STROUD DISTRICT COUNCIL

Version: 2.09 – May 2026

RETENTION SCHEDULE

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Introduction

This schedule explains the minimum periods we will keep data for once a particular trigger is met. When the retention period ends, we will review the documents and take a specific action if it is concluded that they are no longer required in their existing form.

We will keep a record for a time defined by legislation where possible. When there is no legislative retention for a document, we will keep records in line with best practice or a corporate decision.

To reduce the risk of multiple versions being in circulation for continually evolving documents such as a code of conduct, policies, and business plans; these will be replaced by new versions as required without the need to retain old versions unless there is a legal or legitimate public interest reason to do so.

This schedule will be continually updated to reflect the Councils operational environment. This schedule satisfies the disposal schedule requirement of Section 46 of the Freedom of Information Act 2000 and supports the storage limitation principle of UK GDPR 2021. It applies to all records, regardless of format, and provides the minimum period of retention and the rationale for each decision.

Considerations

Format of this schedule

This schedule is organised by Council service. We have provided a sortable spreadsheet version and this PDF which is sorted alphabetically. This document can be searched using the contents page or by using your browsers search function (e.g. Ctrl+F).

Each record is set out in the format of:

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
EX1	Retention record example	License expires	6	0	Destroy	Limitations Act 1980	No

Destruction, Anonymisation and Archiving

Once data has reached its retention limit and serves no further legitimate purpose the Council must take a suitable action.

- For most data this will mean destruction by an appropriate method.
- Where data can be useful for research, business intelligence or statistical purposes, the Council will anonymise records by removing personal data.
- We may be required to archive information under legislation such as the Local Government Acts where it is of historic importance. For example, we must archive minutes of Committee and Council meetings.

Data Disposal Methods

The council has appropriate methods in place to dispose of records.

Physical records - Confidential waste recycling is available for all physical records.

Digital records - Digital records are managed within our secure environment and are destroyed by a mix of manual and automated processes.

Responsibilities

Managers are responsible for:

- Ensuring policy, procedures and legislation are complied with related to records and data management,
- Advise the Information Governance service if any records are missing from this schedule,
- That staff understand their record keeping responsibilities and have adequate time and resources to undertake these activities,
- Identify the key business records of their services and ensure retention compliance is in place,
- Highlight any concerns regarding record and information governance with the Data Protection Officer,
- Ensure adequate security and access measures are in place for sensitive, personal, and confidential information.

All staff are responsible for:

- Managing the information they process responsibly,
- Retaining records in line with this retention schedule,
- Disposing of records appropriately,
- Raising any concerns regarding record or information governance with the Data Protection Officer.

Video Recording (CCTV, Body worn cameras)

The council uses overt recording devices across its estate for the purposes of:

- The detection and prevention of crime
- Assisting in the maintenance of public order and reducing offences involving vandalism and nuisance
- Protecting property

- Providing reassurance to those who reside, work or visit the area of coverage

Footage from council-controlled cameras is deleted in line with the following retention periods unless a legitimate request for footage is received from a law enforcement authority, required for the defence or prosecution of legal matters, or requested by an individual as a subject access request. Where footage is required to be kept longer than the periods outlined below, it will be kept for as long as necessary to resolve the relevant matter and for any subsequent legal requirements.

- CCTV installations – Destroyed 30 days or 1 month (depending on the system capabilities) from the moment of capture on a rolling basis. The CCTV installations controlled by the council do not record sound.
- Body worn cameras – Images and sound are only recorded when staff decide to begin recording. This will be signposted to those in the area. If the footage contains nothing required as evidence the footage is deleted at the end of the day.

CCTV on public streets and highways is managed by Gloucestershire Police.

The council does have the power to use covert surveillance in certain circumstances. This is managed under our RIPA policy which you can find on our corporate policies page.

The Schedule

Data with no specific retention period

Certain data may be disposed of without a specific retention period. This is often called unstructured as it is not a key record of our service delivery and does not form part of a specific filing system.

Drafts can be destroyed as soon as the final version of a document is created, or a newer draft version replaces it.

Informal Communications which do not relate to service delivery such as meeting invites, event notifications, acknowledgements and confirmations, thanks etc. can be deleted as soon as their purpose has been served.

Transmittal emails, memos, notes such as those that accompany relevant information but do not add any substantive information (e.g. ‘I’ll send you the attachments related to the housing case’) may be deleted as soon as their purpose has been served.

Flyers, brochures, booklets, posters, and other temporarily relevant documents may be disposed of as soon as the reference purpose is served. There may be grounds to archive a copy for posterity, but large stocks should not be kept ‘just in case’.

Monitoring/Organising work in progress documents can be disposed of as soon as their purpose is served. These could be digital or physical notes, a temporary workplan or other method staff use to manage their work. In practice this usually means another document is created to evidence progress such as an update, file, action etc.

Duplicates and extracted data derived from a master file can be disposed of as soon as their purpose is served. The master file remains as the reference document and removal of duplication improves document management.

Document errors usually in the format of older document versions and those with errors such as spelling, grammar etc. should be deleted/replaced as soon as possible to avoid document management issues.

Decisions made will usually be recorded on a document noted in this retention schedule. If a decision affecting Council business is made which does not have a defined record, a copy should be retained in an appropriate location for the length of the relevance of the decision or a period of 6 years if undefined.

Audit

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
A1	Annual review records of key operational and management systems	End of financial year	2	0	Destroy	Corporate	Yes
A2	Periodic review records of other systems	End of review	Current & Last review		Destroy	Corporate	Yes
A3	Contract final account audits	End of Contract	5	0	Destroy	Corporate	Yes
A4	Ad-hoc audit review records	End of review	5	0	Destroy	Corporate	Yes
A5	Fraud Investigations	Case concluded	6	0	Destroy	Limitation Act 1980 S.2	Yes
A6	Annual audit plan and risk assessment	Plan concludes	5	0	Destroy	Corporate	No

Canal Programme

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
CP1	Records related to volunteering that contain personal information	Termination of volunteering	6	0	Destroy	Limitation Act 1980 S.2	Yes
CP2	Records related to volunteering that contain no personal information	Termination of volunteering	6	0	Destroy	Corporate	No

Commercial property & land

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
CPL1	Records related to the management of council owned property (non-social housing)	Since date of last action	3	0	Destroy	Corporate	No
CPL2	Transfer deeds of council property	Date of acquisition	Permanently while owned			Corporate	Yes
CPL3	Records relating to the disposal of publicly owned land and property	Date of disposal	6	0	Destroy	Limitation Act 1980 S.2	Yes
CPL4	All records related to the management of leases	Expiration of lease	6	0	Destroy	Limitation Act 1980 S.2	Yes
CPL5	Records related to the maintenance and compliance of council property	Disposal or demolition of property	6	0	Destroy	Limitation Act 1980 S.2	No
CPL6	Case files relating to the purchase of property when payment has already been made	Close of case	6	0	Destroy	Limitation Act 1980 (Section 2)	No
CPL7	Case files relating to the purchase of property where contracts are used	Close of case	6	0	Destroy	Limitation Act 1980 (Section 2)	No

