

## BCBC Complete Listing with Retention Guidance

Class	Series	Records	Retention Period	Rationale
<b>Adult care services</b>				
. Carers				
. . Agency provided services	Case files - carer	Essential information	Destroy - 25 years after end of employment	
. . Assessment	Case files - carer		Destroy - 25 years after end of employment	
. . Financial support	Case files - carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980 -
. . Legal	Case files - carer		Destroy - 25 years after end of employment	
. . Licensing	Case files - carer		Destroy - 1 year after end of employment	
. . Review	Case files - carer		Destroy - 25 years after end of employment	
. Residential homes				
. . Operation of homes	Case files - residential home	Activities	Destroy - 25 years from closure	RGLA 3.25
. . Operation of homes	Case files - residential home	Diary	Destroy - 25 years from closure	RGLA 3.25
. . Operation of homes	Case files - residential home	Menu	Destroy - 1 year after closure	
. . Operation of homes	Case files - residential home	Roster sheet	Destroy - 25 years from closure	RGLA 3.25
. . Registration	Case files - residential home	Licensing	Permanent - offer to archivist	RGLA 3.24
. Social issues				
. . Substance misuse				
. Supporting adults				
. . Assessment	Case files - service user	Care plan	Destroy - 6 years after last contact	RGLA3.18
. . Assessment	Case files - service user	Carer details	Destroy - 6 years after last contact	RGLA3.18
. . Assessment	Case files - service user	Contact sheet	Destroy - 6 years after last contact	RGLA3.18

Complete Listing with Retention Guidance – Adult care services

<b>Class</b>	<b>Series</b>	<b>Records</b>	<b>Retention Period</b>	<b>Rationale</b>
. . Assessment	Case files - service user	Essential information	Destroy - 6 years after last contact	RGLA3.18
. . Catering services				
. . Finance and commissioning	Case files - service user		Destroy - 8 years after provision of support ended	
. . Grants	Case files - service user	Application	Destroy - 8 years after provision of support ended	
. . Health	Case files - service user		Destroy - 8 years after provision of support ended	
. . Legal	Case files - service user		Destroy - 8 years after provision of support ended	
. . Licensing	Case files - service user	Disabled parking permit	Destroy - 3 years after service provision ended	
. . Looked after in care	Case files - service user		Destroy - 8 years after provision of support ended	
. . Mental health	Case files - service user		Destroy - 10 years after last contact	RGLA 3.17
. . Occupational therapy	Case files - service user		10 years	
. . Referral	Case files - service user		10 years	
. . Review	Case files - service user		10 years	
. Supporting disabilities				
. . Deaf				

Complete Listing with Retention Guidance – Children and families services

Class	Series	Records	Retention Period	Rationale
<b>Children and families services</b>				
. Adoption and fostering				
. . Adoptive parent	Case files -carer	Essential information	Destroy - 100 years from date of adoption	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
. . Assessment	Case files -carer		Destroy - 25 years from closure	RGLA 3.4
. . Financial support	Case files -carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Foster carer	Case files -carer		Destroy - 15 years from provider status ceases, EXCEPT: Destroy - 75 years for cancelled registrations, refusals applications and concerns	Foster Placement (Children) Regulations 1991 reg. 14
. . Legal	Case files –carer			
. . Licensing	Case files -carer	Care or care licence	Permanent - offer to archivist	RGLA 9.18
. . Review	Case files -carer	Carer reviews	10 years	
. Child protection				
. . Case assessment	Case files - child protection		Destroy - 35 years from closure	RGLA 3.8
. . Case assessment	Case files - child protection	Initial assessment	Destroy - 5 years from closure	RGLA 3.9

Complete Listing with Retention Guidance – Children and families services

Class	Series	Records	Retention Period	Rationale
. . Registration		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.6
. . Schedule 1 offenders		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.7
. Children looked after in care . . Registration		Register	Retain until the child is 23, or if the child dies before this, 5 years from date of death - then offer to County Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
. Communications . . Complaints			Destroy - 10 years after complaint dealt with	Arrangements for Placement of Children (General) Regulations 1991
. Programme management and development . . Services for children			Destroy - 7 years from closure	RGLA 3.20
. . Supporting children			Destroy - 25 years from closure	RGLA 3.21
. . Supporting young persons			Destroy - 15 years from closure	RGLA 3.22
. . Supporting adults			Destroy - 7 years from closure	RGLA 3.23
. Residential homes . . Operation of homes	Case files - residential home		Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17
. . Operation of homes	Case files - residential home	Activities	Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17 Agreed –

Complete Listing with Retention Guidance – Children and families services

Class	Series	Records	Retention Period	Rationale
. . Operation of homes	Case files - residential home	Diary	Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17 Agreed
. . Operation of homes	Case files - residential home	Menu	Destroy - 1 year after closure	Children's Homes Regulations 1991 regs. 15 and 17
. . Operation of homes	Case files - residential home	Roster Sheet	Destroy 40 years from closure	Children's Homes Regulations 1991 regs. 15 and 17
. . Registration	Case files - residential home		Permanent - offer to archivist 50 years after closure	RGLA 3.1
. Social issues				
. . Substance misuse				
. Special education				
. . Learning support			Destroy - 35 years from closure	RGLA 3.13
. Supporting children				
. . Admission appeals	Case files -child			
. . Adoption process	Case files -child		Destroy - 100 years from date of adoption order	Adoption and Children Act 2002 ss. 56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
. . Advice	Case files -child		Destroy - on child's 21st birthday	
. . Assessment	Case files -child		Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Care plan	Destroy - 25 years from date of birth of youngest child	RGLA 3.15

Complete Listing with Retention Guidance – Children and families services

Class	Series	Records	Retention Period	Rationale
. . Assessment	Case files -child	Carer details	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Contact sheet	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Essential information	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Attendance and truancy . . Child protection	Case files -child Case files -child		Destroy - 100 years after end of service provision	
. . Children's rights	Case files -child		Destroy - 75th birthday - or 15 years after death if child dies before 18	Arrangements for Placement of Children (General) Regulations 1991 reg. 9. RGLA 3.2
. . Continuing care	Case files -child	Student details	Destroy - on child's 21st birthday	
. . Continuing care	Case files -child	Student profile	Destroy - on child's 21st birthday	
. . Continuing care	Case files -child	Work experience	Destroy - on child's 21st birthday	
. . Educational achievement assessments	Case files -child		Destroy - on child's 21st birthday	
. . Educational psychology	Case files -child		Destroy - 35 years from closure	RGLA 3.13
. . Educational welfare	Case files -child		Destroy - on child's 21st birthday	
. . Finance and commissioning	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980

