

	A	B	C	E
1	Record retention general limits			
2	Records not included in the specific service schedule below - retain for a maximum 4 years or sooner if not required, unless relating to a financial transaction in which case, retain for 7 years.			
	Emails should be retained within the Service case management system or similar secure modes.			
3	Agreements under seal, Leases and tenancy agreements and disposal of freehold or leasehold property by the Council - retain for 12 years after closure / disposal / termination of tenancy.			
4	Council back-up tapes and other media are kept on a Tower of Hanoi backup system, with a maximum retention of one year. Backups are NOT part of record retention, but are for disaster recovery/business continuity purposes - however must be accounted for DPA/GDPR retention and Right to be Forgotten.			
5	All other record retention targets are service specific as set out below.			
6				
7	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
8	ADULT SOCIAL CARE			
9	Care home registration of care homes	Electronic files in drive	Permanent	Limitation Act 1980 (Section 2)
10	Council run care home operations	Electronic files in drive	15 years from closure	Limitation Act 1980 (Section 2)
11	Learning Disability and Mental health case files	Electronic records in system	20 years after treatment ceased or 10 years from death	Limitation Act 1980 (Section 2) Mental Health Act 1983
12	Other case files	Electronic records in system	7 years from end of service	Limitation Act 1980 (Section 2)
13				
14	CEMETERIES AND CREMATORIA			
15	Maintenance of burial grounds	Electronic files in drive	21 years	Case Law
16	Registers - interments, burials, cemetery plans	Electronic files in drive	Permanent	Statutory Requirement
17	Regulation of burials and cremations	Electronic files in drive	4 years after last action	Common Practice
18				
19	CHILD PROTECTION			
20	Child protection case files - assessment and advice only	Electronic records in system	6 years from end of involvement	Children Act 1989
21	Child protection case files - involvement	Electronic records in system	Destroy after 23rd birthday of youngest child in family	Children Act 1989
22	Child protection registers	Electronic records in system	Permanent	Children Act 1989
23	Barred and disqualified persons	Electronic records in system	60 years after date of prohibition or disqualification	Children Act 1989
24	Pose a risk to a child	Electronic records in system	Permanent	Children Act 1989
25				
26	CHANGE & CHALLENGE			
27	Gangs	Electronic records in system	7 Years After creation	Statutory/Privacy notice statement
28	Youth Interventions	Electronic records in system	7 Years After creation	Statutory/Privacy notice
29	Education Attendance	Electronic records in system	7 Years After creation	Statutory/Privacy notice
30	Education Exclusions	Electronic records in system	7 Years After creation	Statutory/Privacy notice
31	Child In Need and Child Protection Plans	Electronic records in system	7 Years After creation	Statutory/Privacy notice
32	Youth Offences	Electronic records in system	7 Years After creation	Statutory/Privacy notice
33	Early Help Episodes	Electronic records in system	7 Years After creation	Statutory/Privacy notice
34				
35	COMMUNICATIONS, COMPLAINTS, CONSULTATIONS, CORRESPONDENCE			
36	Annual complaints reports	Electronic files in drive	4 years	Common Practice
37	Budget consultation results	Electronic files in drive	4 years	Common Practice
38	Complaints that result in significant changes in policy or procedures	Electronic files in drive	Destroy 4 years after procedures has been superseded	Common Practice
39	Consultation results on minor policies	Electronic files in drive	2 years	Common Practice
40	Consultation results on significant policies	Electronic files in drive	4 years	Common Practice
41	Customer Telephone call recordings	Voice Recordings	6 months unless appeal or complaint, in which case retained for relevant timescales for appeal/complaint process	Complaints investigation, quality and training monitoring.
42	Enfield Connected / CRM Data	Electronic records in system	3 years after creation.	Common Practice
43	Environment Information Notice response	Electronic files in drive	3 Years	Common Practice
44	FOIA case files (including the initial requests, council response, consideration of application of exemptions and subsequent appeals)	Electronic files in drive	3 years after creation	Common Practice

