



Bridgend County Borough Council

Data Retention Policy

This Retention Schedule should be used as a point of reference in the day-to-day management of records. The most effective point in the life-cycle of any record at which to decide how long it should be retained, and for what reason, is when that record is created. When opening a new file, creating an electronic record, or typing a letter, this Retention Schedule will act as a guide to the conditions under which that Record should be managed, stored and ultimately disposed of.

This Retention Schedule is a 'living document' and will initially be subject to updating. It is therefore essential that everyone use the latest version of the schedule which is indicated at the bottom of each page.

In order to protect itself and minimise risk, the Council should not maintain records longer than they need to; nor should they destroy records sooner than is required.

When a record has reached the end of its specified retention period, a designated person within a service area needs to be responsible for the destruction process.

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Adult Care Services

Record Type	Description	Retention Period	Example of Records/Format
Carers			
Adult Case Files	Case files of adults	Destroy – 6 years from last contact	Case files
Adult Case files – Learning Disability	Case files for adults with learning disabilities	Review – 20 years from last contact	Case files
Adult Case files – Mental Health	All matters relating to the mental health and wellbeing of individuals	Destroy – 20 years from last contact	Case Files
POVA (client deceased)	All matters relating to neglect and/or abuse of vulnerable adults (deceased clients)	Destroy – 6 years from case closure	Case Files
POVA (client living)	All matters relating to adults who are the subject of a Protection Order due to neglect or abuse	Review – 75 years from last entry	Case Files
Agency provided services	Information about services provided by outside agencies for adult care services	Destroy - 25 years after end of employment	Essential information homecare provided by agencies
Financial support	Case files - carer	Destroy - 3 years after end of financial year	
Home care			
	Information on clients who are cared for in their own homes	Destroy - 6 years	Daily contact sheets, carers' notes. NB: individual client notes should go into client's file
Residential homes			
Operation of homes	Documentation relating to the running of an adult residential home. Information about individual clients must go on the individual adult file.	Destroy - 25 years from closure	Activities, diary, roster sheet, licence, menu (1 year)
Operation of homes	Case files - residential homes	Permanent offer to archivist	Register
Supporting Adults			
Assessment	Case files - services user	Destroy - 6 years after last contact	Care plan
Appointee and Receivership files	Information on clients who have either physical or mental disabilities and are unable to manage their own affairs	Destroy – 6 years	Case notes
Finance and commissioning	Case files - services user	Destroy - 8 years after provision of support ended	
Grants	Case files - services user	Destroy - 8 years after provision of support ended	Application
Health	Case files - services user	Destroy - 8 years after provision of support ended	
Legal	Case files - services user	Destroy - 3 years after provision of support ended	Disabled parking permit
Mental health	Case files - services user	10 years	
Occupational therapy	Case files - services user	10 years	
Referral	Case files - services user	10 years	
Review	Case files - services user	10 years	
Supporting disabilities	Case files – service user	10 years	

Children and Families Services

Record Type	Description	Retention Period	Example of Records/Format
Adoption and Fostering			
Adoption files	Case files - carer	Destroy - 100 years from date of adoption*This applies to records held prior to the 2002 Act.	Essential information
Adoption Panel Business		Destroy – 25 years	Minutes from Adoption Panel Meetings and any other business relating to adoption cases
Assessment	Case files - carer	Destroy - 25 years from closure	
Financial support	Case files - carer	Destroy - 3 years after end of financial year	
Foster carer	Case files - carer	Destroy - 15 years from provider status ceases, EXCEPT: Destroy - 75 years for cancelled registrations, refusals applications and concerns	
Child Protection			
Child files	Case files concerning the protection of a child or children.	Destroy - 35 years from closure	Case files
Registration	Consolidated list of children requiring protection	Permanent - retain for 70 years then offer to archivist	Register
Schedule 1 offenders	Information on persons with convictions for sexual abuse towards children.	Permanent - retain for 70 years then offer to archivist	Register/Notification of release from custody
Children looked after			
Child file	Documentation relating to children being looked after in residential homes and day care centres.	Destroy - 75 years after DOB or 15 years after death	Case files
COLA (Children from other local Authorities)	Case files - child	Destroy - 25 years from last action	Records
Registration	Children's home registers	Archive - 25 years after DOB or 5 after death	Register
Communications			
Complaints		Destroy - 10 years after complaint dealt with	
Fostering			
Carer files	Information relating to the carers of fostered children.	Destroy – 25 years after carer has terminated	Case files
Child files	Case files about fostered children. Includes private fostering.	Destroy – 75 years from DOB	Case files
Residential Homes			
Operation of homes	Documentation about the running of a children's residential home. Information about individual clients must go on the individual child file	Destroy - 40 years from closure	Activities, diary, roster sheet, licence, menu (1 year)
Registration	Case files - residential homes	Permanent - offer to archivist 50 years after closure	
Social Issues			
Substance misuse	Work to prevent and action to address substance misuse and related issues	Review - 10 years	Documents relating to work to prevent and action to address substance misuse and related issues
Training			
Support training		Destroy - 25 years from termination	
Youth Justice			
Case management	Case files	Destroy 25 years from DOB or 10 years from last contact	

Record Type	Description	Retention Period	Example of Records/Format
Youth services			
Youth service provision		Destroy 25 years from DOB or 10 years from last contact	

Community Safety and Emergencies

Record Type	Description	Retention Period	Example of Records/Format
Contingency planning advice	Advice relating to community safety in Bridgend	Destroy 2 years after advice superseded	Contingency Plan
Antisocial behaviour	Documentation relating to antisocial behaviour such as ASBOs	Review – 2 years	Anti-Social Behaviour Orders
Fire prevention/fire safety planning	Documentation relating to fire prevention and fire safety planning	Destroy 2 years after advice superseded	
Community Engagement	Documentation relating to activities designed to reduce the fear of crime.	Destroy – 3 years	
Community safety advice	Documentation relating to activities designed to promote community safety.	Destroy 2 years after advice superseded	
CCTV surveillance	CCTV surveillance footage	Destroy 1 month (unless legal proceedings)	
Crime reduction	Documentation relating to activities designed to reduce crime.	Destroy 3 years after advice superseded	
Emergency Planning			
	Emergency/disaster plans (permanent), development	Review – 10 years	Emergency Plan
Emergency agencies	List of public contacts for emergency agencies. Includes emergency services liaison	Destroy when superseded	
Emergency contacts	List of Council contacts for emergencies.	Destroy when superseded	
Emergency warnings	Weather, security, incident warnings, etc. made to the public.	Destroy – current year plus 6	
Training	Documentation relating to Emergency planning training exercises	Destroy – 10 years	
Fire prevention			
Fire alarm certification	Fire alarm certificates and associated documentation	Destroy – 7 years	Fire alarm certificates
Fire hydrants inspection	Documentation relating to fire hydrant inspection	Destroy – 7 years from last action	
Fire safety	Documentation relating to fire safety advice, policy and protocol	Destroy – 2 years after advice superseded	
Fire safety inspections	Documentation relating to fire safety inspections	Destroy – 7 years from last action	
Incident monitoring	Documentation relating to fire incidents and inspection	Permanent - offer to archivist	Major incident
Incident monitoring	Documentation relating to fire incidents and inspection	Destroy – 7 years from closure	Minor incident