Communities

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
COM1	Neighbourhood Warden Duty Rotas	Last action date	2	0	Destroy	Corporate	Yes
COM2	Neighbourhood Warden monthly statistics reports	Report Creation	1	0	Destroy	Corporate	Yes

COM3	Neighbourhood Warden vehicle records	Length of ownership	6	0	Destroy	Limitation Act 1980	Yes
COM4	Stroud District Youth Council (SDYC) & Local Youth Forum (LYF) photographs and media	Date record created	Permanent unless consent revoked		Destroy	Corporate	Yes
COM5	SDYC & LYF membership database and consent forms	Date record created	Permanent unless consent revoked		Destroy	Corporate	Yes
COM6	Minutes of SDYC Main Meetings	Date record created	Permanent			Corporate	Yes
COM7	SDYC development/activity grant & PCC grant records	End of financial year	2	0	Destroy	Corporate	Yes
COM8	Safer Estates/Anti-Social Behaviour case management records	Case closure	6	0	Destroy	Limitation Act 1980	Yes
COM9	Safer Estates/Anti-Social Behaviour case meeting agendas and minutes	Case closure	2	0	Destroy	Corporate	Yes
COM10	Corporate Enforcement meeting agendas and minutes	Case Closure	2	0	Destroy	Corporate	Yes
COM11	Cluster Group	Meeting concludes	Current & Last meeting		Destroy	Corporate	Yes
COM12	Abandoned vehicle reports including DVLA, insurance and general	Case Closure	3	0	Destroy	Corporate	Yes
COM13	Abandoned vehicle collection & disposal records	Case Closure	6	0	Destroy	Limitation Act 1980	Yes
COM14	Community Safety Partnership (Strategic) records	Strategy superseded	Current & Last strategy		Destroy	Corporate	Yes
COM15	Domestic Abuse and Sexual Violence Forum minutes and agendas	Meeting concludes	2	0	Destroy	Corporate	Yes
COM16	Civil Contingency group training records	Training completed date	6	0	Destroy	Limitation Act 1980	Yes

COM17	Civil Contingency group volunteer records	Termination of volunteering	6	0	Destroy	Limitation Act 1980 S.2	Yes
COM18	Internal catering forms	Event ends	0	6	Destroy	Corporate	Yes
COM19	Postage receipts	End of calendar month	0	6	Destroy	Corporate	Yes
COM20	Staff ID card request forms	End of calendar month	0	2	Destroy	Corporate	Yes
COM21	Careline - customer contracts, account information, emergency and next of kin details, VAT receipts	End of Contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
COM22	Careline - direct debit mandates	End of contract	0	6	Destroy	Corporate	Yes
COM23	Careline - ADDACS advice of direct debits	Change to Direct Debit	1	0	Destroy	Corporate	Yes
COM24	Leisure stock condition surveys	Life of building/asset	6	0	Destroy	Limitation Act 1980 S.2	Yes
COM25	Market rent receipts and Licences	Expiry of license or contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
COM26	JUSC staff return timesheets and overtime documents	End of calendar year	6	0	Destroy	Limitation Act 1980 S.2	Yes
COM27	“Paws On Patrol” initiative records	End of event	0	0	Destroy	Corporate	Yes
COM28	“Confirm” service level requests	Closure of request	2	0	Destroy	Corporate	Yes
COM29	Community Litter Picking event records including risk assessments and agreements	End of event	0	6	Destroy	Corporate	Yes
COM30	Fly tipping / FPN enforcement and investigation records including evidence, witness statements and interviews	Case closure	6	0	Destroy	Limitation Act 1980 S.2	Yes
COM31	Managing temporary road closures	End of closure order	6	0	Destroy	Limitation Act 1980 S.2	Yes

Compliance

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
CMP1	Record for monitoring of calibration and testing equipment	Record creation	6	0	Destroy	Limitation Act 1980 S.2	Yes
CMP2	Records related to community fire safety	Record creation	3	0	Destroy	Best Practice	No
CMP3	Records related to hazardous substance control including HAZCHEM incidents, including risk assessments	Conclusion of monitoring	40	0	Destroy	Best Practice	No
CMP4	All records related to Fire Regulations and incident reporting/management - incident support, residential enforcement, attending automatic fire alarms, arson investigations	Closure of case	6	0	Destroy	Limitation Act 1980 S.2	Yes
CMP5	Fire Risk Assessments	Record creation	Permanent			Legal	No
CMP6	Electricity Exposure risk assessment	Record creation	40		Destroy	Legal	No
CMP7	Accident reports involving children	Date of incident	Child age = 21	0	Destroy	RIDDOR 1995	Yes
CMP8	Asbestos Exposure records	Date of incident	40	0	Destroy	Control of Asbestos regulations 2012	Yes
CMP9	Noise Pollution records	Closure of case	6	0	Destroy	Limitation Act 1980 S.2	Yes
CMP10	Gas Safety CP12 landlord certificates	Record creation	2	0	Destroy	Best Practice	No
CMP11	Records related to disease testing and monitoring	Record creation	6	0	Destroy	Limitation Act 1980 S.2	Yes

Contact Centre

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
CC1	Records related to the administration of cash across the Council	Transaction date	6	0	Destroy	Limitation Act 1980	Yes
CC2	Council officer visitor records	Visit date	1	0	Destroy	Corporate	Yes
CC3	Foreign pensioner proof of life records	End of calendar year	1	0	Destroy	Corporate	Yes
CC4	Office carpark registers	Visit date	0	6	Destroy	Corporate	Yes
CC5	Refuse and Recycling enquiry records	Enquiry date	0	6	Destroy	Corporate	Yes
CC6	Bulky Waste collection requests	Enquiry date	0	6	Destroy	Corporate	Yes
CC7	Garden Waste license records	End of license year	2	0	Destroy	Corporate	Yes
CC8	Garden Waste license direct debit mandates	Closure of direct debit	0	0	Destroy	Corporate	Yes
CC9	Requests for information from law enforcement authorities	Request Closure	1	0	Anonymise	Corporate	Yes
CC10	Records related to the 'Tell us Once' system	Request Processed	0	1	Destroy	Corporate	Yes

Corporate Policy and Governance

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
CPG2	All records relating to the creation of a list of approved suppliers and contractors	Date list expires	6	0	Destroy	Corporate	No
CPG3	All records relating to procurement advice	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	No