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
45	FOIA Policy and Procedures	Electronic files in drive	10 years after being superseded	Common Practice
46	FOIA requests relating to documents scheduled for destruction	Electronic files in drive	6 months after the last correspondence on the matter	Common Practice
47	General correspondence not covered by other retention rules (including email)	Electronic files in drive	2 years	Common Practice
48	Media interactions and statements	Electronic files in drive	4 Years plus one year to cover changes in administration	Common Practice
49	Members/MP enquiries not covered by other retention rules	Electronic records in system	3 years	Common Practice
50	Performance scorecards	Electronic records in system	4 years	Common Practice
51	Photographs of civic events	Electronic files in drive	Permanent	Common Practice
52	Photographs of residents/staff	Electronic files in drive	4 years or for length of consent	Common Practice
53	Published publications	Electronic files in drive	1 copy retained in archive	Common Practice
54	Stage 1 complaints and routine correspondence	Electronic files in drive	7 years	Common Practice
55	Stage 2 complaints and beyond	Electronic files in drive	7 years	Common Practice
56	Subject Access Request responses	Electronic files in drive	2 years after last response	Common Practice
57				
58	COMMUNITY SAFETY UNIT			
59	ASB data (Hub Data)	Electronic Records in Database System	7 years	Anti Social Behaviour Policing and Crime Act 2014
60	Fixed Penalty Notice - public space protection orders	Paper and Electronic	7 years	Anti Social Behaviour Policing and Crime Act 2014
61	Hate crime panel minutes	Electronic files in drive	3 years	TO INSERT
62	Domestic homicide reviews	Electronic files in drive	7 years	Domestic Violence Crime and Victims Act 2004
63	SSCB strategic assessment	Electronic files in drive		Crime and Disorder Act 1998
64				
65	COMMUNITY SAFETY - PUBLIC SAFETY CENTRE			
66	Directed Surveillance requests	Paper documentation /Secure	7 years	Regulation of Investigation powers Act 2000 crime and disorder
67	Camera Data Images	Electronic records in system	31 day retention	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice
68	Police /3rd party Evidence Request forms paper requests	paper documentation /electronic	7 years /longer	Prevention Detection /Crime Community Safety Data protection/GDPR
69	Fusion incident	Electronic records in system	permanent	Data protection /GDPR
70	PAC Access	Electronic records in system	Period of Employment expiry dates set up	Data protection /GDPR
71	Bold	Electronic records in system	Permanent	Data protection /GDPR
72	Peoplesafe /Lone worker	Electronic records in system	As long as the device and information is active review updated by EPSC/Team manger	Data protection /GDPR
73	EPSC email (non council)	Electronic records in system	7 years	Data protection /GDPR
74	Domain server	Electronic records in system	Permanent	information security
75	SSAIB	Electronic files in drive	Permanent	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice
76	Independent inspection	Electronic files in drive	Permanent	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice
77	Appressa voice recorder	Electronic files in drive	2 years	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
78				
79	COMMUNITY SAFETY - PREVENT			
80	Police Information sharing requests (ISRs)	Electronic files in drive	7 years	Channel information sharing agreement
81	Channel case minutes	Electronic files in drive	7 years	Counter-Terrorism and Security Act 2015
82	Prevent discussion notes- Prevent staff	Electronic files in drive	7 years	Counter-Terrorism and Security Act 2015
83	CT information list	Electronic files in drive	7years	counter-Terrorism and Security Act 2015 / Crime and Disorder Act 1998
84	CTLP Submission	Electronic files in drive	20 years	Counter-Terrorism and Security Act 2015
85				
86	CORPORATE STRATEGY SERVICE			
87	Community engagement (raw data, transcripts and registration/membership details)	Electronic files in drive	2 years or for the length of consent	Common Practice
88	Consultation raw data collected for minor policies	Electronic files in drive	2 years	Common Practice
89	Items of historic interest	Electronic files in drive	Permanent	Common Practice
90	Photographs of residents/staff	Electronic files in drive	4 years or for length of consent	Common Practice
91	Photographs of civic events	Electronic files in drive	Permanent	Common Practice
92				
93	DEMOCRACY AND ELECTIONS			
94	Constitution	Electronic files in drive	Permanent	Local Government Act
95	Background papers	Electronic files in drive	4 years	Common Practice
96	Candidate election expenses returns	Electronic files in drive	2 years after the date of their receipt	Statutory Duty
97	Committee membership lists	Electronic files in drive	Permanent - updated annually and rolling	Common Practice
98	Corporate Management Board minutes	Electronic files in drive	Permanent	Common Practice
99	Corporate Management Board papers	Electronic files in drive	4 years	Common Practice
100	Declarations of results	Electronic files in drive	Permanent	Common Practice
101	Delegated Authority reports	Electronic files in drive	6 years	Common Practice
102	Departmental management team minutes/papers	Electronic files in drive	4 years	Common Practice
103	Documents relating to establishment and business of partnership meetings where we DO NOT own the record	Electronic files in drive	4 years	Common Practice
104	Documents relating to establishment and business of partnership meetings where we own the record	Electronic files in drive	Permanent	Common Practice
105	Draft papers/minutes	Electronic files in drive	Destroy after final version agreed	Common Practice
106	Election documentation as required under relevant election rules (e.g. ballot papers, marked registers of electors, statements made by voters, etc.)	Electronic files in drive	1 year from the date of the poll unless otherwise directed by the Courts	Statutory Duty
107	Election management documentation	Electronic files in drive	At the conclusion of the next comparable poll	Common Practice
108	Electoral Register	Electronic files in drive	15 years	Common Practice
109	Electoral Register (historical archive)	Electronic files in drive	Permanent	Common Practice
110	Electoral registration canvass forms and applications to register	Electronic files in drive	For the revision of the register to which they relate	Common Practice
111	Equality Impact Assessments	Electronic files in drive	4 years	Common Practice
112	Final version of papers/minutes	Electronic files in drive	4 years	Common Practice
113	Formal council/committee minutes, agendas and papers	Electronic files in drive	6 years	Common Practice
114	Forward plan	Electronic files in drive	Permanent	Common Practice
115	General meeting papers/minutes	Electronic files in drive	4 years	Common Practice
116	Honours submissions	Electronic files in drive	4 years	Common Practice
117	Key decisions list	Electronic files in drive	6 years	Common Practice
118	Key strategic plans and reports	Electronic files in drive	Permanent	Common Practice
119	Local election nomination papers	Electronic files in drive	4 years	Common Practice
120	Nominations to external bodies and special committees	Electronic files in drive	Permanent (updated annually and rolling)	Common Practice
121	Payments to elections and electoral registration staff and suppliers	Electronic files in drive	7 years	Common Practice