Consumer Affairs and Licensing

Record Type	Description	Retention Period	Example of Records/Format
Advice			
		Destroy - 7 years after creation	Campaigns customer contacts
Enforcement case files			
	Case files relating to trading standards and environmental health about specific premises, businesses or individuals.	Destroy – 6 years	
Prosecution of offences	Case files - organisation	Destroy - 7 years from investigation complete	Dangerous and wild animals, health and safety at work, weights and measure
Prosecution of offences	Case files - organisation	Destroy – 7 years from investigation complete	Inspections, weights and measures, equipment inspection records, food standards, nuisances, air pollution, animal health, food hygiene, food safety, food standards, hazardous substances, land pollution, river pollution, swimming pools, product safety, infectious diseases,
Registration, certification and licensing			
	Licences Permits if there has been a conviction files should be classed under prosecution	Destroy – 2 years after licence/registration lapsed	
Licensing	Animal boarding licences	Destroy - 2 years after registration lapses	
Licensing	Animal breeding licences	Destroy - 2 years after registration lapses	
Licensing	Auction premises licences	Destroy - 2 years after registration lapses	
Licensing	Building materials licences	Destroy - 2 years after registration lapses	
Licensing	Butchers licences	Destroy - 2 years after registration lapses	
Licensing	Caravan and camp site licences	Destroy - 2 years after registration lapses	
Licensing	Cemetery licences	Destroy - 2 years after registration lapses	
Licensing	Cooling towers	Destroy - 2 years after registration lapses	
Licensing	Credit licensing	Destroy - 2 years after registration lapses	
Licensing	Crematoria licences	Destroy - 2 years after registration lapses	
Licensing	Dangerous wild animals licences	Destroy - 2 years after registration lapses	
Licensing	Entertainment licences	Destroy - 2 years after registration lapses	
Licensing	Food business licences	Destroy - 2 years after registration lapses	
Licensing	Food licences	Destroy - 2 years after registration lapses	
Licensing	Hackney licences	Destroy - 2 years after registration lapses	
Licensing	Highway projection licences	Destroy - 2 years after registration lapses	
Licensing	Hoarding licences	Destroy - 2 years after registration lapses	
Licensing	Infectious diseases licensing and use	Destroy - 2 years after registration lapses	
Licensing	Late hours catering licences	Destroy - 2 years after registration lapses	
Licensing	Liquor licences	Destroy - 2 years after registration lapses	

Record Type	Description	Retention Period	Example of Records/Format
Licensing	Lottery registration	Destroy - 2 years after registration lapses	
Licensing	Massage and special treatment licences	Destroy - 2 years after registration lapses	
Licensing	Non medicinal poisons licences	Destroy – 2 years after registration lapses	
Licensing	Nursing agencies licences	Destroy - 2 years after registration lapses	
Licensing	Other hazardous substances	Destroy - 2 years after registration lapses	
Licensing	Personal licences	Destroy - 2 years after registration lapses	
Licensing	Pet shop licences	Destroy - 2 years after registration lapses	
Licensing	Petroleum	Permanent - offer to archivist	
Licensing	Premises licences	Destroy - 2 years after registration lapses	
Licensing	Premises licences	Destroy - 2 years after registration lapses	Club premises certificates, temporary event notices
Licensing	Private hire licences	Destroy - 2 years after registration lapses	
Licensing	Public entertainment licences	Destroy - 2 years after registration lapses	
Licensing	Riding establishment licences	Destroy - 2 years after registration lapses	
Licensing	Sale of explosives licences	Destroy - 2 years after registration lapses	
Licensing	Scrap metal licences	Destroy - 2 years after registration lapses	
Licensing	Sex establishments	Destroy - 2 years after registration lapses	
Licensing	Shops	Destroy - 2 years after registration lapses	
Licensing	Scaffold licences	Destroy - 2 years after registration lapses	
Licensing	Skip licences	Destroy - 2 years after registration lapses	
Licensing	Street collections and lotteries licences	Destroy - 2 years after registration lapses	
Licensing	Street trading licences	Destroy - 2 years after registration lapses	
Licensing	Zoo licences	Destroy - 2 years after registration lapses	

Council Assets

Record Type	Description	Retention Period	Example of Records/Format
Maintenance of Council assets (property and land)			
Asset Management	Documentation relating to Council owned assets	Maintain for the life of the asset	Files, Asset Register
Maintenance		Destroy - 7 years after last action	Instruction manuals
Planned maintenance	Case files - property	Destroy - 7 years after last action	Tenders and contracts
Response maintenance	Case files - property	Destroy - 7 years after conclusions of transaction	
Property acquisition and disposal			
Acquisitions	Case files - property	Destroy - 12 years after all obligations/ entitlements concluded	Assets over £50,000
Acquisitions	Case files - property	Destroy - 6 years after all obligations/ entitlements concluded	Assets under £50,000
Deeds	Case files - property	Destroy - 12 years after all obligations/ entitlements concluded	Assets over £50,000
Disposal	Case files - property	Destroy - 6 years after all obligations/ entitlements concluded	Assets under £50,000
Disposal	Case files - property	Destroy - 16 years after all obligations/ entitlements concluded	Sale or write-off of property
Property and land management			
Accessibility	Information relating to the accessibility of property and land belonging to the Council.	Destroy - 7 years from closure	Case files
Building surveys	Information relating to surveys of property and land belonging to the Council. Includes condition surveys	Destroy – 7 years from closure	Surveys
Energy management	Documentation concerned with energy management and conservation within the Council's property.	Destroy – 7 years from closure	Case files – property
Facilities management	The process involved in the management of Council facilities. Includes the management of office equipment and furniture	Destroy – current year plus 6	Room booking (1 year), surplus equipment records, CCTV siting and maintenance records
Farm management	The process involved in the management of farms.	Review – 50 years	
Feasibility	Documentation relating to the feasibility of purchasing or converting property, etc.	Destroy – 25 years	Feasibility studies
Fleet management	Documentation relating to the management of the Council's fleet of vehicles.	Destroy - 7 years after disposal of the vehicle	Allocation and maintenance of vehicles Vehicle records, lease or purchase record of driver usage
Fleet management		Destroy - 3 years after disposal of the vehicle	Recording vehicle usage
Health and safety	Documents on health and safety relating to property and land belonging to the Council. See also Health and Safety.	Destroy - 1 year after superseded	Swimming pool testing, play area inspections
Internal agreements	Case files - property	Destroy - 1 year after process ceases or is superseded	
Inventory	Inventories relating to stock and equipment owned by the Council.	Retain until superseded	Stock-takes, inventories
Land and property history	Case files - property	Destroy - 12 years from life of property	
Leasing	Information relating to the management of leased Council property	Destroy - 15 years after ex transaction	Case files – property
Security	Documents on security relating to property and land belonging to or managed by the Council.	Review – 10 years	Case files
Valuations	Valuations of property owned or managed by the Council.	Destroy - current year plus 6	Case files

Record Type	Description	Retention Period	Example of Records/Format
Property use and development			
Car parking	Any documentation regarding the process of managing and undertaking renovations and development specific to car parks attached to property. For other car parking see Transport and Infrastructure	Destroy - 7 years after completion	Case files and documentation
Design and construction	Documentation relating to the process of managing the development, design and construction of council property.	Destroy - 7 years after completion	