CPG4	All records relating to the sale of services by individual authorities	Year records created	6	0	Destroy	HMRC - Compliance Handbook Manual CH15400	No
CPG9	All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender	Year records created	1	0	Destroy	Best Practice	No
CPG10	All records relating to evaluation criteria used to evaluate a contract	Date contract awarded	0	6	Destroy	Best Practice	No
CPG11	All records relating to prequalification questionnaires	Creation of records	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
CPG12	All records relating to successful tenders	Award of contract	0	0	Destroy	Best Practice	No
CPG13	All records relating to the creation and monitoring of service level agreements	Date service agreement expires	6	0	Destroy	Limitation Act 1980 (Section 2)	No
CPG14	All records relating to the management of contracts for goods and services where the contract is under seal	Last action on the contract	12	0	Destroy	Limitation Act 1980 (Section 8)	Yes
CPG15	All records relating to the management of contracts for goods and services where the contract is under signature	Last action on the contract	6	0	Destroy	Limitation Act 1980 (Section 5)	Yes
CPG16	All records relating to unsuccessful tenders	Date contract awarded	0	6	Destroy	Best Practice	No
CPG17	All records relating to the development and implementation of procurement policy	Date policy expires	6	0	Destroy	Best Practice	No

CPG18	All records relating to the use of business process improvement to improve council services	Date of final report or implementation of improvements	6	0	Destroy	Best Practice	No
CPG19	All records relating to creation, implementation, and monitoring of a strategic plans for the council	Date plan expires	6	0	Destroy	Best Practice	No
CPG22	All records relating to the creation, implementation and monitoring of policies and procedures	Date policy/procedure expires	3	0	Destroy	Best Practice	Yes
CPG23	All records relating to expenses and allowances paid to councillors including the publication of this information	Year records created	6	0	Destroy	HMRC - Compliance Handbook Manual CH15400	Yes
CPG24	All records relating to the administration and recording of the appointment of Members to Outside Bodies	End of appointment/office	6	0	Destroy	Best Practice	Yes
CPG26	All records relating to the publication as open linked data of public sector information such that the data can be read and published in a variety of formats and resources	Publication of data	Data which is made available is disposed of	0	Destroy	Best Practice	No
CPG27	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	Year records created	5	0	Destroy	Best Practice	No
CPG28	All records relating to the creation of a retention schedule for the authority	Date of newest publication	0	0	Destroy	Corporate	No

CPG30	All records relating to the development and implementation of information surveys (or information audits)	Date information survey expires	3	0	Destroy	Best Practice	No
CPG31	All records relating to the creation and analysis of customer satisfaction surveys	Year records created	3	0	Destroy	Best Practice	No
CPG32	All records relating to feedback and suggestions made by residents	Year records created	3	0	Destroy	Best Practice	Yes
CPG33	Comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council	Year comment received	1	0	Destroy	Best Practice	Yes
CPG34	All records relating to the publication of council accounts	Year records created	6	0	Destroy	Local Government Finance Act 1992	No
CPG35	All records relating to the transparency of senior salaries	Year records created	1	0	Destroy	Best Practice	Yes
CPG36	All records relating to the publication of spending plans	Year records created	3	0	Destroy	Best Practice	No
CPG39	All records relating to the management of subject access requests under General Data Protection Regulations	Year records created	1	0	Destroy PII & anonymise register	Corporate	Yes
CPG45	All records relating to the management of Freedom of Information Requests	Year records created	1	0	Destroy	Corporate	Yes
CPG46	All records relating to the management of the re-use of public sector information	Date licence expires	6	0	Destroy	Best Practice	Yes
CPG51	All records relating to the submission of reports and responses to Cabinet,	Date records submitted to Cabinet/Committee	6	0	Destroy	Best Practice	Yes

	Committee and associated working groups						
CPG52	All records relating to the creation and publication of a staff directory	Year records created	1	0	Destroy	Best Practice	Yes
CPG53	All records relating to the collection and analysis of staff statistics	Year records created	5	0	Destroy	Best Practice	No
CPG54	All records relating to the development and implementation of organisation restructure	Date restructure completed	6	0	Destroy	Best Practice	Yes
CPG55	All records relating to the creation of disposal schedules for records disposed of in line with the Lord Chancellor's Code	Year records created	10	0	Destroy	Best Practice	No
CPG56	Records created to develop and implement information audits	Date the information audit superseded	3	0	Destroy	Best Practice	No
CPG57	All records relating to partnership working	End of partnership	6	0	Destroy	Best Practice	Yes
CPG58	All records relating to the management of projects where there is a small (or no) budget involved	Last action on project	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
CPG59	All records relating to the management of projects which end with a contract under seal	Last action on project	12	0	Destroy	Limitation Act 1980 (Section 2)	Yes
CPG60	All records relating to the management of projects which end with a contract under signature	Last action on project	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes

CPG61	All records relating to research which has been commissioned or carried out by the local authority	Date research completed	The retention period will vary depending on the type of research and the reason it was commissioned	0	Destroy	Best Practice	No
CPG62	All records relating to the management of internal procedures and facilities involved in the delivery of services not covered elsewhere in the schedule	Year records created	3	0	Destroy	Best Practice	No
CPG64	All records relating to twinning agreements with towns in one or more different countries to promote cultural understanding between the communities	Date twinning arrangement commences	Retain until the date the twinning arrangement ends	0	Destroy	Best Practice	Yes
CPG66	All records relating to the processing of petitions received by the Authority	Date petition received	6	0	Destroy	Best Practice	Yes
CPG67	Records relating to the management of personal data held in petitions which have been presented to the Council	Date of petition	the legal/administrative purpose for its use has been fulfilled	0	Destroy	Best Practice	Yes
CPG68	Records relating to processes to support consultations concerning service delivery	Year records created	6	0	Destroy	Best Practice	Yes
CPG69	Records relating to the consultation documents completed by service users concerning service delivery	Completion of survey	the legal/administrative purpose for its use has been fulfilled	0	Destroy	Best Practice	Yes

CPG70	All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year	Year records created	3	0	Destroy	Best Practice	Yes
CPG71	All records collected by an organisation to enable residents to notify the council about a change in circumstances which may affect their entitlement to other council services	Date systems updated	1	0	Destroy	Best Practice	Yes
CPG72	All records relating to the development of film and television within the local authority	Year records created	3	0	Destroy	Best Practice	Yes
CPG73	All records relating to the development of tourism opportunities	Year records created	10	0	Destroy	Best Practice	No
CPG74	All records relating to the use of the Equality Framework for Local Government (EFLG)	Creation of records	3	0	Destroy	Best Practice	Yes
CPG75	Copy documents relating to the 'Tell us Once' system	Year records created	1	0	Destroy	Best Practice	Yes
CPG76	All records relating to expenditure made by the council including invoices, purchase orders etc	Year records created	6	0	Destroy	HMRC - Compliance Handbook Manual CH15400	No
CPG77	All records relating to the publication of details of council expenditure which can be viewed by residents	Year records created	1	0	Destroy	Best Practice	No