Complete Listing with Retention Guidance – Children and families services

Class	Series	Records	Retention Period	Rationale
. . Financial support	Case files -child	Clothing grant	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	School meals	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Student award	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Student loan	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Financial support	Case files -child	Travel pass	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Fostering Process	Case files -child		Destroy - 35 years after carer has ceased to foster	RGLA 3.5
. . Grants	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Health	Case files -child			
. . Hospital and home tuition	Case files -child		Destroy - on child's 21st birthday	
. . Legal	Case files -child		Destroy - on child's 21st birthday	RGLA 3.3
. . Licensing	Case files -child		Review - 2 years after registration lapses	RGLA 9.16
. . Looked after in care	Case files -child		Destroy - 100 years after end of service provision	Arrangements for Placement of Children (General) Regulations 1991 reg. 9
. . Referral	Case files -child		Destroy - on child's 21st birthday	
. . Review	Case files -child		Destroy - on child's 21st birthday	
. . School exclusions	Case files -child		Destroy - 25 years from last action	RGLA 3.19

Complete Listing with Retention Guidance – Children and families services

<b>Class</b>	<b>Series</b>	<b>Records</b>	<b>Retention Period</b>	<b>Rationale</b>
. . Special educational needs	Case files -child		Destroy - 35 years from closure	RGLA 3.13
. Supporting disabilities				
. . Deaf . Training . . Support training			Destroy – 25 years from termination	RGLA 6.3
. Youth justice . . Case management	Case files		Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12
. Youth services				
. . Youth service provision			Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12



Complete Listing with Retention Guidance – Community safety and emergencies

Class	Series	Records	Retention Period	Rationale
<b>Community safety and emergencies</b>				
. Advice				
. . Contingency planning			Destroy - 2 years after advice superseded	
. . Fire safety planning				
. Community safety				
. . CCTV surveillance				
. . Crime reduction				
. Emergency planning				
. . Emergency agencies			Destroy when superseded	
. . Emergency call-outs				
. . Emergency calls - 999				
. . Emergency plan		Development	Permanent - offer to archivist	RGLA 9.11
. . Emergency plan		Tests	Destroy - 10 years after closure	RGLA 9.12
. . Emergency warnings				
. Emergency service				
. . Notifications			Destroy - 2 years after matter is concluded	RGLA 9.19
. . Special service provision				
. Enforcement				
. . Fire safety legislation			Destroy - 2 years after matter is concluded	RGLA 9.19
. . Fire safety legislation		Prosecution	Destroy - 7 years from last action	Police and Criminal Evidence Act. RGLA 9.21
. Fire prevention				
. . Fire certification				The Regulatory Reform (Fire Safety) Order 2005 will become law on 1 October 2006 and will abolish the requirements for Fire Certificates
. . Fire hydrants inspections			Destroy - 7 years from last action	RGLA 9.20

Complete Listing with Retention Guidance – Community safety and emergencies

Class	Series	Records	Retention Period	Rationale
. . Fire safety			Destroy - 2 years after advice superseded	
. . Fire safety inspections			Destroy - 7 years from last action	RGLA 9.20
. . Incident monitoring		Major incident	Permanent - offer to archivist	RGLA 9.13
. . Incident monitoring		Minor incident	Destroy - 7 years after closure	RGLA 9.14
. . Inspections			Destroy - 7 years from last action	RGLA 9.20
. . Investigations				
. Training				
. . Training exercises			Destroy - 10 years after closure	RGLA 9.12

Complete Listing with Retention Guidance – Consumer affairs

Class	Series	Records	Retention Period	Rationale
<b>Consumer affairs</b>				
. Advice			Destroy - 7 years after creation	
. . Campaigns				
. Enforcement				
. . Prosecution of offences	Case files - organisation	Dangerous and wild animals	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Case files - organisation	Health and safety at work	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. . Prosecution of offences	Case files - organisation	Inspections		
. . Prosecution of offences	Case files - organisation	Weights and measures	Destroy - 7 years from investigation complete	Police and Criminal Evidence Act
. Investigation, inspections and monitoring	Case files - organisation			
. . Inspections	Case files - organisation	Equipment inspection records	Destroy - 6 years after disposal of the equipment	
. . Inspections	Case files - organisation	Food standards inspection forms	Destroy - 7 years after inspection	
. . Investigations	Case files - organisation			
. . Investigations	Case files - organisation	Nuisances		
. . Monitoring	Case files - organisation			
. . Monitoring	Case files - organisation	Air pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Animal health	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food hygiene	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food hygiene, home care	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food safety	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Food standards	Destroy - 3 years from last action	RGLA 9.3

Complete Listing with Retention Guidance – Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Monitoring	Case files - organisation	Hazardous substances	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Land pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	River pollution	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Weights and measures	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Swimming pools	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Product safety	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Infectious diseases		
. . Monitoring	Case files - organisation	Responsive	Destroy - 3 years from last action	RGLA 9.3
. . Monitoring	Case files - organisation	Nuisances	Destroy - 3 years from last action	Environmental Protection Act 1990. RGLA 9.3
. Registration, certification and licensing				
. . Entertainment and drinks		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Food premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licence premises		Register	Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Animal boarding licences		Destroy - 2 years after registration lapses	Animal Boarding Establishments Act 1963. RGLA 9.16
. . Licensing	Animal breeding licences		Destroy - 2 years after registration lapses	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16
. . Licensing	Auction premises licences		Destroy - 2 years after registration lapses	RGLA 9.16

Complete Listing with Retention Guidance – Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Licensing	Building materials licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Butchers licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Caravan and camp site licences		Destroy - 2 years after registration lapses	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
. . Licensing	Cemetery licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Cooling towers		Destroy - 2 years after registration lapses	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
. . Licensing	Credit licensing		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Crematoria licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Dangerous wild animals licences		Destroy - 2 years after registration lapses	Dangerous Wild Animals Act 1976. RGLA 9.16
. . Licensing	Entertainment licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Food business licences		Destroy - 2 years after registration lapses	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
. . Licensing	Food licences		Destroy - 2 years after registration lapses	Food Safety Act 1990. RGLA 9.16
. . Licensing	Hackney licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Highway projection licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Hoarding licences		Destroy - 2 years after registration lapses	RGLA 9.16

Complete Listing with Retention Guidance – Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Licensing	Infectious diseases licensing and use		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Late hours catering licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Liquor licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Lottery registration		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Massage and special treatment licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Non medicinal poisons licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Nursing agencies licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Other hazardous substances		Permanent - offer to archivist	RGLA 9.17
. . Licensing	Personal licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Pet shop licences		Destroy - 2 years after registration lapses	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
. . Licensing	Petroleum		Permanent - offer to archivist	Petroleum (Regulation) Acts 1928 and 1936
. . Licensing	Premises licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Premises licences	Club premises certificates	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Premises licences	Temporary event notices.	Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16
. . Licensing	Private hire licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous provisions) Act 1976. RGLA 9.16
. . Licensing	Public entertainment licences		Destroy - 2 years after registration lapses	Licensing Act 2003. RGLA 9.16