Crematoria and Cemeteries

Record Type	Description	Retention Period	Example of Records/Format
Burial ground management			
Planned maintenance	Documentation relating to maintenance of burial grounds/cemeteries	Review - 21 years after maintenance completed	
Redundant Churchyards	Documentation relating to maintenance of redundant churchyards	Review - 21 years after maintenance completed	
Responsive Maintenance	Documentation relating to responsive maintenance of burial grounds/cemeteries	Review - 21 years after maintenance completed	
Burial identity and location			
Burials	Information relating to the location of burials and identity of deceased individuals. Includes memorial management.	Permanent - offer to archivist	Burial register, plan of plot ownership and occupation, commemoration register, plan of headstones/shrubs and ownership
Registration	Registration documents	Permanent - offer to archivist	Summary management systems, registers
Bookings	Documentation related to bookings made for a cremation, interment or monument erection	Destroy - 5 years after last action	Bookings, permits, applications, orders
Exhumations	The process relating to the exhumation of an individual	Permanent - offer to archivist	All associated documents
Internment Service	The process relating to the burial or cremation of an individual. Includes assisted and home burials.	Destroy - 5 years after last action	Regulation of burials and cremations
Memorial management	Documentation relating to management of memorials	Destroy – 5 years after last action	
Permits	Documentation relating to burial permits	Destroy - 5 years after last action	Permits

Democracy

Record Type	Description	Retention Period	Example of Records/Format
Constitution	All information relating to the Council's Constitution.	Permanent - archive	Constitution, Scheme of Delegation
Council and Committee Meetings	All information relating to council and committee meetings. Includes board, member panels and scrutiny panels.	Permanent - offer to archivist	Minutes, agendas, indexes, registers of delegations to Special Committees, notice papers, proceedings
Council and Committee Meetings	Notes by committee clerks	Destroy after date of confirmation of the minutes	Committee Clerks Notebooks
Executive			
Statutory appointments		Permanent - offer to archivist	Appointment files
Statutory appointments		Destroy - 2 years after date of appointment	Vacancy files
Honours and awards			
Honours submissions	The submissions and details of individuals considered for honours.	Destroy - 5 years after last action	Honours nominations, letters of support, referral for comment from Lord Lieutenant
High sheriff	Information relating to activities carried out by the High Sheriff.	Permanent – archive	
Lord Lieutenancy	Documentation relating to the Lord Lieutenant: the Queen's representative.	Permanent	
Magistrates			
	Applications, recommendations	Destroy – 4 years from retirement	
Member support			
		Destroy – 4 years	
Allowances	Information relating to members' allowances.	Destroy – 4 years	
Contact details	Members contact details	Destroy – 6 months after member leaves office	
Correspondence	Correspondence relating to members.	Destroy – 4 years	
Gifts and hospitality	Officers' and Members' disclosure of any gifts or hospitality.	Destroy - 18 months after member leaves office	Register
Outside bodies	Documentation relating to members and others representing the Council on external bodies and official delegations to represent the Council's interests. Includes membership of other bodies.	Destroy – 3 years	Minutes, agendas, notes, membership details
Register of interests	Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members	Destroy – 18 months after member leaves office	Register
Representation			
Elections	Information about local elections. (National election material to Westminster, European election material to Welsh Assembly.)	Destroy – 12 months from close of poll	Ballot papers, consolidated returns of votes received
Elections		Destroy – 1 year	Summary certification of those eligible to vote
Elections	Electoral Register	Permanent – offer to archivist	
Nominations		Destroy – 12 months after elections	
Political parties' papers		Destroy - 3 years after last action	Leader of the council papers, leader of opposition papers. Includes correspondence with members of parliament.
Ward names, numbers and boundaries.	Ward names, numbers, boundaries	Permanent – archive	

Economic Development

Record Type	Description	Retention Period	Example of Records/Format
Business Intelligence			
Business listing		Destroy – 6 years	Business directory.
Business Awards		Destroy – 7 years after completion	Documentation relating to business awards and grants.
European development		Destroy - 20 years after collected	Documentation relating to European funding.
Promotion			
Business awards	Documentation relating to business awards and grants	Destroy - 7 years after scheme to which grant relates to completed	Grants
Business development		Destroy – 2 years	Promotional activities designed to develop and encourage business development in the area.
Regeneration			
Community development		Destroy – 7 years	Documentation relating to Community Projects
Projects		Destroy - 7 years	Awards and grants
Regional development		Destroy – 7 years	Documentation relating to all aspects of regional development projects
Rural development		Destroy – 7 years	Documentation relating to all aspects of rural development projects
Strategy		Destroy – 7 years	Strategy documents
Town centre management		Destroy – 7 years	Documents relating to town centre management strategy
Sustainability			
Sustainable development		Destroy - current year +12	Information and documentation relating to sustainable development
Tourism			
Tourism development		Destroy – 7 years	Information and documentation relating to promoting tourism in the BCBC area

Education and Skills

Record Type	Description	Retention Period	Example of Records/Format
Advice			
Advisory services	Documentation on advice provided regarding education and skills.	Destroy - 6 years	Careers guidance, advisory services details
Curriculum development			
	Information relating to local curriculum development	Destroy – 6 years	
Out of schools projects	Documentation relating to projects and visits conducted outside school	Destroy - 6 years	
Early Years			
	Documents relating to pre- school education. Includes day and school nurseries	Destroy – 25 years	Estyn reports
Education Welfare			
Attendance and truancy	Information and Data collected on attendance and absence	Destroy - 10 years	
Admission Appeals	Statutory Appeal Process	Destroy – 25 years from last action	
Educational Psychology	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident	Destroy – 35 years from closure	
Educational Welfare	Information relating to the educational welfare of a specific pupil.	Destroy - DOB plus 21 years	
Employment skills			
Careers advice		Destroy - 5 years	
Workplace training		Destroy - 5 years	
Life long learning			
Adult and community services	Learning for all ages including non-school establishments, colleges and universities	Destroy - 6 years	Talks, events, village hall and community centre records
Basic skills development	Information relating to provisions for the development of basic skills and competencies	Destroy - 6 years	Course details, course directory education establishment details
Management of pupils			
Achievements	The educational achievement history of individual pupils.	Destroy - DOB plus 21 years	Certificates, examinations results, merits
Advice	Advice and information to pupils, parents and guardians regarding the educational needs of an individual pupil.	Destroy - 12 years	
Educational psychology	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident.	35 years from closure	
Essential Information	Basic information relating to a specific pupil	Destroy – 25 years from DOB	Name, date of birth, contact details of parents
Exclusions	Documentation relating to the exclusion of an individual pupil from a school.	Destroy – 25 years	
Financial Support	General information about financial support provided to specific pupils. (Accounting information should be filed under 'Finance'.)	Destroy – 7 years	
Hospital and Home Tuition	Tuition for sick children and pregnant schoolgirls in the home or a hospital environment.	Destroy – DOB plus 25 years	
Licensing	Details of any licences for a child to take part in performing arts, sports or modelling activities, work or similar.	2 years after registration lapses	

Record Type	Description	Retention Period	Example of Records/Format
Special Educational Needs	Educational arrangements for those with learning difficulties, and support for other special cases e.g. talented or gifted children, or those disadvantaged by language.	Destroy – DOB plus 35 years	Statements and other records
Work Experience	Documentation relating to work experience placements for pupils.	Destroy – 18 years	
Management of schools			
Admissions	Documentation on admission process of individual pupils	Destroy - 25 years from last action	
Appeals	Documentation relating to the appeals process	Destroy 25 years from last action	
Emergency contacts	Details of emergency contact information for schools	Destroy - 25 years from last action	
General information	Term times, holiday dates, training dates	Destroy - 25 years from last action	
Governing bodies	Documentation relating to the governing bodies of education institutions. Includes minutes from meetings of boards of school governors and instruments of government.	Permanent – offer to archivist	Governor minutes
Governor contacts	Contact details for school governors	Destroy - 5 years after Governor leaves post	
Inspections	Documents relating to school inspections	Permanent – offer to archivist	
Performance	Documentation relating to the performance of schools based on the results of pupils in tests and examinations.	Review every 7 years and then offer to archivist	
Music Services	Music tuition provided for individuals or groups within schools or music centres.	Destroy – 7 years	
Plans and policies	Plans and Policies of schools.	Retain while policy operational then offer to archivist	
Teaching			
Teacher development	Documentation relating to teacher development	Retain 7 years	