CPG78	All records relating to the provision of an advocate who can act on behalf of a customer who has made a complaint about one or more services provided by the local authority	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
CPG79	Complaints: Case-management data for Stage 1, 2 and Ombudsman	Complaint final decision	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
CPG80	Complaints: Analytical data including but not limited to root cause, learning actions, council service, dates.	Complaint final decision	6	0	Anonymise	Best Practice	Yes
CPG81	All records relating to the production of members' accountability statements	Creation of records	6	0	Destroy	Best Practice	Yes
CPG84	All records relating to the management of civic events	Year records created	6	0	Destroy	Best Practice	Yes
CPG85	All records relating to the process of organising and recording ceremonial event or civic occasions	Creation of records	Permanent	0	Destroy	Best Practice	Yes
CPG87	All records relating to the creation and publication of official publications about the council and the surrounding area.	Date of first publication	When publication goes out of print	0	Destroy	Best Practice	Yes
CPG88	All records relating to the provision of information on countryside events that have or will take place in the local area. Events may be run by the local authority, local volunteer groups or other organisations	Year records created	1	0	Destroy	Best Practice	Yes

CPG89	All records relating to the maintenance of systems hardware and software	Record creation	6	0	Destroy	Best Practice	Yes

Council Housing

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
CH1	Home adaptations and aids records	Equipment no longer used	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH2	All records relating to surveys undertaken by the council of housing stock	Date of the survey	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH3	All records relating to the assessment of properties for energy efficiency	Date of assessment	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH4	All records relating to the ownership, maintenance, acquisition, and disposal of fleet vehicles	Date vehicle disposed of	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH5	All records relating to planned maintenance on council estates land and property	Record creation	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH6	All records relating to the provision of an estates management service for land and property in the area	Record creation	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH7	All records relating to the involvement of tenants in how their homes and estates are managed	Year records created	3		Destroy	Best Practice	No
CH8	All records relating to the creation and management of an Anti-social Behaviour Order	Date order made	10		Destroy	Legal	Yes

CH9	All records relating to the use of Criminal Behaviour Orders, Community Protection Notices, Public Spaces Protection Orders, premises closure notices	Date order is spent	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH10	All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH11	All records relating to the collection of waste, which is of a hazardous nature including syringes, drugs etc.	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH12	All records relating to the setting of housing rent	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH13	Documentation relating to setting rents for council housing and rent accounting	Last action on the tenancy	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH14	All records relating to the creation and implementation of housing service charges	Financial year records were created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH15	All records relating to the banking of monies paid to the HRA	End of the financial year to which the records relate	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH16	All records relating to the receipt of payments made to the HRA	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH17	All records relating to the provision of hostels and other temporary accommodation	Creation of records	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH18	Case files relating to receipt of Notices served pursuant to section 26 of the Landlord and Tenant Act 1954	Close of case	6	0	Destroy	Limitation Act 1980 S.2	Yes

CH19	All records relating to the allocation and collection of communal heating charges	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH20	All records relating to debt enforcement and rent arrears	Close of case/last action on tenancy	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH21	All records relating to the eviction of tenants from local authority properties	Date of enforcement action	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH22	All records relating to the collection of housing service charges	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH23	All records relating to property deeds where the property is housing owned by the Council	Property disposed of	0	0	Pass to new owner	Best Practice	No
CH24	Records related to discretionary payments	Date of last payment	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH25	All records relating to the management of empty residential properties	Year records created	6	0	Destroy	HMRC - Compliance Handbook Manual CH15400	No
CH26	All records relating to the maintenance and repair of walls or fences in a state of disrepair where there is a risk to public safety.	Date maintenance carried out	Permanent			Best Practice	No
CH27	All records relating to the repair of communal areas	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH28	All records relating to the management of rechargeable home repairs	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH29	All records relating to the responsive maintenance of housing stock owned by the local authority	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH30	All records relating to the management of mutual exchanges	Year records created	6	0	Destroy	Limitation Act 1980 S.2	Yes

CH31	All records relating to the management of unauthorised house occupants	Date of enforcement action	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH32	All records relating to the management of garage lettings	End of tenancy	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH33	Documentation relating to the notification and enforcement of breaches of council tenancy agreements.	End of tenancy	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH34	All records relating to changes in existing tenancies	End of tenancy	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH35	All records relating to introductory council tenancies	End of tenancy	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH36	All records relating to application for and management of a demoted tenancy	Date demoted tenancy ends	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH37	All records relating to enforcement action relating to criminal activity and anti-social behaviour	Date of the resolution of enforcement action	6	0	Destroy	Limitation Act 1980 S.2	Yes
CH38	General tenancy correspondence and information	End of tenancy	6	0	Destroy	Limitation Act 1980 S.2	Yes

Counter Fraud & Enforcement Unit (3rd Party)

Service	Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
				Years	Months			
Counter Fraud and Enforcement Unit	CFEU1	Paper Case Files - No action taken	Case Closure	0	0	Digitise then destroy paper confidentially	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU2	Paper Case Files - Sanction/ prosecution. Legal file subject to Legal Department Retention Policy	Case Closure	7	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU3	Electronic Case Files - No action taken	Case Closure	3	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU4	Electronic Case Files - Other Data Extracts - Fraud Drives / Data Matching	Case Closure	2	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU5	LAIEF'S / DWP SPoC Documentation	Case Closure	2	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU6	CD's - No action taken	Case Closure	3	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU7	CD's - Civil / Code of Conduct / Disciplinary Interviews	Case Closure	7	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU8	CD's - Sanction/ prosecution	Case Closure	7	0	Destroy	3rd-party	Yes

Counter Fraud and Enforcement Unit	CFEU9	Records - Civil Cases (Disciplinary/HR/Code of Conduct/Debt/ Housing Recovery)	Case Closure	7	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU10	Discipline/grievance documents where the matter was unfounded – electronic / paper files and CD's	Case Closure	1	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU11	RIPA / IPA applications and data obtained as RIPA Coordinator	Case Closure	3	0	Destroy	3rd-party	Yes
Counter Fraud and Enforcement Unit	CFEU12	RIPA/IPA with CHIS - Covert human Intelligence Sources	Case Closure	5	0	Destroy	3rd-party	Yes