Complete Listing with Retention Guidance – Consumer affairs

Class	Series	Records	Retention Period	Rationale
. . Licensing	Riding establishment licences		Destroy - 2 years after registration lapses	Riding Establishments Act 1964 and 1970. RGLA 9.16
. . Licensing	Sale of explosives licences		Destroy - 2 years after registration lapses	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
. . Licensing	Scrap metal licences		Destroy - 2 years after registration lapses	Scrap Metal Dealers Act 1964. RGLA 9.16
. . Licensing	Sex establishments		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Shops		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Scaffold licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Skip licences		Destroy - 2 years after registration lapses	RGLA 9.16
. . Licensing	Street collections and lotteries licences		Destroy - 2 years after registration lapses	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
. . Licensing	Street trading licences		Destroy - 2 years after registration lapses	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
. . Licensing	Zoo licences		Destroy - 2 years after registration lapses	The Zoo Licensing Act 1981. RGLA 9.16
. . Sex establishments		Register		

Complete Listing with Retention Guidance – Council property

Class	Series	Records	Retention Period	Rationale
<b>Council property</b>				
. Maintenance of council property				
. . Maintenance		Instruction manuals	Destroy - 7 years after last action	RGLA 7.27
. . Planned maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
. . Refurbishment	Case files - property	Tenders and contracts	Destroy - 7 years after conclusion of transaction	RGLA 8.7
. . Responsive maintenance	Case files - property		Destroy - 7 years after last action	RGLA 7.27
. Property acquisition and disposal				
. . Acquisitions	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Acquisitions	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Deeds	Case files - property			
. . Disposal	Case files - property	Assets over £ 50000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Case files - property	Assets under £ 50000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal	Case files - property	Sale or write-off of property	Destroy - 15 years after obligations or entitlements are concluded	RGLA 8.3
. Property and land management				
. . Accessibility	Case files - property		Destroy - 7 years from closure	
. . Building surveys		Surveys		
. . Certification	Case files - property			



Complete Listing with Retention Guidance – Council property

Class	Series	Records	Retention Period	Rationale
. . Distribution and allocation of properties				
. . Energy management				
. . Energy management	Case files - property			
. . Equipment disposal				
. . Facilities management				
. . Farm management				
. . Feasibility		Feasibility studies		
. . Fleet management		Allocation and maintenance of vehicles	Destroy - 7 years after disposal of the vehicle	RGLA 8.15
. . Fleet management		Recording drivers usage	Destroy - 7 years after closure	RGLA 8.17
. . Fleet management		Recording vehicle usage	Destroy - 3 years after disposal of the vehicle	RGLA 8.16
. . Fleet management		Vehicle records, lease or purchase	Destroy - 7 years after disposal of the vehicle	RGLA 8.14
. . Health and safety	Case files - property	System processes	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Internal agreements	Case files - property			
. . Land and property history	Case files - property		Destroy - 12 years from life of property	RGLA 8.2
. . Leasing	Case files - property	Managing leased property	Destroy - 15 years after expiry of the lease	RGLA 8.8
. . Leasing	Case files - property	Managing the occupancy of property	Destroy - 7 years after conclusion of transaction	RGLA 8.9
. . Management		Estates of special interest	Permanent - offer to archivist	RGLA 8.5
. . Management		Other buildings and estates	Retain for life of the building	RGLA 8.6
. . Maps and directions	Case files - property			
. . Property services	Case files - property			
. . Property strategy			Permanent - offer to archivist	RGLA 8.1
. . Replacement programme				

Complete Listing with Retention Guidance – Council property

Class	Series	Records	Retention Period	Rationale
. . Scheduling		Inventories		
. . Security	Case files - property			
. . Usage statistics	Case files - property			
. . Valuations	Case files - property	Valuations on disposal	Destroy - 6 years from end of financial year after disposal of property	
. Property use and development				
. . Car parking	Case files - property		Destroy - 7 years after completion	
. . Design and construction	Case files - property			
. . Traveller sites			Destroy - 3 years after closure	
. . Warehousing and storage				

Complete Listing with Retention Guidance – Crematoria and cemeteries

Class	Series	Records	Retention Period	Rationale
<b>Crematoria and cemeteries</b>				
. Maintenance of burial grounds				
. . Planned Maintenance			Destroy - 21 years after maintenance completed	
. . Redundant Churchyards			Destroy - 21 years after maintenance completed	
. . Responsive Maintenance			Destroy - 21 years after maintenance completed	
. Burial identity and location				
. . Registration		Cemetery plans, burial plot layout	Permanent - offer to archivist	RGLA 9.24
. . Registration		Summary management systems, registers	Permanent - offer to archivist	RGLA 9.24
. . Bookings		Applications	Destroy - 5 year after last action	RGLA9.25
. . Exhumations			Permanent - offer to archivist	RGLA9.24
. . Internment Service		Regulation of burials and cremations	Destroy - 5 year after last action	RGLA9.25
. . Licensing		Permits	Destroy - 5 year after last action	RGLA9.25
. . Memorial management				

Complete Listing with Retention Guidance – Democracy

Class	Series	Records	Retention Period	Rationale
<b>Democracy</b>				
. Decision making				
. . Council and committee meetings		Minutes	Permanent - offer to archivist	RGLA 1.4
. . Council and committee meetings		Committee Clerks Notebooks	Destroy after date of confirmation of the minutes	RGLA 1.5
. . Delegations				
. . Independent Remuneration Panel				
. . Meeting - cabinet		Minutes	Permanent - offer to archivist	RGLA 1.4
. . Member panels			Permanent - offer to archivist	RGLA 1.4
. . Referenda				
. . Scrutiny Panel			Permanent - offer to archivist	RGLA 1.4
. Executive				
. . Statutory appointments		Appointment files	Permanent - offer to archivist	RGLA 6.24
. . Statutory appointments		Vacancy files	Destroy - 2 years after date of appointment	RGLA 6.25
. Governance				
. . Constitution		Constitution	Permanent - offer to archivist	RGLA 1.4
. Honours and awards				
. . Honours submissions			Destroy - 5 years after last action	RGLA 1.8
. . Lord lieutenancy				
. Member support				
. . Gifts and hospitality		Register	Destroy - 18 months after member leaves office	
. . Register of Interests		Register		
. Planning				
. . Cross departmental consideration			Destroy - 3 years from closure	RGLA2.3
. . Forward Plan			Permanent - offer to archivist	RGLA2.1

Complete Listing with Retention Guidance – Democracy

Class	Series	Records	Retention Period	Rationale
. . Strategic Plan		Minutes	Permanent - offer to archivist	RGLA2.2
. . Strategic Plan		Reviews	Destroy - 5 years from closure	RGLA2.7
. Representation				
. . Constituencies				
. . Elections				
. . Elections		Ballot papers - European elections	Destroy 1 year after election	European Parliamentary Elections Regulations 1999
. . Elections		Ballot papers - local elections	Destroy 6 months from close of poll	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2
. . Elections		Consolidated returns of votes received	Destroy 6 months from close of poll	RGLA 1.3
. . Elections		Summary certification of those eligible to vote	Permanent - offer to archivist	Representation of the People Regulations 1986. RGLA 1.1
. . Elections		Electoral Register		
. . Emparishment				
. . Lists of councillors		Council diaries, members details		
. . Lists of meetings				
. . Nominations				
. . Political parties' papers			Destroy - 3 years after last action	RGLA 1.9

