Development Manager
Business Demography & related data	Local Policy	6 years	Destroy	Economic Development Manager
Footfall data	Local Policy	6 years	Destroy	Economic Development Manager
Ambassadors	Local Policy	6 years	Destroy	Economic Development Manager
Project work	Local Policy	6 years	Destroy	Economic Development Manager

ASSET MANAGEMENT				
Individual Property Codes (car parks)	Limitation Act 1980	12 years	Destroy	Service Manager
Individual Property Codes (leisure)	Limitation Act 1980	12 years	Destroy	Service Manager
Individual Property Codes (Industrial Estates)	Limitation Act 1980	12 years	Destroy	Service Manager
Individual Property Codes (residential)	Limitation Act 1980	12 years	Destroy	Service Manager
Tenancy Schedule	Limitation Act 1980	12 years	Destroy	Service Manager
ESTATES				
Gas Safety Certificates	Limitation Act 1980	6 years	Destroy	Service Manager
Emergency lighting	Limitation Act 1980	6 years	Destroy	Service Manager
Outside lighting	Limitation Act 1980	6 years	Destroy	Service Manager
Electrical test certificates	Limitation Act 1980	Life of building	Destroy	Service Manager
Legionella Risk assessments and test certificates	Limitation Act 1980	Life of building	Destroy	Service Manager
Fire alarm test certificates	Limitation Act 1980	Life of building	Destroy	Service Manager
Asbestos surveys	Limitation Act 1980	Life of building	Destroy	Service Manager

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
INFORMATION GOVERNANCE				
All records relating to the release of CCTV evidence	Limitation Act 1980 (Section 2)	6 years	Destroy	Information Governance Manager
All records relating to the management of Freedom of Information Requests	ESD Records Retention Project Recommendation	3 years	Destroy	Information Governance Manager
All records relating to the management of the re-use of public sector information	ESD Records Retention Project Recommendation	6 years	Destroy	Information Governance Manager
All records relating to the management of subject access requests under the Data Protection Act and GDPR	ESD Records Retention Project Recommendation	3 years	Destroy	Information Governance Manager
All records relating to the management of requests for information under the Environmental Information Regulations	ESD Records Retention Project Recommendation	3 years	Destroy	Information Governance Manager

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
BUILDING CONTROL				
All records relating to the creation and management of the Building Control Register	Building Control Performance Standards 2006	System life	Deleted	Building Control Manager
All records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings)	Building Control Performance Standards 2006	Permanent		Building Control Manager
All records relating to the process of approving building applications in relation to listed or other significant buildings	Building Control Performance Standards 2006	Permanent		Building Control Manager
All records relating to the process of inspecting building work for the purpose of insuring compliance	Building Control Performance Standards 2006	Permanent		Building Control Manager
All records relating to demolition control	Building Control Performance Standards 2006	Permanent		Building Control Manager
All records relating to actions taken to enforce the Building Control Regulations	Building Control Performance Standards 2006	Permanent		Building Control Manager
All records relating to work undertaken by Competent Person Scheme (CPS)	Building Control Performance Standards 2006	Permanent		Building Control Manager
Dangerous structures	Building Control Performance Standards 2006	Permanent		Building Control Manager
DEVELOPMENT MANAGEMENT				

Retention times should be read as the financial year in which the document was created plus the number of years for the retention period

All records relating to planning permission for certain types of advertisements and advertisements in specified areas	Town and County Advertisement Regulations 1997	Permanent		Service Manager
All records relating to the management of the planning applications system	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to the creation and implementation of the Community Infrastructure Levy	Community Infrastructure Regs 2010	Permanent		Service Manager
All records relating to conservation area tree works notification	Town and Country Planning (Tree Preservation) England Regulations 2012	Permanent		Service Manager
All records relating to the enforcement of development control	Limitation Act 1980 (Section 2)	Permanent		Service Manager
Case files relating to Breach Of Condition Notices	Limitation Act 1980 (Section 2)	Permanent		Service Manager
Case files relating to planning contravention Notices	Limitation Act 1980 (Section 2)	Permanent		Service Manager
All records relating to the discharge of planning conditions	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to Environmental Impact Assessment screening	EIA Regulations 2017	Permanent		Service Manager
All records relating to the creation and implementation of Certificates of Lawful Use or Development	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to applications for and management of Certificates of Lawful Use or Development for proposed use (CLOPUD)	Town and Country Planning Act 1990	Permanent		Service Manager