Environmental Protection

Record Type	Description	Retention Period	Example of Records/Format
Advice			
Biodiversity	Advice and campaigns specifically concerning environmental protection	Permanent , offer to archivist.	
Campaigns	The Local Biodiversity Action Plan and any information relating to biodiversity which is not part of a funding project.	Permanent , offer to archivist.	
Conservation			
Commons Registration	Documentation relating to land which is common land, or a town or village green, rights of common over such land, persons claiming to be or found to be owners of such land or becoming the owners thereof by virtue of the Commons Registration Act 1965.	Permanent , offer to archivist.	
Countryside conservation	Documentation relating to the management of land for conservation. Includes environmental designations	Permanent , offer to archivist.	Countryside conservation, woodland/forest management, nature and urban conservation
Flooding	Documentation relating to flooding, monitoring and prevention of flooding	Permanent , offer to archivist.	
Forest management	Documentation relating to forest management	Permanent , offer to archivist.	
Heritage conservation	Documentation relating to heritage conservation	Permanent , offer to archivist.	
Nature conservation	Documentation relating to nature conservation	Permanent , offer to archivist.	
Rights of Way	Documentation relating to the process of creating and maintaining rights of way.	Permanent , offer to archivist.	Definitive Map, enquiries, amendments, objections
Urban conservation	Documentation relating to urban conservation	Permanent , offer to archivist.	
Woodland management	Documentation relating to woodland management	Permanent , offer to archivist.	
Monitoring			
Coastal erosion	Documentation relating to coastal erosion	Permanent , offer to archivist after	
Environmental impact assessment	Documentation relating to the monitoring of land for conservation, including designated areas.	Permanent , offer to archivist after	Environmentally sensitive areas, environmental impact assessment

Finance

Record Type	Description	Retention Period	Example of Records/Format
Accounts and audit			
Internal auditing	Information relating to internal auditing and reporting of accounts and transactions.	Destroy - 7 years	
External auditing	Information relating to external auditing and reporting of accounts and transactions.	Destroy - 7 years	
Reporting	Activities relating to the consolidation of financial transactions and the production of financial statements. Annual reports to be kept permanently	12 years - review	Ledgers, statements, monthly management accounts, periodic financial reports (monthly and quarterly reports to be destroyed when administrative use is concluded)
Financial provisions management			
Borrowing	Activities relating to the borrowing of money by the authority.	Destroy - 7 years after the loan has been repaid	Loans files
Borrowing	Activities relating to the borrowing of money by the authority.	Permanent - offer to archivist	Loan register
Budget	Activities involved in planning and monitoring the Authority's annual budget. Includes allocation of budget to administrative units within the authority.	Destroy – current year plus 2	Annual budget (permanent), draft budgets, departmental budgets, draft estimates
Credit union management		Destroy - 7 years	Documentation relating to Credit Unions; volunteer-led savings and loans cooperatives, which keep money in the local economy.
Debt management		Destroy - 6 years	Activities involved in managing the debts owed to the Council.
Donations and trusts		Destroy - 6 years	Activities involved in the administration of donations to the authority. Includes trusts. For administration of grant funding, see Funding bids.
Funding bids	Activities relating to applications by the authority for grant funding to external bodies. For applications to the authority for funding, see Funding applications	Current year plus 12 once project is completed	Applications for grant funding
Strategy and planning		Destroy – 6 years	Documentation relating to financial planning and strategy
Financial transactions management			
Accounts	Documentation relating to the closure of accounts	Review - 6 years	
Authorisation		Review - 6 years	List of authorised signatories
Expenditure	Activities involved in the payment for goods and services by the authority. Delivery notes should be attached to the invoice.	Destroy – current year plus 6	Invoices for goods and services purchased by the Authority
Fraud	Activities relating to the detection, prevention and prosecution of financial irregularity.	Review - 6 years after investigation completed (10 years for major fraud)	
Funding applications	Activities relating to the process of considering and administering applications to the authority for grant funding. For applications by the authority for grant funding, see Funding Bids.	Review - Current year plus 12 after the project has finished	Grant claims, funding applications to the Council
Income	Sundry Debtors	Destroy - 7 years	Activities involved in the billing and collection of money owed to the council.
Internal recharging	Documentation relating to the mechanism for recharging costs within the Council. Includes work orders	Destroy - 7 years	Work orders
Investments	Activities relating to the investment of the authority's funds.	Destroy - 2 years after investments have liquidated or matured	
Reconciliation	Activities involved in the reconciliation of accounts	Destroy - 2 years after administrative use is concluded	Balance and reconcile financial accounts
Refunds	Documentation about refunds to and from the Council.	Destroy - 7 years	

Record Type	Description	Retention Period	Example of Records/Format
Local Taxation			
Council Tax	Local taxation documentation and activities involved in managing the payment of taxes by the authority.	Destroy - current year plus 6 unless there is a outstanding balance on account if so keep until debt is clear.	Notices, objections, applications, correspondence, appeals
National Non- Domestic Rates	Documentation relating to the billing and collection of business rates and other correspondence on rateable values, etc.	Destroy – current year plus 6 unless there is a outstanding balance on account if so keep until debt is clear.	
Property valuation		Destroy - 10 years after valuation was made	Other valuation information
Property valuation		Permanent - offer to archivist	Rateable property information
Benefits and Financial Assessments			
Housing Benefits and Council Tax Reduction	Activities involved in the administration of benefits payments and subsidies	For as long as eligible for Housing Benefits and/or Council Tax Reduction plus 7 years from: • The end of the financial year that eligibility ceases; or • where there is an overpayment to be recovered, the end of the year following the recovery of that overpayment	All
Fraud		All records: 6 years + 1	All
Housing Grants		All records: 6 years + 1	All
Finance Deputyship and Appointeeship Finance Financial Assessment		As long as financial assessments are being undertaken for charging purposes and for 7 years from the: • end of the year where charging has ceased; or • date of death of client; or • in the case of property or outstanding debt, 7 years from the date that charging is finalised.	Financial information on clients who have either physical or mental disabilities and are unable to manage their own affairs. Clients which the LA has Deputyship for.
Finance, Special Guardianship Orders and Adoption Assessments		Destroy: 7 years after last action	Financial information on Special Guardianship Orders and Adoption Assessments
National taxation			
Tax payments		Destroy - 7 years after last action	Tax correspondence
Tax payments		Destroy - 5 years after the end of the financial year	Taxation records
Payroll and pensions			
Claims	Documentation relating to claims made to the Council for overtime, and by staff who are not on the payroll	Destroy - 7 years	
Expenses and travel claims	Travel expenses, subsistence claims, subscriptions training fees, disturbance, telephone claims	Destroy - 7 years	
Members	Documentation relating to Member Allowances	Destroy - 7 years	
National insurance numbers	Notification and input records	Destroy - 2 years after the employee ceases employment	
Timesheets	Documentation relating to hours worked by staff and other agencies working for the Council.	Destroy - 7 years	
Pay	Activities involved in the administration of pay for employees	Destroy – 7 years after employee leaves service	
Pensions	Activities involved in the administration of pension schemes for current and former employees.	Destroy - 6 years from last pension payment	