Complete Listing with Retention Guidance – Economic development

Class	Series	Records	Retention Period	Rationale
<b>Economic development</b>				
. Business intelligence				
. . Business listing		Business directory		
. . European development				
. . Marketing		Economic data	Destroy 20 years after collected	New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years. Need to retain to analyse time series.
. Promotion				
. . Business awards		Grants	Destroy 7 years after scheme to which grant relates is completed	
. . Business development		Fairs		
. . Business development		Business associations	Destroy after 7 years	
. . Film and television development				
. . International relations				
. . Voluntary sector development		Twining		
. Regeneration				
. . Community development				
. . Regional development				
. . Rural development				
. . Strategy				
. . Town centre management				
. Sustainability				
. . Sustainable development				
. Tourism				
. . Tourism development				
. Training				
. . Workforce support				

Complete Listing with Retention Guidance – Education and skills

Class	Series	Records	Retention Period	Rationale
<b>Education and skills</b>				
. Access and inclusion				
. . Project management				
. . Traveller sites			Destroy 7 years after closure of project	
. Admissions and exclusions				
. . Appeals			Destroy after 7 years after decision made	
. . Parental choice				
. . Parental choice		School directory		
. Advice				
. . Advisory services				
. Arts services				
. . Field centres			Destroy after 7 years	
. . Music services			Destroy after 7 years	
. . Provision in schools		Orders and bookings	Destroy after 7 years	
. . Performances			Destroy after 7 years	
. Curriculum development				
. . International projects				
. . National curriculum			Destroy after 7 years	
. . Out of schools projects			Destroy after 7 years	
. . Outdoor education				
. . Schools curricula			Destroy after 7 years	
. Education welfare				
. . Attendance and Truancy				
. . Student welfare service				
. Employment skills				
. . Careers advice				
. . Workplace training				
. Life long learning				
. . Adult and community services				
. . Basic skills development				
. . Basic skills development		Course directory		
. Management of schools				
. . Admissions	School files		Destroy - 25 years from last action	RGLA 3.19
. . Emergency contacts	School files			

Complete Listing with Retention Guidance – Education and skills

Class	Series	Records	Retention Period	Rationale
. . General information	School files			
. . Governing bodies	School files			
. . Governing bodies		Governor minutes	Destroy 3 years after the event	
. . Governor contacts	School files		Destroy 5 years after governor leaves	
. . Inspections	School files			
. . Performance	School files		Review every 7 years and then offer to archivist	
. . Plans and policies	School files		Retain while policy operational then offer to archivist	
. Teaching				
. . Teacher development				



Complete Listing with Retention Guidance – Environmental protection

Class	Series	Records	Retention Period	Rationale
<b>Environmental protection</b>				
. Advice				
. . Biodiversity			Permanent, offer to archivist after administrative use	
. . Campaigns			Permanent, offer to archivist after administrative use	
. Conservation				
. . Countryside conservation			Permanent, offer to archivist after administrative use	
. . Forest management			Permanent, offer to archivist after administrative use	
. . Heritage conservation			Permanent, offer to archivist after administrative use	
. . Nature conservation			Permanent, offer to archivist after administrative use	
. . Urban conservation			Permanent, offer to archivist after administrative use	
. . Woodland management			Permanent, offer to archivist after administrative use	
. Monitoring				
. . Coastal erosion			Permanent, offer to archivist after administrative use	
. . Environmental impact assessment			Permanent, offer to archivist after administrative use	
. . Environmentally sensitive areas			Permanent, offer to archivist after administrative use	

Complete Listing with Retention Guidance – Finance

Class	Series	Records	Retention Period	Rationale
<b>Finance</b>				
. Accounts and audit				
. . Internal auditing				
. . Reporting		Annual corporate financial reports: Consolidated annual reports, Consolidated financial statements, Operating statements, General ledger	Permanent - offer to archivist	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.
. . Reporting		Periodic financial reports: Monthly and quarterly reports	Destroy when administrative use is concluded	
. Asset management				
. . Maintaining assets		Asset registers		
. . Maintaining assets		Maintaining plant and equipment	Destroy - 7 years after sale or disposal of asset	
. . Maintaining assets		Maintenance	Destroy - 7 years after last action	
. . Maintaining assets		Overall assets	Permanent - offer to archivist	
. . Maintaining assets		Reporting and reviewing asset status	Destroy - 2 years after use is concluded	
. . Maintaining assets		Summary reports	Destroy - 7 years after the transaction was concluded	
. Financial provisions management				
. . Borrowing				
. . Borrowing		Loan register	Destroy - 7 years after the loan has been repaid	
. . Budget		Annual budget	Permanent - offer to archivist	
. . Budget		Developing annual budget: Draft budgets, departmental estimates	Permanent - offer to archivist	
. . Budget			Destroy - 2 years after budget adopted	

Complete Listing with Retention Guidance – Finance

Class	Series	Records	Retention Period	Rationale
. . Budget		Reporting actual vs. planned revenue and expenditure	Destroy after next year's budget has been adopted	
. . Credit union management				
. . Debt management				
. . Donations				
. . Funding bids				
. . Strategy and planning				
. Financial transactions management				
. . Authorisation				
. . Expenditure		Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC.
. . Expenditure		Travel expenses	Destroy 6 years after the conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998.
. . Fraud				
. . Funding applications				
. . Income				
. . Internal recharging				
. . Investments				
. . National insurance numbers		Notification and input records	Destroy 2 years after the employee ceases employment	
. . Reconciliation		Balance and reconcile financial accounts	Destroy 2 years after administrative use is concluded	
. . Refunds				
. Local taxation				
. . Benefits and subsidies				

Complete Listing with Retention Guidance – Finance

Class	Series	Records	Retention Period	Rationale
. . Property valuation		Other valuation information	Destroy - 10 years after valuation was made	
. . Property valuation		Rateable property information	Permanent - offer to archivist	
. . Property valuation		Valuation lists	Permanent - offer to archivist	
<b>Benefits and Financial Assessments</b>				
Housing Benefits		All	All records: 6 years +1	Agreed
Housing Grants (Housing Benefits)		All	All records: 6 years +1	Agreed
Finance Deputyship and Appointeeship Finance Financial Assessment Finance, SGO & Adoption Assessments		All	Retain all service user records until deceased then – 6 years +1	Agreed  To recalculate deferred payment charges upon sale of property.  Requests for information re CHC.
. National taxation				
. . Tax payments		Tax correspondence	Destroy - 7 years after last action	RGLA 7.22
. . Tax payments		Taxation records	Destroy 5 years after the end of the financial year	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7
. Payroll and pensions				
. . Pay		Payment of employees	Destroy 7 years after the conclusion of the transaction	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
. . Pay		Summary pay reports	Destroy after administrative use is concluded	RGLA7.10
. . Pensions			Destroy - 6 years from last pension payment	RGLA6.2