All records relating to the creation and management of Local Development Orders	Planning and Compulsory Purchase Act 2004	Permanent		Service Manager
All records relating to the creation and implementation of Neighbourhood Development Orders	Localism Act 2011	Permanent		Service Manager
All records relating to applications for and management of outline planning consents	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to the planning consultation process	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to planning minor material amendments	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to planning non-material amendments	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to the creation and implementation of Planning Obligations (also known as Section 106 agreements)	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to the monitoring of building and landscape design		Permanent		Service Manager
All records relating to planning pre-application advice	NPPF	Permanent		Service Manager
All records relating to applications for and management of planning applications for approval of reserved matters	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to applications for and management of prior notifications of development	Limitation Act 1980 (Section 2)	Permanent		Service Manager
All records relating to the removal/variation of planning conditions	Town and Country Planning Act 1990	Permanent		Service Manager

All records relating to the management of the planning applications system	Town and Country Planning Act 1990	Permanent		Service Manager
All records relating to the management of trees which are the responsibility of the authority	Limitation Act 1980 (Section 2)	Permanent		Service Manager
All records relating to tree preservation orders	Town and Country Planning (Tree Preservation) England Regulations 2012	Permanent		Service Manager
All records relating to the creation, implementation and monitoring of tree preservation orders	Town and Country Planning (Tree Preservation) England Regulations 2012	Permanent		Service Manager
FAMILY SUPPORT				
Case recording of work carried out with families	Limitation Act 29180 (s2)	Until youngest child becomes an adult		Service Manager
HOUSING				
All records relating to community grants	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Housing Services Manager
All records relating to discretionary housing payments	Limitation Act 1980	6 years	Destroy	Housing Services Manager
All records relating to grants made to voluntary organisations	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Housing Services Manager
All records relating to Home Improvement loans	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Housing Services Manager
All records relating to home renovation assistance grant	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Housing Services Manager
All records relating to the provision of Local Housing Allowance schemes	Limitation Act 1980	6 years	Destroy	Housing Services Manager
All records relating to rent assistance offered to private tenants	Limitation Act 1980	6 years	Destroy	Housing Services Manager

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PLANNING POLICY				
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	Limitation Act 1980	Permanent		Planning Policy Manager
All records relating to the management of conservation areas	Limitation Act 1980	Permanent		Planning Policy Manager
All records relating to the creation and implementation of land use proposals	Limitation Act 1980	6 years	Destroy	Planning Policy Manager
All records relating to listed buildings	Limitation Act 1980	Permanent		Planning Policy Manager
All records relating to the creation and implementation of a Local Development Framework	Limitation Act 1980	6 years	Destroy	Planning Policy Manager
All records relating to the creation, implementation and management of the local plan	Limitation Act 1980	6 years	Destroy	Planning Policy Manager
All records relating to the creation, implementation and monitoring of the Minerals Local Plan	Limitation Act 1980	6 years	Destroy	Planning Policy Manager
All records relating to the development and implementation of neighbourhood development plans	Limitation Act 1980	Permanent		Planning Policy Manager
All records relating to the creation of a Transport Strategy	Limitation Act 1980	15 years	Destroy	Planning Policy Manager
All records relating to the creation, implementation and monitoring of transport policy	Limitation Act 1980	3 years	Destroy	Planning Policy Manager

All records relating to the development, implementation and monitoring of a Waste Local Plan	Limitation Act 1980	10 years	Destroy	Planning Policy Manager
All records relating to the zoning process	Limitation Act 1980	6 years	Destroy	Planning Policy Manager
All records relating to land charge searches	Limitation Act 1980	1 years	Destroy	Planning Policy Manager
Land Charges Register	Limitation Act 1980	Permanent		Planning Policy Manager
All records relating to the management of public enquiries related to planning issues	Limitation Act 1980	Permanent		Planning Policy Manager