Health and Safety

Record Type	Description	Retention Period	Example of Records/Format
Campaigns		Review - 1 year	Campaigns to promote health and safety awareness and compliance with Health and Safety policies
Compliance			
Strategy and planning		Destroy - 1 year after process ceases or is superseded	Health and Safety Policy
Health and Safety Training		5 years after being superseded	Documentation relating to manual/object/people handling files; working at height, asbestos etc.
Emergency Planning			
Emergency Plan		Review – 10 years	The Council's Emergency Plan
Emergency Agencies	List of public contacts for emergency agencies. Includes emergency services liaison.	Review – 1 year	Contacts List
Emergency Contacts	List of Council contacts for emergencies	Review – 1 year	Contacts list
Emergency warnings	Weather, security, incident warnings, etc. made to the public.	Destroy - current year plus 6	
Monitoring			
Accidents and incident reporting		Destroy - 4 years from closure	Information about the reporting of individual accidents and actions resulting from them
Accidents and incident reporting		Destroy - 25 years from closure	Information about the reporting of individual accidents involving children and actions resulting from them.
Asbestos inspections		Destroy - 50 years from last action or age 75 years (whichever is greater)	Documentation relating to the condition of known asbestos products within buildings and the monitoring of areas where employees and persons are likely to have come into contact with asbestos.
Equipment Inspections		Destroy - 6 years after equipment is decommissioned	Documentation relating to the testing of equipment to ensure it is safe to use.
Fire Prevention		Review – 3 years	Documentation relating to the prevention of fires, including documentation relating to grass and forest fires and arson.
Hazardous substances		Permanent - offer to archivist	Documentation relating to the controlling the use of and monitoring areas where employees and persons are likely to have come into contact with substances hazardous to health. Includes exposure to radiation.
Occupational health		Destroy - 40 years from last action	Documentation relating to the process of checking and ensuring the health of staff includes health questionnaires, medical clearance, adjustment to work place, restrictions, recommendations
Radiation		Destroy - 40 years from last action	Radon Monitoring
Risk Management			
Risk assessments		Destroy - 5 years after last assessment	Risk assessments and associated documentation

Housing

Record Type	Description	Retention Period	Example of Records/Format
Housing provision			
Allocations	Information relating to the process of allocating property (homes and garages) to applicants on the waiting list	Destroy - 10 years	Applications/Enquiries
Assessment - housing needs		Destroy – 10 years	Information relating to housing needs assessment
Common Housing Register		Destroy – 10 years	Applicants to common housing register
Homelessness		Destroy - 10 years	Assessment forms and other homelessness prevention documentation.
Hostel and refuge providers		Destroy - 10 years	Documentation relating to hostel and refuge accommodation.
Housing applications		Destroy - 10 years	Current and unsuccessful applications
Housing applications		Destroy - 7 years from closure	Unsuccessful applications
Temporary Accommodation		Destroy – 7 years after closure	Documentation relating to temporary accommodation for people seeking housing in Bridgend Borough. Includes bed and breakfast accommodation

Information and Communication Technology

Record Type	Description	Retention Period	Example of Records/Format
Infrastructure: Documents relating to information and communication technology infrastructure			
Disposal	Documentation relating to the process of disposal of hardware and software belonging to the Council	Destroy - 7 years after all obligations/entitlements concluded	
Fault reporting	The reporting of faults associated with ICT hardware or software	Destroy - 1 year	
Licenses	Software licences and related information	Destroy – 7 years	
Help Desk Support	Information to assist staff in using ICT equipment	Destroy - 1 year	
Information security	Documentation relating to Information Security	Review - 7 years	
Network maintenance	Documentation relating to Network Maintenance	Destroy - 7 years	
Server maintenance	Documentation relating to Server Maintenance	Destroy - 7 years	
Spatial data management	Documentation relating to spatial data management	Destroy – 7 years	
Storage	Documentation relating to storage	Destroy – 7 years	
Strategy	Documentation relating to ICT Strategy	Destroy – 7 years	
Telephony	Documentation relating to telephony systems	Destroy - once superseded	
User profile		Destroy - length of employment	
Web development	Documentation relating to the development of the Council's website.	Review - 3 years	
System support			
Change Control		Destroy - 2 years after system no longer used	Documentation relating to planned changes to a specific system.
Configuration management		Destroy - 2 years after system no longer used	Documentation relating to the configuration of the system.
Data management		Destroy - 2 years after system no longer used	Documentation relating to the management of specific systems data which includes back ups, mirroring, and systems interfaces
Design and construction		Destroy - 2 years after system no longer used	Documentation relating to the design and construction of systems.
Development		Destroy - 2 years after system no longer used	Documentation relating to the development of systems and software. Includes programming.
Implementation		Destroy - 2 years after system no longer used	Documentation relating to the implementation of systems and software.
Integration and interfaces		Destroy - 2 years after system no longer used	Documentation in relation to data conversion, data matching, data mapping and system interfacing.
Maintenance		Destroy - 2 years after system no longer used	Documentation relating to the maintenance and support of software and systems. Includes website.
Manuals		Destroy - 2 years after system no longer used	Manuals and information relating to specific systems and software.
Security		Retain for life of system	Data security information and documentation relating to a specific system.

Information Management

Record Type	Description	Retention Period	Example of Records/Format
Access to information			
Data protection information requests	The process around requests for personal data held by the Council under the Data Protection Act 2018	File - 1 month Log – 3 years	Subject Access Requests
Data Protection notification	Information Commissioner Notification/fee renewal	Destroy - 3 years after previous notification	BCBC's notification with the ico
Data Retention Schedule	Information on retention periods for BCBC's records	Destroy – 3 years	Data Retention Schedule
Freedom of Information	Documentation associated with requests for information held by the Council under the Freedom of Information Act 2000.	Destroy – 3 years	Request log, requests, responses, released information, publication scheme
Information Sharing	Documentation on information sharing requests from other organisations, e.g. the police, health service	Destroy – 3 years	Requests under Data Protection Act
Publication Scheme	Publication Scheme	Destroy - 1 year after new version published	Statutory Publication Scheme
Regulation of Investigatory Powers	RIPA applications and documentation	Destroy – 5 years	RIPA applications
Statutory registers		Permanent - offer to archivist unless specific legislation requires otherwise	
Tracking	Information regarding tracking/tracing the movement of records to the Glamorgan Archives.	Destroy – 6 years	