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
122	Permanent and long-term absent voting personal identifier record	Electronic files in drive	12 months after the date of the relevant poll	Common Practice
123	Political party offices papers	Electronic files in drive	4 years	Common Practice
124	Polling district and places review papers	Electronic files in drive	Until the conclusion of the next statutory review (held every 5 years)	Common Practice
125	Publication of decisions list	Electronic files in drive	6 years	Common Practice
126	Registers of interest	Electronic files in drive	For life of the Administration (max 4 years)	Common Practice
127	Scheme of delegations	Electronic files in drive	Permanent	Common Practice
128	Statutory appointments	Electronic files in drive	Permanent	Statutory Duty
129	Statutory returns to government	Electronic files in drive	7 years	Statutory Duty
130	Summary certification of those eligible to vote	Electronic files in drive	Permanent	Common Practice
131	Temporary absent voting personal identifier record	Electronic files in drive	12 months after the date of the relevant poll	Common Practice
132	UK Parliamentary candidate home address forms	Electronic files in drive	21 days from the date of return of elected candidate's details unless an election petition is presented, where retention extended to the day following conclusion of proceedings	Common Practice
133	UK Parliamentary nomination papers	Electronic files in drive	5 years	Common Practice
134				
135	DIGITAL SERVICES			
136	All records relating to the identification of vulnerabilities in ICT systems and mitigation of the vulnerabilities	Electronic files in Sharepoint	Reports are replaced with new one - destroy old version	Common Practice
137	Emails	Electronic files in Sharepoint	2 years after creation.	Common Practice
138	Information Security Management System - policy documents, guidelines and procedures documents, incident records, risk assessment reports, exception records	Electronic files in Sharepoint	7 years - destroy	Common Practice
139	IT assets	Electronic files in Sharepoint	4 years after disposal	Common Practice
140	IT Contracts, software licenses, agreements	Electronic files in Sharepoint	Destroy 7 years after sale or disposal of asset	Common Practice
141	IT disposal records	Electronic files in Sharepoint	4 years	Common Practice
142	Microsoft Teams - Channel Messages	Electronic files in Sharepoint	1 year after last message	Common Practice
143	Microsoft Teams - Chats (unused)	Electronic files in Sharepoint	7 days after creation	EMT decision 2020
144	Microsoft Teams - Chats (used)	Electronic files in Sharepoint	7 days after last message	EMT decision 2020
145	Microsoft Teams - Teams	Electronic files in Sharepoint	1 year after last update	EMT decision 2020
146	PSN security documentation	Electronic files in Sharepoint	7 years - destroy	Limitation Act 1980 (Section 2)
147	Records relating to network maintenance	Electronic files in Sharepoint	7 years - destroy	Limitation Act 1980 (Section 2)
148	Records relating to third party applications including change control records and changes to systems (approved and signed off)	Electronic files in Sharepoint	Life of system + 1 year and then destroy	Common Practice
149	Service desk records	Electronic records in system	5 years after closure	Common Practice
150	Strategy and policy documents, guidance documents, terms of reference documents	Electronic files in Sharepoint	2 years - destroy	Common Practice
151	System administration and access	Electronic files in Sharepoint	1 year	Common Practice
152	System implementation and detailed design	Electronic files in Sharepoint	7 years	Common Practice
153	User accounts	Electronic files in Sharepoint	1 year after staff departure unless special circumstances apply	Common Practice
154	Video Recordings	Electronic files in Sharepoint	2 years	Common Practice
155				
156	DIGITAL SERVICES INFORMATION GOVERNANCE			
157	Archive records	Electronic files in Sharepoint	As per retention schedule	Common Practice
158	Archive records database	Electronic files in Sharepoint	10 years	Common Practice
159	Asset registers	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice
160	Audits	Electronic files in Sharepoint	6 years after audit, investigation or legal action	Common Practice
161	Business continuity Planning	Electronic files in Sharepoint	6 years after superseded and then destroy	Common Practice
162	Classification schemes	Electronic files in Sharepoint	Permanent	Common Practice
163	Disaster recovery plans and tests	Electronic files in Sharepoint	4 years	Common Practice
164	Disposal certificates and schedules	Electronic files in Sharepoint	12 years	Common Practice
165	Retention schedule	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice
166	Information Management	Electronic files in Sharepoint	7 years (12 years for assets disposed over £50,000)	Common Practice
167				
168	ECONOMIC DEVELOPMENT			
169	Economic data		25 years	Common Practice

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
170				
171	EDUCATION			
172	Behaviour and attendance reports	Electronic files in drive	4 years	Common Practice
173	Educational psychology records	Paper files	until child is 25	BPS Guidance
174	Education Health and Care Plans	Paper files	35 years after case closure	BPS Guidance
175	Major incident in outdoor education	Electronic files in drive	25 years	Common Practice
176	Permanent exclusions	Electronic files in drive	25 years	Common Practice
177	School admissions	Electronic files in drive	25 years	Common Practice
178	School governor board meeting minutes	Electronic files in drive	20 years (whilst school is purchasing service from the Council)	Advice NGA National Governance Association
179	Truancy records	Electronic files in drive	7 years	Common Practice
180				
181	EDUCATION SECONDARY BEHAVIOUR SUPPORT			
182	Attendance Records	Electronic records in system	7 years	Common Practice
183	Admissions Records	Electronic records in system	7 years	Common Practice
184	Student Folders	Electronic records in system	7 years	Common Practice
185	Advice and Information to parents	Electronic records in system	12 years	Statutory Duty
186	Exam Results	Electronic records in system	7 years	Common Practice
187	Financial Accounts	Electronic records in system	7 years	Common Practice
188				
189	EARLY YEARS			
190	Synergy - Parent, child and provider records for funding entitlement	Electronic records in system	25 years	Statutory Duty
191	Family Information Directory	Electronic records in system	Permanent	Statutory Duty
192	Online Training Booking	Electronic records in system	3 years	Common Practice
193	EY Visit Reports and audits	Electronic files in drive	Permanent	Childcare Act 1989
194	EY Census	Electronic records in system	1 year	Statutory Duty
195	Ofsted registration - Providers	Electronic records in system	Permanent	Childcare Act 1989
196	Funding payments	Electronic records in system	Permanent	Statutory Duty
197				
198	EMERGENCY PLANNING			
199	Major incident reports	Electronic files in drive	Permanent	Major Incident Plan
200	Minor incident reports	Electronic files in drive	7 years	Common Practice
201	Recording of tests	Electronic files in drive	10 years	Common Practice
202				
203	ENFORCEMENT, LICENSING AND REGISTRATION			
204	Air quality, pollution and contaminated land records		Permanent	Common Practice
205	Hazardous or toxic substance licenses		Permanent	Common Practice
206	Inspection records - trading standards, fire		7 years	Common Practice
207	Notices		2 years after the matter is concluded	Common Practice
208	Parking Enforcement Notices, inc. Penalty Charge Notices, Warning Notices, Permits, Mobility Services		3 years after the matter is concluded	Common Practice
209	Prosecution		2 years	Common Practice
210	Premise licence applications, objections and related documentation		6 years after licence expires	Common Practice
211	Registration administration		2 years after registration or entitlement lapses	Common Practice
212	Summary registers		Permanent	Common Practice
213				
214	FACILITIES MANAGEMENT			
215	ID Badge records	Electronic records in system	Length of employment plus 18 months (18 months if card not used)	Common Practice
216				
217	FINANCE/PROCUREMENT			