Complete Listing with Retention Guidance – Health and safety

Class	Series	Records	Retention Period	Rationale
<b>Health and safety</b>				
. Community safety				
. . Campaigns				
. Compliance				
. . Strategy and planning		System processes	Destroy - 1 year after process ceases or is superseded	RGLA 9.6
. . Strategy and planning		Health and Safety Policy	Destroy - 1 year after process ceases or is superseded 5 years after being superseded	
. . Training				
. Emergency planning				
. Monitoring				
. . Accidents and incident reporting				
. . Accidents and incident reporting		Accident books - adult	Destroy - 4 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9
. . Accidents and incident reporting		Accident books - children	Destroy -25 years from closure	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.10
. . Asbestos inspections			Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. . Equipment		Safety inspections	Destroy - 6 years after equipment is de-commissioned	
. . Hazardous substances		COSSH inspections	Permanent - offer to archivist	Control of Substances Hazardous to Health Regulations 2002
. . Health and safety inspections				
. . Radiation		Radon Monitoring	Destroy - 40 years from last action	The Ionising Radiations Regulations 1985. RGLA 9.5

Complete Listing with Retention Guidance – Health and safety

Class	Series	Records	Retention Period	Rationale
<ul style="list-style-type: none"> <li>. Risk management</li> <li>. . Risk assessments</li> </ul>			Destroy - 5 years after last assessment	Management of Health and Safety at Work Regulations 1992. RGLA 9.7

Complete Listing with Retention Guidance – Housing

Class	Series	Records	Retention Period	Rationale
<b>Housing</b>				
. Enforcement				
. . Assessment- housing standards				
. Estate management				
. . Business premises				
. . Car parking surveys				
. . Garage application				
. . Garage rental	Tenant file			
. . Housing inspections				
. . Neighbour disputes				
. Housing provision				
. . Allocations				
. . Assessment - housing needs				
. . Homelessness				
. . Hostel providers				
. . Housing applications				
. . Housing applications		Unsuccessful applications	Destroy - 7 years from closure	RGLA3.27
. . Housing applications		Council housing register	Permanent - offer to archivist	RGLA3.26
. . Housing exchanges		Mutual exchange list		
. . Housing stock requirements			Destroy - 4 years after last action	RGLA8.10
. Housing stock				
. . Demolition	Property file			
. . Emergency maintenance	Property file			
. . Housing grants	Property file	Grants over £ 50,000	Destroy - 12 years after last payment	Limitations Act 1980. RGLA 7.19
. . Housing grants	Property file	Grants under £ 50,000	Destroy - 6 years after last payment	Limitations Act 1980. RGLA 7.19
. . Leases	Property file			
. . Planned maintenance	Property file			
. . Private housing grants	Property file			
. . Property adaptations	Property file			
. . Repairs and renovation	Property file			

Complete Listing with Retention Guidance – Housing

Class	Series	Records	Retention Period	Rationale
. . Risk assessment		Asbestos Register	Destroy - 50 years from last action or age 75 years from date of birth (greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
. Managing tenancies			Destroy - 12 years from termination of tenancy	RGLA3.28
. . Adaptations	Property file			
. . Adaptations grants	Property file			
. . Agreements	Tenant file	Ordinary Tenancy	Destroy - 6 years after tenancy has expired	Limitations Act 1980
. . Agreements	Tenant file	Tenancy under seal	Destroy - 12 years after tenancy has expired	Limitations Act 1980
. . Assessment - housing needs	Tenant file			
. . Breaches	Tenant file			
. . Evictions	Tenant file			
. . Housing repairs	Tenant file			
. . Rent arrears	Tenant file		Destroy 7 years after closure	RGLA 7.18
. . Rent setting				
. . Right to buy	Tenant file		Destroy - 12 years after sale of house	RGLA7.17
. . Tenancies	Tenant file			
. . Welfare services	Tenant file			



Complete Listing with Retention Guidance – Human resources

Class	Series	Records	Retention Period	Rationale
<b>Human resources</b>				
. Administering employees				
. . Counselling	Employee files		N/A External	RGLA6.4
. . Absence monitoring	Employee files		Indefinitely	
. . Discipline	Employee files		Indefinitely	RGLA6.4
. . Discipline	Employee files	Final warnings	Indefinitely	RGLA 6.7
. . Discipline	Employee files	No warning given	Indefinitely	RGLA 6.8
. . Discipline	Employee files	Oral warnings	Indefinitely	RGLA 6.7
. . Discipline	Employee files	Warnings involving children	Indefinitely	RGLA 6.7
. . Discipline	Employee files	Written warnings	Indefinitely	RGLA 6.7
. . Disclosure of interest				
. . Employee details	Employee files		Indefinitely	RGLA6.4
. . Employment conditions	Employee files		Indefinitely	
. . Grievances	Employee files		Indefinitely	RGLA6.4
. . Individual training records	Employee files		Indefinitely	RGLA6.4
. . Individual training records	Employee files	Proof of completion	Indefinitely	RGLA6.21
. . Induction			Indefinitely	
. . Job evaluation			Indefinitely	
. . Leave	Employee files		Indefinitely	RGLA6.13
. . Medical assessments	Employee files		Indefinitely	RGLA6.10
. . Maternity/paternity	Employee files		Indefinitely	
. . Reporting				
. . Termination			Indefinitely	RGLA 6.16
. Employee relations				
. . Disciplinary matters reporting				
. . Trade union liaison		Strategy	Indefinitely	RGLA 6.5
. . Trade union liaison		Routine matters	Indefinitely	RGLA 6.6
. Equal opportunities				
. . Equalities and diversity				
. . Equalities and diversity		Investigations	Indefinitely	RGLA 6.9

Complete Listing with Retention Guidance – Human resources

Class	Series	Records	Retention Period	Rationale
. Monitoring employees				
. . Performance appraisal		Probationary reports and performance plans	Indefinitely	
. . Reporting			Indefinitely	RGLA 6.12
. . Staff directory			N/A	RGLA 6.1
. Occupational health				
. . Absence reporting			Indefinitely	RGLA 6.13
. . Occupational health		Staff health records	Indefinitely (Held External)	RGLA6.10
. . Occupational health	Employee files	Training	Indefinitely	RGLA6.19
. . Personal risk assessments	Employee files			
. . Sickness monitoring	Employee files		Indefinitely	RGLA 6.4
. . Major injuries			Indefinitely	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
. Recruitment				
. . Authorisation			Indefinitely	
. . Job descriptions			Indefinitely	
. . Recruitment			Indefinitely	RGLA6.4
. . Recruitment	Position	Unsuccessful candidates	Indefinitely	
. . Recruitment	Position		Indefinitely	RGLA 6.11
. . Recruitment process				
. . Secondment	Secondment files		Indefinitely	RGLA6.4
. . Volunteers	Volunteer files		Indefinitely	RGLA6.4
. Terms and conditions of employment				
. . Staff benefits			Indefinitely	
. . Staff facilities			Indefinitely	
. . Staff recognition				
. . Terms and conditions				
. Training				
. . Driver training				
. . Reporting				
. . Support training				
. . Training courses	Training course files	Course administration	Indefinitely	RGLA 6.17