Democratic Services

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
DS1	All records relating to Councillor casual vacancies	Creation of records	0	6	Destroy	Best Practice	No
DS2	All records relating to a complaint made against a councillor where the complaint is unfounded	Year complaint made	1	0	Destroy	Best Practice	Yes
DS3	All records relating to a complaint made against a councillor where the complaint results in a major sanction against the councillor	Year complaint made	Councillor next stands for election		Destroy	Best Practice	Yes
DS4	All records relating to a complaint made against a councillor where the complaint results in a minor sanction against the councillor	Year complaint made	Retain for the length of time the sanction is in force		Destroy	Best Practice	Yes

DS5	All records relating to Councillors' declaration of interest	Date member leaves office	0	0	Destroy	Localism Act 2011 Section 29(3)	Yes
DS6	All records relating to the compiling and publication of a councillors' directory	Creation of directory	1	0	Destroy	Best Practice	Yes
DS7	Information about elected local representatives, their roles, how they are elected and where to find out who are your current representatives.	Year records created	1		Destroy	Best Practice	Yes
DS8	All records relating to liaison with parish/town council and councillors	Year records created	6		Destroy	Limitation Act 1980 (Section 2)	Yes
DS9	All records relating to the management of civic recognition and awards	Year records created	10		Destroy	Best Practice	Yes
DS10	All records relating to the creation of management of the authority's constitution		Permanent			Local Government Act 2000	No
DS11	All records to the creation and publication of election results	Date of the election		6	Destroy	Representation of the People Act 1985	Yes
DS12	All records relating to the creation and management of electoral boundaries		Permanent			Best Practice	No
DS13	All records relating to the process of administering nominations for elections	Date of the election		6	Destroy	Representation of the People Regulations 2001	Yes
DS14	All records relating to the creation and publication of the electoral register		Permanent			Electoral Registration and Administration Act 2013	Yes
DS16	Background papers to reports - Principal Set	Date of meeting	4		Destroy	Local Government Act 1972 s100d	No

DS17	Minutes - Copies for public inspection	Date of meeting/decision	6		Destroy	Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Yes
DS18	Principal copy minutes, agendas and reports relating to decisions taken and recommendations made by the local authority and its committees and panels	Date of meeting/decision	6		Destroy	Local Government Act 1972 s100b	Yes
DS19	All records relating to the administration of postal voting schemes	Year records created	1		Destroy	Representation of the People Regulations 2001	Yes
DS20	All records relating to the administration of proxy voting schemes	Year records created	1		Destroy	Representation of the People Regulations 2001	Yes
DS21	Information on the different referenda which can take place and legal terms under which they may be carried out.	Year records created	1		Destroy	Best Practice	No
DS22	All records relating to the administration of the voting process for individual elections including ballot papers	Date of election	0	6	Destroy	Representation of the People Regulations 2001	Yes
DS23	All records relating to the administration of Independent Remuneration Panel	Creation of records	6		Destroy	Best Practice	No
DS24	All records relating to the administration of appointments & membership of committees & working groups	Date records superseded	4		Destroy	Best Practice	Yes

DS25	All records relating to the provision, manning, and publicity for polling stations, including the payment of staff	Date of election	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
DS26	All records relating to the appointment of a returning officer, the arrangements for the count and the declaration and publication of results.	Date of election	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
DS27	All records relating to the management of the members electoral cycle	Date cycle ends	4	0	Destroy	Best Practice	No
DS28	All records relating to the provision of a forward plan	Creation of records	4	0	Destroy	Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	No
DS29	All records relating to the provision of induction and training for new members and ongoing development support to existing members	Creation of records	3	0	Destroy	Best Practice	Yes
DS30	All records relating to the production (and publication) of a record of all decisions taken and recommendations made by the Council and its Committees and Panels.		Permanent			Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Yes
DS31	All records relating to offices staffed by non-political officers to support the authority's elected members (councillors)	Creation of records	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes

DS32	Records relating to the development, implementation and management of online council and committee meetings		Permanent		Archived	Local Government Act 1972, section 100C	No
DS33	Records relating to the management of local elections		Permanent		Archived	Local Government Act 1972, section 100C	No
DS34	All records relating to the management of petitions	Year records created	6	0	Destroy	Local Authorities (Referendums) (Petitions) (England) Regulations 2011, paragraph 12	No
DS35	Webcasting of Council and Committee meetings	Date of meeting	4	0	Destroy	Best Practice	Yes
DS36	SMS notification service for members - messages	Message created or received	0	6	Destroy	Corporate	Yes
DS36	SMS notification service for members – contact profile	End of electoral term	0	0	Destroy	Best Practice	Yes

Environmental Health

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
ENV1	Food safety service records	Case Closure	7	0	Destroy	Legal	Yes
ENV2	Business Advice	Case Closure	7	0	Destroy	Legal	Yes
ENV3	Public Health Burials	Case Closure	7	0	Destroy	Legal	Yes
ENV4	Ship Inspections	Case Closure	7	0	Destroy	Legal	Yes
ENV5	Sanitation Certificates	Case Closure	7	0	Destroy	Legal	Yes
ENV6	TB Notifications	Case Closure	7	0	Destroy	Legal	Yes
ENV7	Infectious Diseases Notifications	Case Closure	7	0	Destroy	Legal	Yes
ENV8	Licenses for Acupuncture/ Skin Colouring / Skin Piercing / Electrolysis	License Expires	7	0	Destroy	Legal	Yes

ENV9	Health and Safety Records (RIDDOR)	Case Closure	7	0	Destroy	Legal	Yes
ENV10	Environmental Protection service enquiries	Case Closed (99-year retention if extant formal notice exists)	7	0	Destroy	Legal	Yes
ENV11	Environmental Permits	Permit Expires	7	0	Destroy	Legal	Yes
ENV12	Private water supplies	Supply Expires	30	0	Destroy	Legal	Yes
ENV13	Contaminated land records	Record creation	99	0	Destroy	Legal	Yes
ENV14	Stray/ lost / dangerous dogs	Case Closure	7	0	Destroy	Legal	Yes
ENV15	Animal Welfare cases	Case Closure (99-year retention if convicted)	7	0	Destroy	Legal	Yes
ENV16	Animal Establishment Licensing	License Expires	7	0	Destroy	Legal	Yes
ENV17	Disabled Facilities Grant	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV18	Healthy Home Loans	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV19	Deposit Bond	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV20	Rent in Advance	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV21	Fit to Rent	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV22	PAYS Loan	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV23	HMO	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV24	Caravan Site	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV25	Drainage Site	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV26	Rural SuDs	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes

ENV27	Projects	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
ENV28	Energy	Case Closure	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes

Finance

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
F1	Creditor Payments	Invoice settled	6	0	Destroy	HMRC - Compliance	Yes
F2	Payroll records including mileage claims, p35, tax files, hourly claims, absence returns	Record creation	6	0	Destroy	HMRC - Compliance	Yes
F3	Payroll records related to pensions - starter, leaver, amendment forms	Record creation	Permanent			LGPS requirement	Yes
F4	Sundry debtor record	Debt first active	7	0	Destroy	HMRC - Compliance	Yes
F5	Insurance policy documents	Date policy ends	10	0	Destroy	Corporate	No
F6	Insurance claims and incidents	Case closure	7	0	Destroy	Corporate	Yes
F7	Banking statements & records	Record creation	6	0	Destroy	Corporate	Yes
F8	Budget preparation, setting and monitoring records	End of budget period	6	0	Destroy	Limitation Act 1980 S.2	Yes
F9	General Ledger	End of calendar year	6	0	Destroy	Limitation Act 1980 S.2	Yes

Health & Wellbeing

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			

HW 1	Healthy Lifestyle Scheme - GP referrals, Walking and Cycling 4 health records	Registration for scheme	1	0	Destroy	Corporate	Yes
HW 2	Healthy Lifestyle Scheme - Rehabilitation classes	Registration for scheme	5	0	Destroy	Corporate	Yes
HW 3	Sport and Health development scheme records	Registration for scheme	1	0	Destroy	Corporate	Yes

Housing Advice

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
HA1	Verification and evidential documents	Resolution of application	3	0	Destroy	Statutory reporting (Homeless Reduction Act 2017), Prevention and detection of fraud (Social Housing Fraud Act 2013)	Yes
HA2	Applications for housing	Applicant rehomed or one year no-contact	3	0	Destroy	Statutory reporting (Homeless Reduction Act 2017).	Yes
HA3	Application reviews	Conclusion of review	2	0	Destroy	Corporate	Yes
HA4	Homelessness Prevention Records	Discharge of duty	3	0	Destroy	Repeat homeless applications (Localism Act 2011).	Yes
HA5	Records related to Interim/temporary accommodation.	Closure of case	3	0	Destroy	Statutory reporting (Homeless Reduction Act 2017).	Yes
HA6	Homeless prevention grants administration	Payment of Grant	3	0	Destroy	Statutory reporting (Homeless Reduction Act 2017).	Yes

HA7	SMS notification service	Message created or received	4	0	Destroy	Corporate	Yes

Human Resources

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
HR1	Request to fill position forms	Recruitment Complete	3	0	Destroy	Corporate	Yes
HR2	Job Role Descriptions & Person Specifications	When updated	6	0	Destroy	Limitation Act 1980 (Section 2)	No
HR3	Records related to the recruitment of standard positions	Recruitment Complete	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
HR4	Recruitment records for a statutory or politically restricted position	Recruitment Complete	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
HR5	Recruitment of IR35 agency workers/contractors	End of financial year	6	0	Destroy	The Income Tax Regulations 2003	Yes
HR6	Recruitment of non-IR35 agency workers/contractors	End of Contract	0	0	Destroy	Corporate	Yes
HR7	Historical record of statutory appointments	Recruitment Complete	Permanent			Corporate	Yes
HR8	Custom reporting	End of calendar year	3	0	Destroy	Corporate	Yes
HR9	Office for National Statistics & Local Government Survey responses	End of calendar year	2	0	Destroy	Best Practice	Yes
HR10	Personnel Records - Next of kin/Bank Details/Qualification evidence/References/DBS checks/ID/Interview notes	End of employment contract	0	0	Destroy	Corporate	Yes

HR11	Personnel Records - Application forms/Alteration forms/Contract of employment/renumeration and rewards/GP fit notes/OH declarations/Corporate change correspondence/declaration of interest forms/dismissal letters/Redundancy records/Resignation records/Compromise or settlement records	End of employment contract	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
HR12	Record of all historic employees for statistical purposes	End of employment contract	6	0	Anonymise unless exempt	Limitation Act 1980 (Section 2)	Yes
HR13	Records of staff frequently working with children	End of employment contract	25	0	Destroy	Corporate	Yes
HR14	Work experience programme records	End of calendar year	1	0	Destroy	Corporate	Yes
HR15	Summary of work experience roles	Creation of role	Permanent			Corporate	Yes
HR16	Immigration checks	End of employment contract	2	0	Destroy	Immigration, Asylum & Nationality Act 2006	Yes
HR17	Records of market supplements and honoraria	End of financial year	6	0	Destroy	Taxes Management Act 1970	Yes
HR18	Individuals digital pay records	Creation of role	Permanent			Corporate	Yes
HR19	Staff performance monitoring	Completion of action	5	0	Destroy	Corporate	Yes
HR20	Leave and attendance records	End of calendar year	2	0	Destroy	Corporate	Yes
HR21	Maternity/paternity/shared parental leave	End of financial year	3	0	Destroy	Statutory pay regulations	Yes
HR22	Ordinary parental leave documentation	Childs age = 18	0	0	Destroy	Statutory pay regulations	Yes
HR23	Register of gifts and hospitality	End of calendar year	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes

HR24	Resource link user records	End of employment contract	2	0	Destroy	Corporate	Yes
HR21	Routine staff training records	End of employment contract	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
HR22	Training concerning children	Completion of training	25	0	Destroy	Corporate	Yes
HR23	Occupational health & safety training	Completion of training	20	0	Destroy	Health & Safety Executive guidance	Yes
HR24	Health & Safety Individual staff assessment records	Completion of training	3	0	Destroy	Health & Safety Executive guidance	Yes
HR28	Occupational Health Records	Date of referral	Employee age = 75	0	Destroy	Corporate	Yes
HR29	Identification and development of significant industrial matters	Matter Identified	Permanent			Corporate	Yes
HR30	Records related to union agreements, working conditions etc. (non-personal information)	Matter Identified	Permanent			Corporate	Yes
HR31	Records related to disciplinary, capability and grievances investigations where founded	Case Closed - Verbal Warning	0	6	Destroy	Equality Act 2010	Yes
HR32	Records related to disciplinary, Equal Opportunities, capability, and grievances investigations where founded	Case Closed - Initial written warning	1	0	Destroy	Equality Act 2010	Yes
HR33	Records related to disciplinary, Equal Opportunities, capability, and grievances investigations where founded	Case Closed - Final written warning	2	0	Destroy	Equality Act 2010	Yes
HR34	Records related to disciplinary, Equal Opportunities, capability, and grievances investigations where un-founded	Closure of case	0	0	Destroy	Equality Act 2010	Yes
HR35	Disciplinary warnings involving children	Closure of case	Permanent			Equality Act 2010	Yes