	A	B	C	E
7	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
218	Accountable process relating to payment of employees - eg. Authority sheets, Payroll deduction authorities, Payroll disbursement, Employee pay records, Employee taxation records	Electronic files in Sharepoint	Destroy after statutory 7 years after the conclusion of the financial transaction that the record supports	HMRC - Compliance Handbook Manual CH15400
219	All records relating to the administration of Statutory maternity, paternity and statutory sick pay	Electronic files in Sharepoint	Destroy after statutory 7 years after the conclusion of the financial transaction that the record supports	The Statutory Maternity Pay (General) Regulations 1986 The Statutory Sick Pay (General) and Regulations 1982
220	Acknowledgement receipt of pay-packet	Electronic records in system	CY plus 2 years; if subject to audit investigation 7 years	Limitation Act 1980 (Section 2)
221	Agreements (not contracts)	Electronic files in drive	6 years after expiry of termination	Limitation Act 1980 (Section 2)
222	Amendment to contracts	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires	Limitation Act 1980 (Section 2)
223	Annual budget	Electronic files in drive	Permanent	HMRC Compliance Handbook CH15400
224	Asset Management	Electronic files in drive	7 years	
225	Audit investigations	Electronic files in Sharepoint	7 years	
226	Counter Fraud Investigations	Electronic files in Sharepoint	7 years	
227	Insurance claims	Electronic records in system	7 years	
228	Bank paying book	Paper files	Life of book plus 2 years; if subject to audit investigation 7 years	
229	Bank statements - copies	Electronic files in drive	CY plus 2 years providing originals are available for CY plus 6 years	
230	Cash receipting print-outs	Paper files	CY plus 2 years; if subject to audit investigation 7 years	
231	Cash receipts and adjustments	Paper files	CY plus 2 years; if subject to audit investigation 7 years	
232	Cash register rolls	Paper files	CY plus 3 years; if subject to audit investigation 7 years	
233	Cashiers paying in sheets	Paper files	CY plus 2 years; if subject to audit investigation 7 years	
234	Cheques register	Electronic files in drive	CY plus 3 years; if subject to audit investigation 7 years	
235	Cheques register - post dated	Electronic files in drive	CY plus 2 years; if subject to audit investigation 7 years	
236	Cheques register - unpaid	Electronic files in drive	CY plus 2 years; if subject to audit investigation 7 years	
237	Claims	Electronic files in Sharepoint	3 years after contract expires	Audit/HR requirements
238	Collection and Deposit (C&D) Book	Electronic files in drive	CY plus 3 years; if subject to audit investigation 7 years	
239	Consolidated annual reports	Electronic files in drive	Permanent	
240	Consolidated monthly and quarterly statements and working papers for annual reports	Electronic files in drive	After year's statement of accounts closed and audited	
241	Contract monitoring and performance reports	Electronic records in system	2 years after contract expiry	
242	Conyenance	Electronic files in drive	12 years after closure	
243	Court cases/papers for arrears	Electronic files in drive	7 years	
244	Credit Card Transactions	Electronic records in system	Credit card receipts should not be retained for longer than necessary and no more than 6 months maximum. (All credit card numbers MUST BE redacted to the last four digits of the card number if receipts are retained).	
245	Daily cash reconciliation sheets	Electronic records in system	CY plus 2 years; if subject to audit investigation 7 years	
246	Delivery notes, petty cash slips, sales records, income correspondence	Electronic files in drive	2 years after current year	
247	Draft budgets	Electronic files in drive	4 years after budget agreed	
248	Expenditure and write offs of public money (invoices, card statements, ledgers, vouchers, creditor notes)	Electronic files in drive	7 years	
249	Expenses Claims	Electronic files in Sharepoint	7 Years	HMRC - Compliance Handbook Manual CH15400
250	Expressions of interest	Electronic records in system	2 years	
251	Grant funding (Incl European Union)	Electronic files in drive	7 years	
252	Handy till envelopes	Electronic files in drive	CY plus 2 years; if subject to audit investigation 7 years	
253	Housing Benefit files	Electronic files in drive	7 years	
254	Individual service budget returns	Electronic files in drive	On budget buddy or after statement of accounts closed and audited	
255	Insurance register and policies	Paper files	Permanent	
256	Investments	Electronic files in drive	7 years	
257	Legal advice on a point of law	Electronic files in drive	4 years	

	A	B	C	E
7	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
258	Litigation case files - minor	Electronic files in drive	7 years after last action	
259	Loans - detailed files	Electronic files in drive	7 years after loan repaid	
260	Loans - summary	Electronic files in drive	Permanent	
261	Mileage Claims	Electronic files in Sharepoint	7 years	HMRC - Compliance Handbook Manual CH15400
262	Paying in sheets		CY plus 2 years; if subject to audit investigation 7 years	Common Practitce
263	Pensions - The process of administering employees to ensure that entitlements and obligations are in accordance with agreement employment requirements - Records containing superannuation information; medical clearance; letter of appointment; letter of acceptance; details of assigned duties; Probation reports; Medical examinations; Personal particulars, Educational qualifications; Declarations of pecuniary interests; Secrecy undertakings; Employment contracts	Electronic records in system	Destroy 6 years from date of last pension payment	HMRC - Compliance Handbook Manual CH15400
264	Petty cash vouchers		CY plus 3 years; if subject to audit investigation 7 years	Limitation Act 1980 (Section 2)
265	Post tender negotiation	Electronic records in system	1 year after start of contract	Limitation Act 1980 (Section 2)
266	Property Valuation		7 years	Common Practitce
267	Public display accounts		7 years	Common Practitce
268	Quotes - successful	Electronic records in system	Life of contract	Common Practitce
269	Quotes - unsuccessful	Electronic records in system	1 year after start of contract	Common Practitce
270	Receipt stubs - Council tax		CY plus 2 years; if subject to audit investigation 7 years	Common Practitce
271	Receipt stubs - others		CY plus 2 years; if subject to audit investigation 7 years	Common Practitce
272	Signed contract	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires	Limitation Act 1980 (Section 2)
273	Successful tender document and evaluation	Electronic records in system	3 years after contract expires	Limitation Act 1980 (Section 2)
274	Tender envelope	Electronic records in system	1 year after start of contract	Limitation Act 1980 (Section 2)
275	Tender specification	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires	Limitation Act 1980 (Section 2)
276	Termination - The process of termination of staff through voluntary redundancy, dismissal and retirement. Eg. Resignation, Redundancy (Section 188), Dismissal, Death, Retirement	Electronic records in system	Destroy 6 years after termination. If a pension is paid then records should be destroyed 6 years after last payment of pension	Limitation Act 1980 (Section 2)
277	Uncollected wages book		CY plus 6 years	Common Practitce
278	Unsuccessful tender documents	Electronic records in system	1 year after start of contract	Limitation Act 1980 (Section 2)
279				
280	HEALTH AND SAFETY			
281	Accidents books		3 years	Common Practice
282	Accidents books - injuries to children		25 years	Common Practice
283	Examination, testing, monitoring and control records (inspections)		5 years	Common Practice
284	Health surveillance records		40 years after last entry	Common Practice
285	Investigation of accident/incident		4 years from closure/approval of HSE	Common Practice
286	Monitoring of areas where persons are likely to have been in contact with asbestos		40 years from last action or age 75 whichever is the greater	Common practice based on Statutory
287	Monitoring of areas where persons are likely to have been in contact with radiation		50 years from last action or age 75 whichever is the greater	Common practice based on Statutory
288	Risk assessments		6 years	Common Practice
289	Records relating to the Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) process		Permanent	Statutory Instrument 1995 No 3163 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
290	COSH and RIDDOR Accident books and advice sheets		Permanent	Statutory
291	Process of inspecting equipment to ensure it is safe		Destroy 6 years from destruction of the equipment	Statutory
292	Process of carrying out monitoring to ensure that the process is safe		Destroy 3 years from last action	Statutory
293	Training records - health and safety		50 years	Common Practice