Legal Services

Record Type	Description	Retention Period	Example of Records/Format
Advice			
	The provision of legally privileged advice to clients or services relating to all aspects of the legal system	Review – current year plus 6	
Byelaws			
Enactment	Documentation relating to the making and administering of local laws	Permanent - offer to archivist	Master set of byelaws, submissions, correspondence
Land registration			
Searches, title investigations, registers	Documentation relating to land searches and title investigations.	Destroy – 6 years	
Litigation			
Child protection	Documentation relating to legal cases involving children.	DOB + 25 years	Case files
Civil	Documentation relating to lawsuits that can be undertaken by individuals or companies, seeking to reclaim what is owed to them. Also includes cases involving children.	Destroy - 7 years after last action, major litigation offer to archivist	Case files, care and supervision orders
Commercial	Documentation relating to the breach of, or disputes over, commercial contracts	Destroy – 7 years after last action, major litigation offer to archivist for review	Case files
Criminal	Documentation relating to criminal litigation involving the authority	Destroy - 6 years after last action, major litigation offer to archivist for review	Case files
Debt recovery	Documentation related to the recovery of debts owed to BCBC.	Destroy – 7 years after last action, major litigation offer to archivist for review	Case files
Management of legal activities			
Agreements	Documentation relating to the process of agreeing terms between the Council and other organisations. Does not include contracts.	Destroy – 12 years after agreement ends	Agreements, Section 38 agreements, concordat
Conveyancing	Documentation relating to the process of changing ownership of land or property.	Destroy - 12 years after closure	Conveyancing Files
Easements	Information relating to rights, such as private rights of way, affording persons to make limited use of another's real property	30 years	Easements, wayleaves
Copyright	Documentation relating to who owns information used by the Council in order to ensure there are no breaches of copyright.	50 years	Intellectual Property Rights, Copyright
Leasing	Documentation relating to leases involving the Council, where one party conveys the use of an asset to another party for a specific period of time at a predetermined rate.	15 years after lease expiry	
Tenancy Agreements	Documentation relating to the rental agreements of Council owned buildings, allotments, garages, commercial properties, wayleaves and land	6 years after terms of agreement have expired (12 if under seal)	Signed tenancy agreements
Trusts	Documentation relating to trusts the Council is involved with.	20 years	
Certificate of Lawful Use or Development		Permanent - offer to archivist	Certificate
Certificate of Lawful Use or Development		Destroy - 12 years from date of agreement	Other documentation
Section 106 agreements	Section 106 Agreement	Permanent - offer to archivist	Section 106 Agreement
Section 106 agreements		Destroy - 12 years from date of agreement	Section 106 - associated documentation

Leisure and Culture

Record Type	Description	Retention Period	Example of Records/Format
Allotments			
Allotments	Documentation relating to Council owned allotments	6 years	Allotment Waiting Lists
Arts			
Arts development	Documentation relating to the development of art, dance and theatre in Bridgend	6 years	
Clubs and societies	Documentation relating to clubs and societies in Bridgend.	6 years	
Leisure promotion	Information about campaigns relating to leisure and culture promotional activities.	6 years	Promotional material
Events	Documentation relating to events happening in Bridgend such as fairs, festivals, circuses and markets.	6 years	Programmes and events
Parks and Open spaces	Documentation relating to the management of council run recreation areas, children's playgrounds, parks	21 years	Safety inspections, condition reports, management, refurbishment
Play schemes	Documentation relating to play schemes such as holiday groups, after- school clubs and church- run groups.	Destroy – 2 years	Details of play schemes, holiday and after school clubs
Libraries			
Library Service	Documentation relating to the operation of the Library Services	Destroy – 7 years	
Museums	Documents relating to the management of museums	Destroy – 6 years	
Sports Development			
Sports facilities	Information relating to the operation of sports facilities	Destroy – 6 years	
Sports projects	Information relating to planned or current sports projects	Destroy – 6 years	

Management

Record Type	Description	Retention Period	Example of Records/Format
Ceremonial			
Civic and royal events	Documentation relating to civic functions or visits by royalty to the local area.	Destroy - 7 years	Planning and organisation of events/visits, photographs, visitor books
Corporate gifts	Documentation relating to the provision of corporate gifts.	Destroy – 10 years	
Corporate Communication			
Corporate branding	Documentation relating to the process of creating and the use of a corporate image.	Destroy – 3 years	
Graphic design	Documentation relating to the use of graphic elements and text to communicate an idea or concept.	Destroy - 3 years from last action	Designing setting information
Marketing	Documentation relating to the marketing of the Council or a specific function or service	Destroy – 2 years	Marketing planning and campaigns
Media releases	Information released to the media	Permanent – offer to archivist	Press releases
Public relations	Information relating to the act of communicating to the public what the Council does and gaining feedback from the public.	Destroy – 2 years	Surveys, questionnaires
Public relations	Guides, books and any material that the Council makes available to the public.	Destroy – 2 years	Books, leaflets, guides
Enquiries and Complaints			
Corporate Complaints	Formal complaints received and responses to the complaint. Includes the FOI, EIR and Data Protection complaints process.	Destroy – 6 years	Complaint file
Adults and Childrens Complaints	Formal complaints received and responses to complaints relating to Adult and Children's services addressed under the statutory complaints process	Destroy – 6 years	Complaint file
Complaints to Ombudsman	Documentation relating to complaints that have progressed to the PSOW	Destroy – 6 years	Complaint files
Compliments	Positive or constructive comments about the Council.	Destroy – 1 years	
External audits			
Audits	Documentation relating to audit activity	Destroy – 7 years	
Preparing business			
Meetings	Documentation relating to internal meetings within the Council.	Destroy – 3 years	Team and departmental minutes, agendas, notes
Officer representation On external agencies	Documentation relating to officers representing the Council on external agencies, e.g. the Development Board for Rural Wales files.	Destroy – 3 years	Minutes, agendas, notes
Partnership and agency working	Documentation relating to any external agencies working in partnership with the Council (e.g. nursing agencies, social care agencies, CCW).	Destroy – 7 years	Business for partnership and agencies where LA does not own the record
Project Management			
Projects	Documentation relating to corporate initiatives and projects, e.g. Access to Services.	Destroy – 5 years	Project files
Quality and performance	Information relating to specific quality initiatives such as ISO 9000.	Destroy – 5 years	
Assessments	Documentation relating to quality and performance assessments.	Destroy – 2 years	Assessment Forms

Record Type	Description	Retention Period	Example of Records/Format
Best Value Reviews	Information relating to the legal duty for Councils to review services to make sure they are efficient, effective and giving value for money.	Destroy – 5 years	Best value reviews
Project Files	Documentation associated with running a project	Destroy – 5 years from closure	
Inspections	Documentation relating to the external inspections received by the Council in relation to corporate or service-specific performance management.	Destroy – 6 years	
Process mapping	Documentation relating to the mapping of processes, material or information flow in a diagrammatic form; defining key process input and outputs.	Destroy – 5 years	Process maps
Statistics			
	Statistical data	Destroy – 6 years	
Statutory Returns			
	Statutory returns to central government	Destroy – 7 years from closure	
Strategic Planning			
Business cases	Information identifying the need or requirement for the commitment of resources to a project or service.	Destroy – 6 years	
Corporate initiatives	Documentation relating to corporate policies and procedures affecting the whole Council	Permanent	
Organisational structure	Documentation relating to the structural organisation of the Council.	Permanent	
Policies and procedures	Documentation relating to policies and procedures of the Council, including guidance and guidelines.	Permanent - offer to archivist	
Public consultation	The process of the Council's consultation with the public.	Destroy – 5 years	
Service level agreements	Information relating to agreements made between separate internal units or teams within the Council, on a contractual basis.	Destroy – 2 years	

Planning and Building Control

Record Type	Description	Retention Period	Example of Records/Format
Building control			
Application processing	Documentation relating to the processing of building control applications.	Destroy after 3 year if rescinded otherwise permanent - offer to archivist	Application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports, contravention notices
Registration	Building Control Register	Permanent - offer to archivist	Register sheets
Unauthorised works	Documentation relating to unauthorised works.	Permanent - offer to archivist	
Covenant control			
Policies	Policy documents	Permanent -offer to archivist	
Covenant controls	Covenant control files	Permanent -offer to archivist	
Development control			
Application processing	Documentation relating to the processing of development control applications.	Permanent – online archive	Application letters and forms, certificates, location plans, drawings, site correspondence, reports, photographs, s.106 agreements, appeals, decisions
Enforcement	Documentation relating to the process of enforcing planning regulations.	Destroy - 3 years compliance with enforcement notice	Enforcement notices
Listed Buildings and Conservation Areas	Documentation relating to listed buildings, trees under preservation orders, etc.	Permanent – offer to archivist	Tree Preservation Orders etc.
Registration	Documentation relating to planning registration	Permanent - offer to archivist	Planning register
Street naming and numbering	Documentation relating to street naming, development naming and property naming or numbering.	Destroy – 7 years	Naming of streets, numbering of houses
Planning Policy			
Documentation relating to the framework for the development and use of land, taking full account of economic, social and environmental issues.	Unitary Development Plan (UDP), Local Development Plan (LDP) minerals local plan, wind farm development, residential design guide, regional plans, heritage listing, sustainable development, urban planning, economic regeneration	Permanent – archive	