HR36	Informal letters of concern to employees	Date letter issued	0	3	Destroy	Corporate	Yes
HR37	Records relating to membership of Local Government Pension Scheme	Registration for scheme	Permanent			LGPS requirement	Yes
HR38	Records related to hate crime and protection from harassment	Record creation	6	0	Destroy	Limitation Act 1980 S.2	Yes

Licensing & Registration

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
LR1	Licensing Act 2003 - Premises License	License Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR2	Licensing Act 2003 - Club premises certificates	Certificate Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR3	Licensing Act 2003 - Personal licences	License Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR4	Licensing Act 2003 - Temporary event notices	Notification Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR5	Gambling Act 2005 - Premises licences	License Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR6	Gambling Act 2005 - Notification of gaming machines	Notification Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR7	Gambling Act 2005 - Gaming permits	License Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR8	Gambling Act 2005 - Small society lottery registrations	Registration Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes

LR9	Gambling Act 2005 - Occasional and temporary use notices	Notice Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR10	Taxi and Private Hire Licences	License Expires or is otherwise voided	11	0	Destroy	National Register best practice	Yes
LR11	Scrap Metal Dealers Licences	License Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR12	Street Trading Consents	Consent Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR13	House to House and Street Collection permits	Permit Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes
LR14	Licensing Service Requests	Request Closure	6	0	Destroy	Limitation Act 1980	Yes
LR15	Pavement Licences	License Expires or is otherwise voided	6	0	Destroy	Limitation Act 1980	Yes

Museum Services

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
M1	Collections Management records	Entry of object into collection	Permanent			Historic and research purposes	Yes
M2	Academic enquiries	Record creation	Permanent			Historic and research purposes	Yes
M3	General Enquiries	Record creation	4	0	Destroy	Corporate	Yes
M4	Museum specific training records	Training completed date	6	0	Destroy	Limitation Act 1980 S.2	Yes
M5	Records related to volunteering that contain personal information	Termination of volunteering	6	0	Destroy	Limitation Act 1980 S.2	Yes
M6	Museum direct marketing	Consent revoked	0	0	Destroy	PECR	Yes
M7	Media consent forms - photographs of individuals	Period or immediate if consent revoked	5	0	Destroy	Corporate	Yes

M8	General Photographs	Record creation	2	0	Review or destroy	Corporate	Yes
M9	Customer engagement surveys	Record creation	1	0	Destroy	Corporate	Yes
M10	Museum visitor comment books	Record creation	Permanent			Historic and research purposes	Yes
M11	Museum business delivery records - group bookings, room hire, exhibition contracts	End of calendar year	1	0	Destroy	Corporate	Yes
M12	Booking, permission and monitoring forms	Event ends	0	1	Destroy	Corporate	Yes
M13	General museum performance monitoring statistics	Record creation	Permanent			Historic and research purposes	Yes
M14	Exhibition Sales records	Exhibition ends	1	0	Destroy	Corporate	Yes
M15	SDC Museums and Cowle Trust meeting minutes	Record creation	Permanent			Historic and research purposes	Yes

New Homes & Regeneration

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
NHR1	Sales & Marketing of shared ownership property records	Date of last sale in scheme	0	6	Destroy	Corporate	Yes
NHR2	Rehousing records related to refurbishment or demolition	Date of rehousing	0	6	Destroy	Corporate	Yes
NHR3	Repair records during defect period	Longer of the end of defect period or issue of made good certificate	6	0	Destroy	Limitation Act 1980 S.2	Yes
NHR4	Consultations on new developments	Completion certificate issued on scheme	0	0	Destroy	Corporate	Yes

Parking

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
PK1	All records relating to the development, implementation and management of car parks which are owned and run by the local authority	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	No
PK2	List of car parks owned and run by the local authority, their locations and tariffs.	Year records created	1	0	Destroy	Transparency Code 2015	No
PK3	Records relating to the allocation of spaces in cycle and motorcycle racks	Date allocation ceases	3	0	Destroy	Best Practice	No
PK4	Records relating to the provision & maintenance of cycle and motorcycle racks	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	No
PK5	All records relating to the management of parking permit schemes for residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone	Date permit expires	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
PK6	All records relating to the creation, implementation and monitoring of controlled parking schemes	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	No
PK7	All records relating to the monitoring of pavement parking	Date of enforcement action	6	0	Destroy	Limitation Act 1980 (Section 2)	No
PK8	All records relating to the monitoring of car parks owned and operated by private companies	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	No

PK9	All records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
PK10	All records relating to the use of vehicle clamps to immobilise illegally parked vehicles.	Year records created	6	0	Destroy	Limitation Act 1980 (Section 2)	No

Planning & Buildings

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
PL1	Building Control (BC) - records relating to actions taken to enforce BC Regulations	Date of outcome of enforcement action	6	0	Destroy	Building Control Performance Standards 2006	No
PL2	BC - records relating to the creation and management of the BC Register	Record creation	Permanent			Building Control Performance Standards 2006	No
PL3	BC - records relating to the process of approving building applications	Construction completed	15	0	Destroy	Building Control Performance Standards 2006	No
PL4	BC - records relating to the process of inspecting building work for the purpose of insuring compliance	Issue of building regulations completion certificate	15	0	Destroy	Building Control Performance Standards 2006	No
PL5	BC - Records relating to BC projects including advice, demolition, and dangerous structure notifications	Case closure	20	0	Destroy	Corporate	No
PL6	Application records required as part of the statutory planning register	Record creation	Permanent			The Town and Country Planning (Development Management	Yes

						Procedure) (England) Order 2015 (S.40)	
PL7	Application records not required as part of the planning register and where no appeal was made within 6 months.	Application decision	1	0	Destroy	Corporate	Yes
PL17	Records relating to planning appeals	Appeal Conclusion	6	0	Destroy	Limitation Act 1980	Yes
PL8	Pre-application enquiries	Enquiry response	5	0	Destroy	Corporate	Yes
PL9	Local Plan preparation and policy records	Creation of new plan	1	0	Destroy	Corporate	Yes
PL10	Payment Records	Invoice settled	0	3	Destroy	Corporate	Yes
PL11	Land & Property data including street naming/numbering, lang charge register	Record creation	Permanent				No
PL12	Economic Development grant applications	Application decision	10	0	Destroy	Corporate	No
PL13	Housing self-build register records	Application decision	6	0	Destroy	Limitation Act 1980 S.2	Yes
PL14	S106 planning agreements	Obligation Discharged	6	0	Destroy	Town & Country Planning Act 1990	Yes
PL15	Community Infrastructure Levy (CIL) records	Account settled	6	0	Destroy	Community Infrastructure Levy Regulations	Yes
PL16	BC – SMS notification service	Contact Creation	0	6	Destroy	Corporate	Yes