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
294	Training and guidance materials		3 years	Common Practice
295				
296	HIGHWAY SERVICES			
297	Crossover applications	Electronic files in drive	7 years after last action	Limitation Act 1980 (Section 2)
298	White line entrance markings	Electronic files in drive	7 years after last action	Limitation Act 1980 (Section 2)
299	Staff time recording	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)
300	Project recharging	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)
301	Designing, construction and maintenance of roads, bridges and highway assets	Electronic files in drive	Permanent/life of asset	Statutory Duty
302	Records of highways, bridle paths and rights of way	Electronic files in drive	Permanent/life of asset	Statutory Duty
303				
304	HOUSING			
305	Housing improvement grants over £5000		12 years after last payment	
306	Housing register		Permanent	
307	Rent payments		6 years plus current financial year	
308	Right to buy documents		12 years after sale	
309	Stock monitoring records		4 years after last action	
310	Tenancy agreements		Ordinary tenancy: 6 years after expiry or tenancy under seal - 12 years after expiry	
311	Tenancy files, correspondence and applications (successful)		15 years after termination of tenancy	
312	Unsuccessful applications		7 years from closure	
313				
314	HOUSING ADVISORY SERVICE (MARKET MANAGEMENT)			
315	Homefinder dBase	Electronic records in system	7 years from closure	Financial regulation
316	Private sector leasing landlord spreadsheet	Electronic files in drive	7 years from closure	Financial regulation
317	Enfield let landlord spreadsheet	Electronic files in drive	7 years from closure	Financial regulation
318				
319	HOUSING DEVELOPMENT			
320	Viability - Business case spreadsheets	Electronic records in system	7 years - destroy	Common Practice
321	Viability - Proval downloads	Electronic records in system	7 years - destroy	Common Practice
322	Int. Reps	Electronic records in system	7 years - destroy	Common Practice
323	Int. Reps - PIDs	Electronic records in system	7 years - destroy	Common Practice
324	Int. Reps - Briefing notes	Electronic records in system	7 years - destroy	Common Practice
325	Approvals	Electronic records in system	7 years - destroy	Common Practice
326	Approvals - Cabinet Reports	Electronic records in system	7 years - destroy	Common Practice
327	Approvals - DARS	Electronic records in system	7 years - destroy	Common Practice
328	Approvals - RODS	Electronic records in system	7 years - destroy	Common Practice
329	Proc. - Briefs	Electronic records in system	7 years - destroy	Common Practice
330	Proc. - Tender documents (Inc. specification)	Electronic records in system	7 years - destroy	Common Practice
331	Proc. - Evaluation documents	Electronic records in system	7 years - destroy	Common Practice
332	Proc. - Award letters	Electronic records in system	7 years - destroy	Common Practice
333	Proc. - Contract documents	Electronic records in system	7 years - destroy	Common Practice
334	Proc. - Design work/consult reps - All surveys	Electronic records in system	7 years - destroy	Common Practice
335	Proc. - Drawings, plans, technical details (RIBA Stage 2,3,4)	Electronic records in system	7 years - destroy	Common Practice
336	Proc. - Consultant reports (Engineering, Transport, Acoustic, light etc.)	Electronic records in system	7 years - destroy	Common Practice
337	Public Consultation responses	Electronic records in system	7 years - destroy	Common Practice
338	Site Photos - before, during, completion	Electronic records in system	7 years - destroy	Common Practice
339	Reference photos	Electronic records in system	7 years - destroy	Common Practice
340	Tender documents	Electronic records in system	7 years - destroy	Common Practice
341	Evaluation documents	Electronic records in system	7 years - destroy	Common Practice
342	Contract documents	Electronic records in system	7 years - destroy	Common Practice
343	Contractor/Consultant quotes	Electronic records in system	7 years - destroy	Common Practice
344	QS Cost reports	Electronic records in system	7 years - destroy	Common Practice
345	Payment valuation reports	Electronic records in system	7 years - destroy	Common Practice