Complete Listing with Retention Guidance – Human resources

<b>Class</b>	<b>Series</b>	<b>Records</b>	<b>Retention Period</b>	<b>Rationale</b>
. . Training courses	Training course files	Courses concerning children	Indefinitely	RGLA 6.18
Training course files	Training materials	Training course materials	Indefinitely	RGLA 6.20
. . Training courses	Training course files	Training materials	Indefinitely	RGLA 6.17
. . Training plan		Corporate training plan	Indefinitely	
. Workforce planning				
. . Workforce development planning		Financial rewards	Indefinitely	RGLA 6.15
. . Workforce development planning		Strategy	Indefinitely	RGLA 6.14

Complete Listing with Retention Guidance – Information and communication technology

Class	Series	Records	Retention Period	Rationale
<b>Information and communication technology</b>				
. Infrastructure				
. . Disposal		Assets under £ 50,000	Destroy - 6 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Disposal		Assets over £ 50,000	Destroy - 12 years after all obligations/entitlements concluded	Limitations Act 1980. RGLA 7.29
. . Fault reporting				
. . Licensing				
. . Help Desk Support				
. . Information security				
. . Network maintenance				
. . Server maintenance				
. . Spatial data management				
. . Storage				
. . Strategy				
. . Web development				
. System support				
. . Change Control	System log		Destroy - 2 years after system no longer used	
. . Configuration management	System log		Destroy - 2 years after system no longer used	
. . Data Management	System log		Destroy - 2 years after system no longer used	
. . Design and Construction	System log		Destroy - 2 years after system no longer used	
. . Development	System log		Destroy - 2 years after system no longer used	
. . Implementation	System log		Destroy - 2 years after system no longer used	
. . Integration and interfaces	System log		Destroy - 2 years after system no longer used	
. . Maintenance	System log		Destroy - 2 years after system no longer used	

Complete Listing with Retention Guidance – Information and communication technology

<b>Class</b>	<b>Series</b>	<b>Records</b>	<b>Retention Period</b>	<b>Rationale</b>
. . Manuals	System log		Destroy - 2 years after system no longer used	

Complete Listing with Retention Guidance – Information management

Class	Series	Records	Retention Period	Rationale
<b>Information management</b>				
. Access to information				
. . Data protection		Subject Access Request	Destroy when information no longer required	
. . Data protection		Notification	Destroy - 3 years after previous notification	
. . Environmental information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Environmental information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Access status records	Destroy - 10 years after data created	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Information scheduled for destruction	Destroy - 6 months after last correspondence	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Individual transaction records	Destroy - 3 years after date of creation	TNA Retention and Disposal Guidance 14.
. . Freedom of information	Information requests	Policy records	Destroy - 5 years after procedures have been superseded	TNA Retention and Disposal Guidance 14.
. . Freedom of information		Publication Scheme	Permanent - offer to archivist	
. Archives				
. . Archives management		Records catalogue		
. Knowledge management				
. . Information asset management		Information asset register		
. . Information asset management		Record surveys		
. . Information asset management		Circulation lists		
. Records management				
. . Compliance		Classification schemes	Permanent - offer to archivist	RGLA 2.10
. . Forms development		Standard templates		

Complete Listing with Retention Guidance – Information management

Class	Series	Records	Retention Period	Rationale
. . Forms development				
. . Image capture				
. . Retention scheduling		Disposal certificates	Destroy - 12 years after last action	RGLA 2.12
. . Tracking		Issues log		
. Registration				
. . Statutory registers		Register	Permanent - offer to archivist unless specific legislation requires otherwise	Limitations Act 1980

Complete Listing with Retention Guidance – Legal services

Class	Series	Records	Retention Period	Rationale
<b>Legal services</b>				
. Advice				
. . Provision of legal advice			Destroy - 6 years after last action, major precedent - offer to archivist for review	Limitations Act 1980. RGLA 4.2
. Byelaws				
. . Enactment			Permanent - offer to archivist	RGLA 9.22
. . Enforcement			Destroy - 2 years after matter is concluded	RGLA 9.23
. Land registration				
. . Land charges		Searches		
. . Land charges		Registers		
. Land and highways				
. . Acquisition		Road adoptions		
. . Disposal				
. Litigation				
. . Civil	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Commercial	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Criminal	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Debt recovery	Case files		Destroy - 6 years after last action, major litigation offer to archivist for review	RGLA 4.1
. . Precedent cases				
. Management of legal activities				
. . Archive deposits		Agreements		



Complete Listing with Retention Guidance – Legal services

Class	Series	Records	Retention Period	Rationale
. . Agreements		Agreements	Destroy - 6 years after agreement ends	RGLA 4.3
. . Conveyancing	Deeds	Conveyance	Destroy - 12 years after closure	Limitations Act 1980. RGLA 4.4
. . Conveyancing	Deeds	Easements	Destroy - 12 years from termination of tenancy	RGLA 3.28
. . Conveyancing		Tenancy Agreements		
. . Copyright		Intellectual Property Rights		
. . Drafting		Pro-forma agreements		
. . Trusts				
. Planning controls				
. . Certificate of Lawful Use or Development		Certificate	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Certificate of Lawful Use or Development		Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980
. . Section 106 agreements		Agreement	Permanent - offer to archivist	Town and Country Planning Act 1990
. . Section 106 agreements		Other documentation	Destroy - 12 years from date of agreement	Limitations Act 1980

Complete Listing with Retention Guidance – Leisure and culture

Class	Series	Records	Retention Period	Rationale
<b>Leisure and culture</b>				
. Allotments				
. . Allotments				
. Archives				
. . Archive development				
. . Cataloguing		Accession register	Permanent - offer to archivist	RGLA 2.11
. . Deposits				
. . Loans				
. . Membership				
. . Research				
. Arts				
. . Arts development				
. . Clubs and societies				
. Leisure promotion				
. . Countryside events		Programmes and events		
. . Parks and gardens events		Programmes and events		
. . Play scheme				
. Libraries				
. . Book ordering				
. . Bookings				
. . Bookings				
. . Catalogue		Internet bookings Stock management	Destroy - 2 years after administrative use concluded	
. . Fines				
. . Library development				
. . Loans				
. . Membership				
. Museums				
. . Deposit				
. . Loans				
. . Museum catalogue				
. . Museum development				
. Sports facilities				
. . Bookings				
			Destroy - 10 years after closure	

Complete Listing with Retention Guidance – Leisure and culture

Class	Series	Records	Retention Period	Rationale
. . Bookings		Facilities		
. . Bookings		Classes		
. . Membership				
. . Membership		Golf courses		
. . Membership		Leisure centres		
. Sports				
. . Sports development				
. . Clubs and societies				
. Tourism				
. . Tourist accommodation				
. . Tourist accommodation		Accreditation process		
. . Tourist accommodation		Registers		
. . Visitor information				
. . Visitor information		Maps and directions		