Procurement

Record Type	Description	Retention Period	Example of Records/Format
Contracting			
Contract awards	Records relating to the process of arranging, tendering and managing contracts for the authority	Destroy – current year plus 6	Contract files, tenders, negotiation
Contract awards under seal	Records relating to the process of arranging, tendering and managing contracts under seal for the authority	Destroy – current year plus 12	Contracts under seal
Contract management	Documentation relating to the monitoring of contracts	Destroy – current year plus 6	Contract monitoring including post tender negotiation Service level agreements, compliance reports, performance reports
Requisition	Documentation on non- tendered contracts such as purchase orders	Destroy - 7 years after the end of the financial year	Purchase orders
Market information			
	Documentation relating to products with a view to purchase at a later stage	Destroy – 1 year	Register of recommended contractors, correspondence relating to contractors
Tendering			
Tenders	Tender files	Destroy - 1 year after start of contract	Opening notice, tender envelope
Tenders	Tender files	Destroy - 6 years after the term of the contract has expired	Ordinary tender
Tenders	Tender files	Destroy - 2 years after contract let or not proceeded with	Pre-tender advice
Tenders	Tender files	Destroy - 12 years after the term of the contract has expired	Tender for contract under seal
Tenders	Tender files	Destroy - 1 year after start of contract	Unsuccessful tenders
Tendering policies	Tender policies	Permanent	Policies relating to BCBC tendering

Registration and Coroners

Record Type	Description	Retention Period	Example of Records/Format
Inquiries into deaths			
Coroners inquests	Documentation produced by the coroner in relation to the investigation of the circumstances of sudden, unnatural or uncertified deaths	Permanent – offer to archivist Non inquest investigations – destroy 15 years	Case Files
Registration			
	Registers	Permanent - offer to archivist	Reported deaths register
Certification	The issuing of certificates for life events, and records of applications for copies of certificates.	Destroy – 3 years	Birth certificates, death certificates, marriage certificates
Notification	Documentation relating to marriage notices	Destroy – 5 years	Marriage notices, wedding banns, notice book
Treasure Trove			
		Destroy – 5 years	Inquests

Risk Management and Insurance

Record Type	Description	Retention Period	Example of Records/Format
Insurance Claims			
Insurance claims processing	Documentation relating to insurance claims made against the Council or Council Officers	Destroy – 7 years	Insurance Claims
Insurance policy	The process of insuring officers, property, vehicles and equipment against negligence, loss or damage.	Permanent	Insurance policies, renewals
Risk Management			
	Documentation relating to the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress.	Destroy – 7 years	
Business continuity planning	Documentation relating to business continuity in the event of a disaster or unforeseen event.	Destroy – 7 years	Disaster recovery, business resilience plans.
Impact assessment	Documentation relating to the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress.	Destroy – 7 years	Campaigns

Transport and Infrastructure

Record Type	Description	Retention Period	Example of Records/Format
Design and construction			
	Design and construction of highways and all schemes which are not maintenance e.g. bridges, highways, flood defence.	Permanent – offer to archive	Project/scheme files, feasibility studies
Highway Development control			
	Documentation associated with the approval of planning applications for transport and infrastructure and the development of transport and infrastructure within Bridgend.	Permanent –Archive	Highway planning applications
Highway adoption	Documentation relating to the adopting of roads and highways in Bridgend	Permanent - Archive	Road adoption records
Highway extent queries	Documentation relating to the handling of highways extents enquiries from solicitors, developers, districts, etc	Permanent - offer to archivist	Highway extent queries
Highway extinguishment	Documentation relating to the freeing of highways from Highway Authority control, reverting it back to the freehold or leasehold owner.	Destroy - 7 years after extinguishment. Offer Order to archivist	Highway extinguishment
Notification	Documentation relating to notification of maintenance, changes in status of roads, etc, to the public.	Destroy – 2 years after matter concluded	Public notices of maintenance, status changes, etc
Road classification	Documentation relating to road classification	Permanent – archive	Consolidated list of classified roads
Stopping up	Documentation relating to the stopping up of a carriageway and/or footway for development purposes, where it ceases to be public highway and may be built upon	Permanent – archive	Stopping up orders
Highway Enforcement			
Documentation relating to the enforcement of the proper use and maintenance of transport and highways.	Enforcement notices, road reinstatements	Destroy - 50 years after enforcement notice or 3 years after compliance	
Advertising Hoardings	Documentation relating to advertising hoardings	Destroy – 3 years	
Infrastructure Management			
Hazard removal	Documentation relating to the removal of hazards on the road such as dead animals, mud, oil spills, etc.	Destroy – 7 years	
Inspections	Documentation relating to the condition of roads and associated infrastructure.	Destroy – current year plus 6	Skidding and resistance tests, laboratory inspections
Maintenance and Emergency Maintenance	Documentation relating to the maintenance of bridges, cattle grids, roads and associated infrastructure. Includes milestones and ancient monuments on the highway.	Destroy – 12 years	
Drainage and Sewerage	Documentation relating to the maintenance of the drainage and sewerage system. Includes any flood defence documentation not related to a design and construction scheme.	Destroy – 35 years	
Grounds Maintenance	Documentation relating to the maintenance of grounds relating to transport and infrastructure.	Destroy – 7 years	
Winter Maintenance	Documentation relating to the monitoring and maintenance of roads and associated infrastructure during winter	Destroy – 22 years	Winter maintenance plan
Street Works			
	Plans, applications to dig up pavements, signs, lighting	Destroy – 7 years	
Surveys	Survey data relating to transport and infrastructure	Destroy – 7 years	Surveys