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
346	Invoices	Electronic records in system	7 years - destroy	Common Practice
347	Cashflows	Electronic records in system	7 years - destroy	Common Practice
348	Budget spreadsheets	Electronic records in system	7 years - destroy	Common Practice
349	All key saved email correspondence	Electronic records in system	7 years - destroy	Common Practice
350	All scanned correspondence	Electronic records in system	7 years - destroy	Common Practice
351	All handover documentation.	Electronic records in system	7 years - destroy	Common Practice
352	Warranties/Guarantees	Electronic records in system	10 years - destroy	Common Practice
353	Insurances	Electronic records in system	10 years - destroy	Common Practice
354	Any NHBC/LABC information	Electronic records in system	10 years - destroy	Common Practice
355				
356	HOUSING & REGENERATION ESTATE RENEWAL			
357	Resident contact details	Electronic records in system	Duration of regeneration scheme	Common Practice
358	Resident compensation payments - bank details	Electronic records in system	CY + 6 years	Common Practice
359	Resident Health and Well-Being Details	Electronic records in system	Duration of regeneratoin scheme	Common Practice
360				
361	HUMAN RESOURCES			
362	Accountable employee pay and tax records	Electronic records in system	7 years	The Income Tax (Employment) Regulations 1993
363	Appointment diaries	Electronic files in drive	2 years	Common Practice
364	Disciplinary warning	Electronic files in drive	Remain on Personnel File for duration of LBE employment	Common Practice
365	Disciplinary warnings	Electronic files in drive	Duration of employment	Common Practice
366	Disciplinary warnings involving children	Electronic files in drive	Permanent	Common Practice
367	Disciplinary/grievance investigations - unfounded	Electronic files in drive	Destroy immediately after appeal	Common Practice
368	Grievance investigations - founded	Electronic files in drive	Outcome to remain on Personnel File for duration of LBE employment - Iclipse	Common Practice
369	Medical Assessments and Records	Electronic files in drive	75 years after date of birth	Common Practice
370	Other Proceedings - founded	Electronic files in drive	Destroy immediately if unfound	Common Practice
371	PAR's	Electronic records in system	3 Years from the date of completion	Common Practice
372	Records of staff with enhanced CRB / DBS checks	Electronic records in system	35 years	Common Practice
373	Recruitment - Unsuccessful	Electronic files in drive	1 year (unsuccessful application)	Common Practice
374	Recruitment - Successful	Electronic files in drive	These records form the basis of a new starter file/ Personnel file so are retained for duration for employment on Iclipse	Common Practice
375	Return to Work Forms/Sickness Absence Records	Electronic files in drive	Return to work forms discussion for can be scanned and retained by line manager for duration of employment. The sickness record is recorded on MI Portal	Common Practice
376	Training records - learning and devleopment	Electronic records in system	2 years	Common Practice
377	Flexi-Time records	Electronic files in drive	2 years	Common Practice
378				
379	LEGAL			
380	Administering and enforcing bye-laws	Paper files	2 years after the matter is concluded	Good practice
381	Agreements (not contracts)	Paper files	6 years after expiry of termination	Limitation Act 1980 (Section 2)
382	Conveyance	Paper files	12 years after closure	Good practice
383	Legal advice on a point of law	Electronic records in system	7 years	Limitation Act 1980 (Section 2)
384	Litigation case files - major	Electronic records in system	Permanent	Good practice
385	Litigation case files - minor	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)
386	Process of making bye-laws	Paper files	Permanent	Good practice
387	Court of Protection and cases where mental capacity is an issue	Electronic records in system	Permanent	Limitation Act 1980 (Section 2)
388	Care proceedings and forced marriage protection orders	Electronic records in system	100 years from conclusion of the proceedings	Statutory
389	Special guardianship orders, placements orders, designation and supervision orders	Electronic records in system	100 years from conclusion of the proceedings	Statutory
390	Adoption cases	Electronic records in system	Permanent	Statutory
391	Children's private law proceedings and advice i.e. s.7 and s.37	Electronic records in system	Until 23rd birthday of youngest child in family	Good practice
392	Children's s.17 cases	Electronic records in system	Until 23rd birthday of youngest child in family	Good practice
393	Special educational needs where EHCP issued	Electronic records in system	35 years after ceasing EHCP	Good practice

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
394				
395	LOOKED AFTER CHILDREN			
396	Adoption records	Electronic records in system	Permanent	Adoption and Children Act 2002
397	Assessing adoptors and foster carers	Electronic records in system	100 years from adoption order	Adoption and Children Act 2002
398	Foster carer files/reg 11	Electronic records in system	10 years from termination of approval or death of foster carer	The Fostering Services (England) Regulations 2011
399	Individual case files	Electronic records in system	75 years from date of birth or 15 years from death if child dies before 18th birthday	Children Act 1989
400	Operation of children's homes	Electronic records in system	23 years from closure	Children's Home (England) Regulation 2015,
401	Private fostering records	Electronic records in system	100 years after date of birth	Adoption Agencies Regulations 2005 No 389 Regulation 40
402	Summary registers including children's homes registers	Electronic records in system	Permanent	Children's Home (England) Regulation 2015,
403	Supervision orders	Electronic records in system	23 years from date of birth of youngest child in family	Children Act 1989
404	Case records for people who are not approved as a foster parent, or who withdraws their		3 years from the refusal or withdrawal	Fostering Service Regulations
405				
406	PLANNING AND DEVELOPMENT			
407	Building control approvals	Electronic files in drive	15 years after construction completed	Common Practice
408	Building control registers	Electronic files in drive	15 years	Common Practice
409	Enforcement of building control	Electronic files in drive	4 years after compliance with enforcement notice	Common Practice
410	Inspection records	Electronic files in drive	10 years after issue of certificate	Common Practice
411	Listed building consents	Electronic files in drive	Permanent	Common Practice
412	Planning application register	Electronic files in drive	Permanent	Common Practice
413	Planning applications - Cabinet Member meetings - agenda/minutes/papers	Electronic files in drive	4 years	Common Practice
414	Planning applications and plans	Electronic files in drive	Permanent	Common Practice
415	Planning objections and enquiries	Electronic files in drive	7 years after decision	Common Practice
416	Tree preservation orders	Electronic files in drive	7 years	Common Practice
417				
418	PLANNING STRATEGIC DEVELOPMENT			
419	Consultation responses and public inquiry documents	Electronic files in drive	Permanent	Common Practice
420	Information on historical buildings, monuments and ecology	Electronic files in drive	Permanent	Common Practice
421	Objections to planning schemes and amendments	Electronic files in drive	Highly controversial-permanent, otherwise 15 years after decision	Common Practice
422	Planning scheme controls - waste planning, mineral register, archeological etc	Electronic files in drive	Permanent	Common Practice
423	Policy documents re: countryside and open spaces	Electronic files in drive	Permanent	Common Practice
424	Strategic planning plans and documents	Electronic files in drive	Permanent	Common Practice
425	Planning, designing and construction of roads, bridges and tunnels	Electronic files in drive	Permanent	Common Practice
426	Records of highways, bridle paths and rights of way	Electronic files in drive	Permanent	Common Practice
427				
428	PROJECT MANAGEMENT			
429	Project documentation - PID, project plans, risk and issues logs etc	Electronic files in drive	5 years after end of project	Common Practiice
430				
431	PROPERTY SERVICES			
432	Allotments		Lease period + 6 years	
433	Asset acquisition and disposal	Electronic files in drive	Ordinary contract-6 years after use/obligations concluded. Contracts under seal-12 years after use/obligations concluded	Common Practice
434	Council Property Land Registration	Paper files	Permanent	
435	Correspondece General (Including Emails)	Electronic files in drive	2 years	Common Practice
436	Correspondence relating to LBE owned assets (Including Emails)	Electronic files in drive	12 years after end of asset life (disposal / demolish / change of tenancy etc...)	Statutory requirement
437	Inventories, stocktaking, utilisation surveys	Electronic files in drive	2 years	Common Practice