Complete Listing with Retention Guidance – Management

Class	Series	Records	Retention Period	Rationale
<b>Management</b>				
. Ceremonial				
. . Civic and royal events		Visitors book, tapes, photographs	Permanent - offer to archivist	RGLA 2.24
. . Civic and royal events		Planning and organising an event	Destroy - 7 years after use	RGLA 2.25
. . Corporate gifts				
. Communication support				
. . Interpreting and translation		Translation		
. . Mail processing				
. . Publication		Publications		
. . Publications received		Publications		
. . Staff communications				
. Corporate communication				
. . Campaigns				
. . Corporate branding				
. . Corporate publicity				
. . Graphic design		Designing setting information	Destroy - 3 years from last action	RGLA 2.19
. . Marketing		Marketing planning and campaigns	Permanent - offer to archivist	RGLA 2.23
. . Media cuttings		Media cuttings	Permanent - offer to archivist	RGLA 2.22
. . Media liaison		Interaction with Media	Destroy - 3 years from closure	RGLA 2.21
. . Media releases				
. . Media releases				
. . Public relations				
. . Public relations		Media reports	Permanent - offer to archivist	
. . Public relations		Published work	Destroy after use is concluded - one copy to archive	RGLA 2.20
. . Public relations		Statistics, trends and customer satisfaction data	Destroy - 10 years after use concluded	
. Enquiries and complaints				

Complete Listing with Retention Guidance – Management

Class	Series	Records	Retention Period	Rationale
. . Appeals				
. . Complaints		Reports and correspondence	Permanent - offer to archivist	RGLA 2.14
. . Complaints		Registers	Permanent - offer to archivist	RGLA 2.13
. . Complaints				
. . Complaints to Ombudsman	Complaint files			
. . Compliments				
. . Customer profiling		Customer profiles		
. . Stage 1 complaints	Complaint files		Destroy - 2 years after use is concluded	RGLA 2.16
. . Stage 2 complaints	Complaint files		Destroy - 6 years after use is concluded	RGLA 2.15
. External audits				
. . Audits				
. Preparing business				
. . Meetings				
. . Officer representation				
. . Partnership and agency working		Business for partnership and agencies where local authority owns the record	Permanent - offer to archivist	RGLA 1.6
. . Partnership and agency working		Business for partnership and agencies where local authority does not own the record	Destroy - 3 years after last action	RGLA 1.7
. Project management				
. . Closure	Project files	Lessons learned		
. . Governance	Project files	Project initiation document		
. . Governance	Project files	Unit or team plans		
. . Initiation and delivery	Project files	Issues log		
. . Start up	Project files	Business case		
. Quality and performance				
. . Assessments			Destroy - 2 years from closure	RGLA 2.18
. . Best value reviews			Destroy - 5 years from closure	RGLA 2.17
. . Inspections				

Complete Listing with Retention Guidance – Management

Class	Series	Records	Retention Period	Rationale
. . Process mapping . Strategic planning . . Business cases . . Corporate initiatives		Process maps		
. . Organisational structure . . Policies and procedures			Destroy - 5 years after initiative ends	
. . Public consultation		Minor policies	Permanent – offer to archivist Destroy - 1 year from closure	RGLA 2.6 RGLA 2.9
. . Public consultation		Significant policies	Destroy - 5 years from closure	RGLA 2.8
. . Service level agreements . Statutory returns . . Reports to government			Destroy - 7 years from closure	RGLA 2.5

Complete Listing with Retention Guidance – Planning and building control

Class	Series	Records	Retention Period	Rationale
<b>Planning and building control</b>				
. Building control				
. . Application processing	Application files		Destroy after 3 years if rescinded otherwise permanent - offer to archivist	Building Act 1984
. . Application processing		Pre application discussion		
. . Building regulations				
. . Registration		Building control register	Permanent - offer to archivist	RGLA 10.8
. . Unauthorised works				
. Covenant control				
. . Policies				
. . Covenant controls	Covenant control files			
. Development control				
. . Application processing	Appeals files		Destroy - 6 years from conclusion of appeal	Limitations Act 1980
. . Application processing	Application files		Destroy - 10 years after planning permission expires	
. . Application processing	Application files	Decision notices	Permanent - offer to archivist	RGLA 10.6
. . Application processing		Pre application discussion		
. . Conservation areas		Sites and Monuments Register		RGLA 10.3
. . Enforcement		Enforcement notices	Destroy 3 years after compliance with enforcement notice	RGLA 10.13
. . Registration		Planning Register	Permanent - offer to archivist	RGLA 10.6
. . Planning obligations				
. . Tree		Tree works	Destroy - 5 years after application decision	

Complete Listing with Retention Guidance – Planning and building control

Class	Series	Records	Retention Period	Rationale
. . Tree		Tree preservation orders	Permanent - offer to archivist	RGLA 10.6
. Forward planning				
. . Economic regeneration				
. . Heritage listing				
. . Housing development				
. . Local plan				
. . National planning policy				
. . Natural environment		Policies	Permanent - offer to archivist	RGLA 10.7
. . Natural environment			Destroy - 7 years after administrative use concluded	RGLA 10.7
. . Planning policy				
. . Planning schemes		Consultation	Destroy 15 years after decision. Offer controversial or high profile schemes to Archivist	RGLA 10.5
. . Regional plan				
. . Regional plan		Mineral Plan	Permanent - offer to archivist	RGLA 10.4
. . Regional plan		Waste Plan	Permanent - offer to archivist	RGLA 10.4
. . Regional plan		Structure Plan	Permanent - offer to archivist	RGLA 10.1
. . Sustainable development				
. . Urban centre planning				



Complete Listing with Retention Guidance – Procurement

Class	Series	Records	Retention Period	Rationale
<b>Procurement</b>				
. Contracting				
. . Contract awards				
. . Contract awards	Contract files	Ordinary contracts	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Contract files	Contracts under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6
. . Contract awards	Contract files	Post tender negotiation	Destroy - 1 year after the term of the contract has expired	RGLA4.11
. . Contract awards	Contract files	Service level agreements, compliance reports, performance reports	Destroy - 2 years after the term of the contract has expired	RGLA4.13
. . Contract management		Contract monitoring		
. . Requisition		Purchase orders	Destroy - 7 years after the end of the financial year	RGLA 7.3
. Market information				
. . Product evaluation				
. . Product information				
. Tendering				
. . Tenders	Tender files	Opening notice, tender envelope	Destroy - 1 year after start of contract	RGLA 4.7
. . Tenders	Tender files	Ordinary tender	Destroy - 6 years after the term of the contract has expired	
. . Tenders	Tender files	Pre-tender advice	Destroy 2 years after contract let or not proceeded with	RGLA 4.5
. . Tenders	Tender files	Tender for contract under seal	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8
. . Tenders	Tender files	Unsuccessful tenders	Destroy - 1 year after start of contract	RGLA4.10
. . Tendering policies				