Revenues & Benefits

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			

RB1	Benefit claim forms and eligibility evidence	Closure of active claim or following unsuccessful application	0	6	Destroy	Corporate	Yes
RB2	Benefit claim records	Closure of claim	6	0	Destroy	Limitation Act 1980 S.2	Yes
RB3	Council Tax and Business Rates accounts	Closure of account	6	0	Destroy	Limitation Act 1980 S.2	Yes
RB4	Benefit Fraud Investigations	Closure of Investigation	6	0	Destroy	Limitation Act 1980 S.2	Yes
RB5	Financial and audit reports	End of financial year	1	0	Destroy	Corporate	No
RB6	Council Tax and Business Rates court files	Completion of court case and subsequent actions	6	0	Destroy	The Council Tax (Administration and Enforcement) Regulations 1992. Part 7 Enforcement	Yes
RB7	Penalty Charge Notices	Resolution of notice	6	0	Destroy	Limitation Act 1980 S.2	Yes

Right to Buy

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
RTB1	Right to Buy application forms and associated documents and evidence for property sales	Date of property sale	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
RTB2	Purchase orders, invoices, and rechargeable repairs	End of calendar year	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
RTB3	Leaseholder Correspondence	Change of leaseholder	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes

RTB4	Solicitor Enquiries	start of RTB application	Length of current and previous lease, ownership, or another contract		Destroy	Corporate	Yes
RTB5	Section 20 notices	Start of lease	Permanent		Destroy	Legal	Yes
RTB6	Consent for alteration works	Property disposed of	6	0	Destroy	Limitation Act 1980 (Section 2)	Yes
RTB7	Correspondence related to shared ownership properties	Change of shared owner	0	0	Destroy	Corporate	Yes
RTB8	AONB section 157 consent orders	Date consent issued	1	0	Destroy	Corporate	Yes
RTB9	AONB section 156a consent orders	Date consent issued	1	0	Destroy	Corporate	Yes
RTB10	Documentation relating to deed of postponement and deed of release	Deed Issued	3	0	Destroy	Corporate	Yes
RTB11	Documentation associated with discount repayment	Conveyance of property	6	0	Destroy	Corporate	Yes
RTB12	Documentation associated with bungalows and tribunals correspondence	End of tenancy	6	0	Destroy	Corporate	Yes
RTB13	RTB fraud investigations	Closure of Investigation	6	0	Review or destroy	Corporate	Yes
RTB14	RTB transactions ledger	Date of sale/withdrawal	3	0	Anonymise	Corporate	Yes

Safeguarding

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			

SG1	Adult and Child safeguarding concerns or incident reports	SDC Case Closure	10	0	Destroy	Mirroring of county council policy as the adult and child services lead authority.	Yes
SG2	Adult and Child safeguarding allegations concerning a member of staff where proven, including written warning records (if not proven see SG1)	Employee date of birth	100	0	Destroy	Mirroring of county council policy as the adult and child services lead authority.	Yes

Sports, Leisure & Parks

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
SLP1	Records related to Play Areas - including RoSPA reports, condition surveys, incidents	Last action date	6	0	Destroy	Limitation Act 1980	Yes
SLP2	Records related to Trees & Woodland - including survey data, repair records, & service requests	Last action date	6	0	Destroy	Limitation Act 1980	Yes
SLP3	Records related Commons - including occupier details & service requests	Last action date	3	0	Destroy	Corporate	Yes
SLP4	Records related to public conveniences - including maintenance, contractor work, & service requests	Last action date	6	0	Destroy	Limitation Act 1980	Yes
SLP5	Records related to Cemeteries - including Burial records & burial rights certificates	Record creation	Permanent			Legal	Yes
SLP6	General facilities management records	Record creation	1	0	Destroy	Corporate	Yes

SLP7	Records related to events management at Stratford Park - including insurance, risk assessments, management plans, & company information	Record creation	6	0	Destroy	Limitation Act 1980	Yes

The Pulse

Reference	Record Details	Retention Trigger	Retention period		Action at end of retention	Retention justification	Contains Personal Information
			Years	Months			
P1	Records related to staff leave and timekeeping	End of calendar year	1	0	Destroy	Public Task	Yes
P2	Lifeguard Training Records	End of calendar year	6	0	Destroy	Limitation Act 1980 S.2	Yes
P3	Staff qualification records	End of employment contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
P5	Records relating to the administration and performance management of staff	End of employment contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
P6	Records related to shifts and rotas	End of calendar year	2	0	Destroy	Corporate	Yes
P7	Freelance instructor contracts	End of Contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
P8	Party Confirmations	End of event	0	1	Destroy	Corporate	Yes
P9	Direct Debit Mandates	End of Contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
P10	Membership management records	End of contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
P12	Sales lead list entries	Last use of centre or destroy immediately if consent revoked	2	0	Destroy	Corporate	Yes
P13	Surveys	Closure of survey	1	0	Destroy or anonymise	Corporate	Yes
P14	Gym induction Par Q forms	Transfer of data to customers account	0	1	Destroy	Corporate	Yes

P15	Personal Training Programmes	Last action/engagement with plan	2	0	Destroy	Corporate	Yes
P16	Healthy lifestyles exercise on prescription	Upon conclusion of case	0	6	Destroy	Corporate	Yes
P17	Boditrax health assessments	Permanent unless consent revoked	0	0	Destroy	Corporate	Yes
P18	Refund Forms	Refund issued	2	0	Destroy	Corporate	Yes
P19	Daily financial records	End of day	6	0	Destroy	Legal	No
P20	Used vouchers	Upon use	0	1	Destroy	Corporate	No
P21	Learn2swim data base.	Last event of programme	0	0	Destroy	Corporate	Yes
P22	School swimming records	End of academic year	0	0	Destroy	Corporate	Yes
P23	School holiday and crèche parental signing in records.	One month	0	1	Destroy	Corporate	Yes
P24	First Aid S01 forms	Date of incident	6	0	Destroy	Limitation Act 1980 S.2	Yes
P25	Records injuries and incidents of customers and staff when casualty is adult	Date of incident	4	0	Destroy	Legal	Yes
P26	Records injuries and incidents of customers and staff when casualty is child	Date of birth	22	0	Destroy	Legal	Yes
P27	Cleaning Records	Date of clean	1	0	Destroy	Corporate	No
P28	Unclaimed receipts	Day of transaction	0	0	Destroy	Corporate	No
P29	Consent for customer to take photos inside facility	Date photo taken	1	0	Destroy	Corporate	Yes
P30	Contracts and records related to third party suppliers and contractors	End of contract	6	0	Destroy	Limitation Act 1980 S.2	Yes
P31	Invoices and purchase orders	Date of purchase/payment	1	0	Destroy	Corporate	Yes