	A	B	C	E
7	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
438	Leases	Electronic files in drive	15 years after expiry of lease	Common Practice
439	Licences	Electronic files in drive	12 years after expiry of Licence	Common Practice
440	Maintenance of assets - cleaning, painting, servicing	Electronic files in drive	Ordinary contract-6 years after contract expires. Contracts under seal-12 years after contract expires	Common Practice
441	Management of heritage properties	Electronic files in drive	Permanent	Statutory requirement
442	Management of other buildings - improvement projects	Electronic files in drive	Retain for life of property-except where over £100k	Common Practice
443	Summary reports on total assets and leased properties	Electronic files in drive	Permanent	Statutory requirement
444				
445	PUBLIC HEALTH			
446	Case Information		7 years from end of service	
447	Data and reports		Permanent	
448				
449	REGISTRARS & CORONERS			
450	Citizenship ceremony lists	Electronic files in drive	2 years after ceremony	
451	Coroners inquests	Electronic files in drive	Permanent	
452	Notices	Electronic files in drive	2 years after last action	
453	Register of approved service places	Electronic records in system	2 years after end of registration	
454	Register of births, deaths and marriages	Electronic records in system	Permanent	
455	Treasure trove	Electronic files in drive	2 years after last action	
456	Wedding service plans	Electronic files in drive	2 years after wedding service	
457				
458	REVENUES AND BENEFITS			
459	(Council Tax and NNDR collection, discounts etc)	Electronic records in system	7 years	
460	Council Tax valuations, registers and lists	Electronic files in drive	7 years	
461	Court papers	Electronic files in drive	Permanent	
462	Fraud and investigations	Paper files	Destroy physical court papers 1 month after hearing	
463	R&B correspondence	Electronic files in drive	7 years	
464	Records relating to benefit processing	Electronic records in system	7 years	
465	Records relating to revenue processing	Electronic records in system	7 years	
466				
467	RISK MANAGEMENT			
468	Risk Register recording and managing risk Corporate / departmental	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice
469				
470	TRANSFORMATION			
471	Project & Programme documentation - PID, PDDs, project/programme plans, risk and issues logs etc	Electronic files in drive	5 years after end of project or programme	Common Practice
472	Budget management data (programmes, projects & service)	Electronic files in drive	7 years	Common Practice
473	Authority reports (programmes, projects & service)	Electronic files in Sharepoint	6 years	Common Practice
474	Service planning & strategic documentation (objectives, audit recommendations, guidance & training documentation, risk register, comms, research & best practice etc.)	Electronic files in drive	5 years	Common Practice
475				
476	TRANSPORT			
477	Acquisition and disposal of vehicles (purchase or lease)	Electronic files in drive	7 years after disposal	Common Practice
478	Address details on paid Penalty Charge Notices	Electronic files in drive	3 years	Common Practice
479	Driver approvals, checks and usage	Electronic files in drive	7 years after disposal	Common Practice
480				
481	WASTE MANAGEMENT			

	A	B	C	E
	RECORDS	Storage Medium	RETENTION PERIOD	REASONS
7				
482	Abandoned vehicles		4 years	Common Practice
483	Approved waste disposal sites		Permanent	Statutory Duty
484	Controlled waste collection		7 years	Statutory Duty
485	Household waste collection		2 years	Statutory Duty
486	Transfer sites		10 years	Statutory Duty
487	Waste site plans		Permanent	Common Practice
488				
489	YOUTH OFFENDING			
490	Youth Offending Prevention Programme/Triage files	Electronic records in system	Until 19th birthday or 3 years have elapsed since NFA [Whichever is longer]	YFSS YOU CM P&P
491	Out of Court Disposals	Electronic records in system	25th Birthday	YFSS YOU CM P&P / RGLA 3.12
492	Bail and Remand supervision	Electronic records in system	25th Birthday	YFSS YOU CM P&P / RGLA 3.12
493	Case management of all Community Statutory Orders	Electronic records in system	75th Birthday	YFSS YOU CM P&P
494	Case management of all Custodial Orders	Electronic records in system	75th Birthday	YFSS YOU CM P&P
495	Assessment of management risk and safe guarding	Electronic records in system	75th Birthday	YFSS YOU CM P&P
496				
497	YOUTH DEVELOPMENT			
498	YDU Support	Electronic records in system	10 years from end of intervention or 19th birthday whichever occurs first	YFSS YDU P & P / RGLA 3.12
499				
500	KEY = ADDITION FROM PREVIOUS ISSUE (standard colour GREEN)			
501	NEW ADDITION (Standard Colour YELLOW)			
502	EXISTING (No Fill)			
503	HEADING/TITLES/VERSION (Standard Colour ORANGE)			
504				
505				
506				
507	Owner: IGB		Classification: OFFICIAL	
508	Latest update: 28/08/2020		Review Date: 28/08/2020	
509			Next Review Due: 27/08/2020	

	F	G	H
1			
2			
3			
4			
5			
6			
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
8			
9	OFFICIAL	Y	0
10	OFFICIAL	Y	0
11	OFFICIAL - SENSITIVE	Y	0
12	OFFICIAL - SENSITIVE	Y	0
13		Y	
14		Y	
15	OFFICIAL	Y	0
16	OFFICIAL	Y	0
17	OFFICIAL	Y	0
18		Y	
19		Y	
20	OFFICIAL - SENSITIVE	Y	0
21	OFFICIAL - SENSITIVE	Y	0
22	OFFICIAL - SENSITIVE	Y	0
23	OFFICIAL - SENSITIVE	Y	0
24	OFFICIAL - SENSITIVE	Y	0
25			
26			
27	OFFICIAL-SENSITIVE		
28	OFFICIAL-SENSITIVE		
29	OFFICIAL-SENSITIVE		
30	OFFICIAL-SENSITIVE		
31	OFFICIAL-SENSITIVE		
32	OFFICIAL-SENSITIVE		
33	OFFICIAL-SENSITIVE		
34		Y	
35		Y	
36	OFFICIAL	Y	0
37	OFFICIAL	Y	0
38	OFFICIAL	Y	0
39	OFFICIAL	Y	0
40	OFFICIAL	Y	0
41	OFFICIAL	N	0
42	OFFICIAL	Y	0
43	OFFICIAL	Y	0
44	OFFICIAL	Y	0