Record Type	Description	Retention Period	Example of Records/Format
Infringements			
	Parking Tickets	Destroy – 2 years after last action	
Public transport			
	Plans, information about public transport routes, timetables	Destroy – 7 years after superseded	
Concessions	Documentation relating to the provision and issue of travel concessions.	Destroy – 6 years	Travel passes
Road Safety			
	Documentation relating to all aspects of road safety.	Destroy – 7 years	
Accident investigations	Investigations into road traffic accidents for the purposes of improving road safety.	Destroy – 7 years	Investigations, reports
Road safety education, training and publicity (ETP)	Documentation relating to road safety education, training and publicity.	Destroy – 7 years	
Safety audits	Documentation relating to audits / inspections of highways from a road safety perspective.	Destroy – 7 years	
School crossing patrols	Documentation relating to school crossing patrols.	Destroy – 7 years	Crossing locations, patrol times
Speed cameras	Documentation relating to speed cameras including information on the reason for the siting of the camera, any settings, etc.	Destroy – 7 years	
School Transport			
	Documentation relating to school transport services.	Destroy – 7 years	
Traffic management			
	Documentation about the management of traffic such as bus lanes, traffic lights, roundabouts and pedestrian crossings. Includes the monitoring of highway, transport and traffic use.	Destroy – 7 years	
Monitoring	Documentation relating to the monitoring of highway, transport and traffic use. Includes abnormal loads.	Destroy – 7 years	Abnormal load notification
Parking	Documentation relating to on- road parking areas and car parks which are not Council property.	Destroy – 7 years	
School routes	The activity of planning, and programming the continued safety of school routes.	Destroy – 7 years	School routes
Traffic calming	The management and control of traffic calming measures.	Destroy – 7 years	Crossings
Traffic orders	Documentation relating to written legal agreements to enforce various regulations including: speed limits, on-street parking, one way streets and other restrictions. Includes temporary, experimental and permanent orders.	Permanent until suspended	Traffic orders approval, implementation
Traffic reduction	The activity of planning, and programming the continued flow, diversion or reduction of traffic.	Destroy – 7 years	
Street lighting	Programme and planning of street lighting	Destroy – 7 years	
Weather forecasting	Information relating to short and long term weather forecasts. Weather data should be kept under Winter maintenance.	Destroy – 1 year	Short and long term weather forecasts
Transport planning			
	Documentation relating to strategic planning regarding transport and infrastructure.	Permanent – Archive	Local transport plan (LTP), modelling
Travel Plans	Employer travel plans, school travel plans	Destroy – 7 years after last use	Travel plans
Strategy and planning	Local Transport Plan and associated documentation	Permanent – archive	Local Transport Plan
Transport modelling	Traffic counts and associated documentation	Destroy – 2 years after last use	Traffic counts

Waste Management

Record Type	Description	Retention Period	Example of Records/Format
Fly tipping			
	Documentation relating to dumped rubbish, including domestic, farm and construction waste.	Destroy – 6 years	
Street cleaning			
	Documentation relating to street cleaning such as litter picking, mechanical sweeping and removal of dog fouling. Includes the removal of graffiti.	Destroy – 6 years	
Abandoned vehicles	Documentation relating to the collection and disposal of vehicles which are deemed to have been abandoned by their owner, as defined in the Refuse Disposal Amenity Act 1978 and the Clean Neighbourhoods Act 2005.	Destroy - 2 years after last action	
Bulk waste	Documentation relating to the disposal of commercial and bulk waste, as defined in the Environmental Protection Act 1990	Destroy - 2 years after last action	
Controlled	Documentation relating to the disposal of hazardous waste, as defined in the Hazardous Waste Directive 2005.	Destroy - 6 years after last action	
Domestic	Documentation relating to the disposal of domestic waste, including recycling.	Destroy - 2 years after last action	
Trade	Documentation relating to the collection and disposal of trade waste, including recycling.	Destroy - 2 years after last action	
Waste disposal			
Landfill sites	Information about the disposal of collected waste at landfill sites.	Permanent - offer to archivist	Management of sites
Waste transfer sites	Information about the transfer of waste for treatment.	10 years from site closure	Management of sites
Waste and recycling centres	Documentation relating to recycling centres.	Permanent - offer to archivist	Waste site plans
Waste reduction			
Composting	Documentation relating to the collection and treatment of biodegradable waste to produce a product that can be used as either compost or a soil improver.	Destroy – 5 years	
Recycling	Documentation relating to the establishment of public recycling receptacles, including sites and recycling schemes	Destroy - 5 years after use	

HR Retention Policy

Reference	Document Type	Retention Period	Example
HR administration			
1.1	Personal Record - Summary Information	Permanent	Personal Ref Name NI number Date of Birth Employment history (dates) Reckonable Service
1.2	Personal File	Destroy 6 years after termination Destroy 25 years if working with Children	I@W file
1.3	Employee declarations	Destroy 6 years after termination	WSOP acceptance
1.4	Employment conditions	Destroy 6 years after termination	WSOP Offer Letters Secondment Letters Transactional docs
1.5	Induction, Probation and Appraisal	Destroy 5 years after action completed Destroy 6 years after termination	Induction records Probation notes Appraisal form Probation letters
1.6	Disclosure and barring service	6 months from check. (Note: application form is held on e-bulk system). Destroy once 'conviction/ caution' spent	Application form Copy of disclosure Positive disclosure meeting records
1.7	Job Evaluation/Equal Pay	Destroy 6 years after termination	Employee Correspondence
1.8	Termination records	Destroy 6 years after termination If a pension is paid then records should be destroyed 6 years after last pension payment	PAF Resignation Letter Transactional docs
Employee Relations			
2.1	Disciplinary / Grievance investigation documentation (excluding investigations related to Children)	Destroy after process determination (inclusive of appeal/ET claim period)	Investigation pack (including; witness notes, evidence)
2.2	Disciplinary warnings (excluding investigations related to Children)	Destroy once period is 'spent'; Unfounded – Destroy immediately First written warning - 6 months Second written warning - 12 months Final warning - 18 months Dismissal – Held on file and destroyed in line with 'Personal File'	Outcome letters
2.3	Disciplinary / Grievance investigation documentation (related to Children) (includes investigation documentation and outcome)	Remains on file permanently	All documentation related to investigation and outcome
2.4	Discipline and Grievance record	Destroy 7 years from closure	Summary management information on investigation and outcome
2.5	Corporate and departmental consultations	7 years from closure	Notes Reports Negotiations
2.6	Trade Union negotiation	10 years after the agreement ceases to be active – with option to offer to the archivist	Records of; Negotiations Collective agreements
2.7	Trade Union relation management	Destroy 2 years after administrative use is concluded	Minutes Emails
Pay, remuneration and staff benefits			
3.1	Pay records	Destroy 6 years after conclusion of financial transaction period	Timesheets Overtime claim forms Expenses/Mileage claims

Reference	Document Type	Retention Period	Example
3.2	Pension records	Destroy 6 years from payment of last employer contribution	NI2 AVC forms IHR documentation Opt out application
Recruitment and Job Evaluation			
4.1	Recruitment authorisation	Destroy 5 years after recruitment finalised	VMF/AMF
4.2	Recruitment documentation	Destroy 2 years after superseded	Advert Job Description
4.3	Recruitment process documents	Destroy 1 year after recruitment has been finalised For successful applicants, application and pre-emp docs follow 'Personal File'	Applications Shortlisting/interview docs References
Staff health and attendance			
5.1	Leave and attendance	Destroy 2 years after period	Flexi Annual Leave Special Leave Working time directive
5.2	Absence management documentation	Destroy 2 years after termination	Contact forms Welfare records ARMs/Formals RTW
5.3	Absence monitoring records	Destroy 6 years after termination	Summary absence information;
5.4	Absence outcome	Destroy once period is 'spent'; First written warning - 6 months Second written warning - 12 months Final warning - 18 months Dismissal – Held on file and destroyed in line with 'Personal File'	Outcome letters
5.5	Absence reporting	Destroy 2 years after action completed	Management information on absences
5.6	Occupational health records	Destroy 75 years after DOB Note: Patient records are held with external provider. Management reports received will be retained per RGLA6.10	Health questionnaires Medical clearance Workplace adjustments Risk Assessments Occupational Health recommendations
Training Records			
6.1	Staff training documentation	Destroy 2 years after activity Destroy after 25 years where training relates to Children Destroy after 50 years where related to Occ Health or H&S	Attendance sheets Course Evaluations
6.2	Training certificates	Destroy 7 years after activity	Certificates Awards Results

Please note:

In line with our statutory obligations as an employer, we are expected to record specific Health and Safety documentation on personal files. The Corporate Health and Safety unit remain responsible for this documentation and maintain their own Retention Schedule. For further information please contact Health&Safety@bridgend.gov.uk.