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	RESPONSIBLE OFFICER
CORPORATE ENFORCEMENT				
All records relating to the investigation of vehicle crimes	Criminal Procedure and Investigations Act 1996	6 years	Destroy	Corporate Enforcement Manager
All records relating to the investigation and enforcement of abandoned vehicles	Refuse Disposal (Amenity) Act 1978	6 years	Destroy	Corporate Enforcement Manager
All records relating to the investigation and enforcement of fly tipping	Environmental Protection Act 1990	6 years	Destroy	Corporate Enforcement Manager
All records relating to the investigation and enforcement of littering	Environmental Protection Act 1990	6 years	Destroy	Corporate Enforcement Manager
All records relating to the investigation of fraud	Prevention of Social Housing Fraud Act 2013	6 years	Destroy	Corporate Enforcement Manager
HR				
All records relating to staff management and performance	Limitation Act 1980 (Section 2)	6 years	Destroy	Head of HR
All records relating to the development and implementation of staff benefits including car allowance	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Head of HR
Staff registrations, development and training records		3 years	Destroy	Organisational Development Advisor
Staff - disciplinary procedures, grievances and tribunal	Limitation Act 1980 (Section 2)	6 years	Destroy	Head of HR
Staff - disclosure of interests	Local Government Act 1972	1 year	Destroy	Head of HR
Staff - expenses	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Head of HR
Staff - medicals and health screening		Until new test reported	Destroy	Head of HR

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Staff - occupational health		Until 85 birth date	Destroy	Head of HR
Staff – payroll, including overtime and benefits	HMRC - Compliance Handbook Manual CH15400	6 years	Destroy	Head of HR
Staff – payroll relating to Income Tax and National Health Insurance returns	The Income Tax (Employment) Regulations 1993	3 years	Destroy	Head of HR
Staff – payroll relating to the administration of Statutory Maternity Pay	The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)	3 years	Destroy	Head of HR
Staff – payroll relating to the administration of Statutory sick pay	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)	3 years	Destroy	Head of HR
Staff - pension scheme management	HMRC - Compliance Handbook Manual CH15400	6 years / Last contact with the scheme of the last pensioner/dependent	Destroy	Head of HR
All records relating to the management of staff procedures		3 years	Destroy	Head of HR
Staff - recruitment management	Limitation Act 1980 (Section 2)	6 years	Destroy	Head of HR
All records relating to the selection process for Statutory Officers		5 years	Destroy	Head of HR
Personal risk assessment records for staff working with children or vulnerable adults		20 years	Destroy	Head of HR
Staff - sickness management		1 year	Destroy	Head of HR
ICT				
All records relating to the maintenance and monitoring of ICT networks	ESD Records Retention Project Recommendation	1 year	Delete	ICT Manager
All records relating to changes made to information systems	ESD Records Retention Project Recommendation	6 years	Delete	ICT Manager

Retention times should be read as the financial year in which the document was created plus the number of years for the retention period

All records relating to the configuration, design, construction and development of information systems	ESD Records Retention Project Recommendation	System decommission	Delete	ICT Manager
All records relating to the disposal of information systems	ESD Records Retention Project Recommendation	3 years	Delete	ICT Manager
All records relating to system fault reporting	ESD Records Retention Project Recommendation	1 year	Delete	ICT Manager
All records relating to the maintenance of systems hardware	ESD Records Retention Project Recommendation	6 years	Delete	ICT Manager
All records relating to software licenses for information systems	ESD Records Retention Project Recommendation	System decommission	Delete	ICT Manager
All records relating to the creation and implementation of security measures for information systems	ESD Records Retention Project Recommendation	System decommission	Delete	ICT Manager
All records relating to the creation and implementation of system tracking requirements	ESD Records Retention Project Recommendation	System decommission	Delete	ICT Manager
All information relating to user profiles for information systems	ESD Records Retention Project Recommendation	6 years	Delete	ICT Manager