Complete Listing with Retention Guidance – Registration and coroners

Class	Series	Records	Retention Period	Rationale
<b>Registration and coroners</b>				
. Inquiries into deaths				
. . Coroners inquests	Case files	Inquiries leading to an inquest	sent to General Register Office at end of each quarter	TNA Retention and Disposal Guidance 13. RGLA 5.7
. . Investigations		Inquiries not proceeding to an inquest	sent to General Register Office at end of each quarter	TNA Retention and Disposal Guidance 13. RGLA 5.6
. . Registration		Reported deaths register	Permanent - offer to archivist –	TNA Retention and Disposal Guidance 13. RGLA 5.5
. Marriage services				
. . Conducting a marriage service			Destroy - 3 years after last action –	RGLA5.3
. . Registration		Approved wedding premises		
. Registration of births, marriages and deaths				
. . Certification		Certificate copy applications	Destroy after 2 years	
. . Certification		Certificates	Destroy - 7 years after last action –	RGLA 5.2
. . Notification		Marriage notices	Destroy - 5 years after last action	RGLA 5.4
. . Registration		Marriage register	Permanent - offer to archivist	RGLA 5.1
. . Registration		Register of births	Permanent - offer to archivist	RGLA 5.1
. . Registration		Register of citizenship	destroy after 2 years	RGLA 5.1
. . Registration		Register of deaths	Permanent - offer to archivist	RGLA 5.1
. Treasure trove				
. . Inquests			sent to General Register Office at end of each quarter	TNA Retention and Disposal Guidance 13. RGLA 5.8

Complete Listing with Retention Guidance – Risk management and insurance

Class	Series	Records	Retention Period	Rationale
<b>Risk management and insurance</b>				
. Claims				
. . Claims processing		Claims records	Destroy - 7 years after all obligations and entitlements are concluded	Limitations Act 1980. Other than minors. Their files can destroyed when they reach the age of 21 years and 4 months.
. Insuring against loss				
. . Insurance		Insurance policies	Destroy - 7 years after the terms of the policy have expired. All liability policies to be kept indefinitely because of disease claims	
. . Insurance		Renewals	Destroy - 7 years after the terms of the policy have expired	
. . Insurance		Summary arrangements	Permanent - offer to archivist	
. Risk management				
. . Business continuity planning				
. . Education		Campaigns		
. . Risk assessment		Risk register		
. . Risk assessment		Valuations		

Complete Listing with Retention Guidance – Transport and infrastructure

Class	Series	Records	Retention Period	Rationale
<b>Transport and infrastructure</b>				
. Design and construction				
. . Roads and highways			Permanent - offer to archivist	RGLA 11.7
. . Traffic management schemes				
. Harbours and waterways				
. . Boat moorings				
. . Port facilities				
. . Port facilities		ETA notification		
. . Port facilities		Import notification		
. . Registration		Watercraft		
. Highway development control				
. . Highway adoption			Permanent - offer to archivist	RGLA 11.3
. . Highway extent queries			Permanent - offer to archivist	RGLA 11.2
. . Highway extinguishment			Destroy - 7 years after extinguishment. Offer order and map to archivist	
. . Notification				
. . Planning control			Destroy 7 years after decision. Offer controversial or high profile schemes to archivist	RGLA 11.4
. . Road classification				
. Highway enforcement				
. . Advertising hoarding				
. . Highways			Destroy – 3 years after compliance with enforcement notice	RGLA 11.5
. . Parking				
. . Parking fines				
. . Road reinstatement				
. . Scaffolding				
. . Speeding fines				

Complete Listing with Retention Guidance – Transport and infrastructure

Class	Series	Records	Retention Period	Rationale
. . Weight limits . Infrastructure management . . Maintenance . . Service providers . . Street furniture  . . Street naming and numbering . . Surveys . Public transport . . Concessions . . Public transport plan  . . Timetable . Rights of way . . Enquiries . . Locations  . . Orders  . . Planning applications . . Ploughing and cropping . . Searches . Road maintenance . . Emergency maintenance  . . Hazard removal . . Inspections . . Planned maintenance  . . Scheduled maintenance  . . Verge maintenance . Road safety . . Accident investigations  . . Road safety awareness . . Safety audits			Destroy - 7 years after last action	RGLA 11.8
			Destroy - 3 years after superseded or last action	RGLA 11.11
			Permanent - offer to archivist. Destroy - 6 years from conclusion of transaction	
			Destroy - 12 years after action completed	RGLA 11.9
			Destroy - 12 years after action completed	RGLA 11.9
			Destroy - 12 years after action completed	RGLA 11.9
			Destroy - 7 years after use.	
			Destroy - 7 years after use.	

Complete Listing with Retention Guidance – Transport and infrastructure

Class	Series	Records	Retention Period	Rationale
. . School crossing patrols				
. . Speed cameras				
. School transport				
. . School transport services				
. Traffic management				
. . Monitoring				
. . Parking		Permits		
. . Parking sites				
. . School routes				
. . Street lighting				
. . Traffic calming				
. . Traffic reduction				
. . Traffic orders		Approval	Destroy - 7 years after action completed	RGLA 11.6
. . Traffic orders		Implementation	Destroy - 5 years after action completed	
. . Traffic orders		Planning and Investigation	Destroy - 5 years after action completed	
. . Weather forecasting		Weather data		
. Transport planning				
. . Development control				
. . Strategy and planning		Transport strategy		
. . Strategy and planning		Local transport plan	Permanent - offer to archivist	RGLA 11.1
. . Transport modelling				
. . Transport modelling		Traffic counts	Destroy - 2 years after last use	
. . Travel plans		Employer travel plans	Destroy - 5 years after use	
. . Travel plans		School travel plans	Destroy - 5 years after use	

Complete Listing with Retention Guidance – Waste management

Class	Series	Records	Retention Period	Rationale
<b>Waste management</b>				
. Fly tipping				
. . Fly tipping				
. Street cleaning				
. . Pest control				
. . Road cleansing				
. Waste collection			Destroy - 2 years after last action	RGLA9.26
. . Abandoned vehicles			Destroy - 2 years after last action	RGLA9.26
. . Bulk			Destroy - 2 years after last action	RGLA9.26
. . Controlled			Destroy - 6 years after last action	RGLA9.27
. . Domestic			Destroy - 2 years after last action	RGLA9.26
. . Trade			Destroy - 2 years after last action	RGLA9.26
. Waste disposal				
. . Waste sites		Management of sites	Permanent - offer to archivist	RGLA9.28
. . Waste sites		Short term storage	Destroy - 10 years after site closure	RGLA9.29
. . Waste sites		Equipment	Destroy - 6 years after use	
. . Waste sites		Inspections	Destroy - 6 years after inspection	
. . Waste sites		Permits	Destroy - 7 years after permit expires	
. . Waste sites development		Waste site plans	Permanent - offer to archivist	RGLA 9.30
. Waste reduction				
. . Composting				
. . Recycling			Destroy - 5 years after use	