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
45	OFFICIAL	Y	0
46	OFFICIAL	Y	0
47	OFFICIAL	Y	0
48	OFFICIAL	Y	0
49	OFFICIAL	Y	0
50	OFFICIAL	Y	0
51	OFFICIAL	Y	0
52	OFFICIAL	Y	0
53	OFFICIAL	Y	0
54	OFFICIAL	Y	1
55	OFFICIAL	Y	1
56	OFFICIAL	Y	0
57		Y	
58		Y	
59	OFFICIAL-SENSITIVE	N	0
60	OFFICIAL-SENSITIVE	N	3
61	OFFICIAL-SENSITIVE	Y	0
62	OFFICIAL-SENSITIVE		0
63	OFFICIAL	Y	
64			
65		Y	
66	OFFICIAL-SENSITIVE	Y	
67	OFFICIAL-SENSITIVE	N	
68	OFFICIAL-SENSITIVE	y	
69	OFFICIAL-SENSITIVE	n	
70	OFFICIAL-SENSITIVE	n	
71	OFFICIAL-SENSITIVE	n	
72	OFFICIAL-SENSITIVE	n	
73	OFFICIAL-SENSITIVE	n	
74	OFFICIAL-SENSITIVE	n	
75	OFFICIAL-SENSITIVE	y	
76	OFFICIAL-SENSITIVE	y	
77	OFFICIAL-SENSITIVE		

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
78			
79		Y	
80	OFFICIAL-SENSITIVE	y	0
81	OFFICIAL-SENSITIVE	y	0
82	OFFICIAL-SENSITIVE	y	0
83	OFFICIAL-SENSITIVE	y	0
84	OFFICIAL-SENSITIVE	y	0
85			
86			
87	OFFICIAL		
88	OFFICIAL		
89	OFFICIAL		
90	OFFICIAL		
91	OFFICIAL		
92			
93		Y	
94	OFFICIAL	Y	0
95	OFFICIAL	Y	0
96	OFFICIAL	Y	0
97	OFFICIAL	Y	0
98	OFFICIAL	Y	0
99	OFFICIAL	Y	0
100	OFFICIAL	Y	0
101	OFFICIAL	Y	0
102	OFFICIAL	Y	0
103	OFFICIAL	Y	0
104	OFFICIAL	Y	0
105	OFFICIAL	Y	0
106	OFFICIAL	Y	0
107	OFFICIAL	Y	0
108	OFFICIAL	Y	0
109	OFFICIAL	Y	0
110	OFFICIAL	Y	0
111	OFFICIAL	Y	0
112	OFFICIAL	Y	0
113	OFFICIAL	Y	0
114	OFFICIAL	Y	0
115	OFFICIAL	Y	0
116	OFFICIAL	Y	0
117	OFFICIAL	Y	0
118	OFFICIAL	Y	0
119	OFFICIAL	Y	0
120	OFFICIAL	Y	0
121	OFFICIAL	Y	0

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
122	OFFICIAL	Y	0
123	OFFICIAL	Y	0
124	OFFICIAL	Y	0
125	OFFICIAL	Y	0
126	OFFICIAL	Y	0
127	OFFICIAL	Y	0
128	OFFICIAL	Y	0
129	OFFICIAL	Y	0
130	OFFICIAL	Y	0
131	OFFICIAL	Y	0
132	OFFICIAL	Y	0
133	OFFICIAL	Y	0
134		Y	
135			
136	OFFICAL-SENSITIVE		
137		Y	0
138	OFFICIAL	Y	0
139		Y	0
140	OFFICIAL	Y	0
141		Y	0
142	OFFICIAL	Y	0
143	OFFICIAL	Y	0
144	OFFICIAL	Y	0
145	OFFICIAL	Y	0
146	OFFICIAL		
147	OFFICIAL	Y	0
148	OFFICIAL		
149		Y	0
150	OFFICIAL	Y	0
151		Y	0
152		Y	0
153		Y	0
154	OFFICAL-SENSITIVE	Y	0
155			
156			
157	OFFICIAL	Y	0
158	OFFICIAL	Y	0
159	OFFICIAL	Y	0
160	OFFICIAL		
161	OFFICIAL		
162	OFFICIAL	Y	0
163	OFFICIAL	Y	0
164	OFFICIAL	Y	0
165	OFFICIAL	Y	0
166	OFFICIAL	Y	0
167			
168		Y	
169	OFFICIAL	Y	0

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
170		Y	
171		Y	
172	OFFICIAL	Y	0
173	OFFICIAL Sensitive personal	Y	
174	OFFICIAL Sensitive personal	Y	
175	OFFICIAL	Y	0
176	OFFICIAL	Y	0
177	OFFICIAL	Y	0
178	OFFICIAL	Y	0
179	OFFICIAL	Y	0
180			
181		Y	
182	OFFICIAL	Y	
183	OFFICIAL	Y	
184	OFFICIAL	Y	
185	OFFICIAL	Y	
186	OFFICIAL	Y	
187	OFFICIAL	Y	
188			
189			
190	OFFICIAL	Y	0
191	OFFICIAL	Y	0
192	OFFICIAL	Y	0
193	OFFICIAL	Y	0
194	OFFICIAL	Y	0
195	OFFICIAL	Y	0
196	OFFICIAL	y	0
197			
198			
199	OFFICIAL - SENSITIVE	Y	0
200	OFFICIAL	Y	0
201	OFFICIAL	Y	0
202		Y	
203		Y	
204	OFFICIAL	Y	0
205	OFFICIAL	Y	0
206	OFFICIAL	Y	0
207	OFFICIAL	Y	0
208	OFFICIAL	Y	0
209	OFFICIAL - SENSITIVE	Y	0
210	OFFICIAL	Y	0
211	OFFICIAL	Y	0
212	OFFICIAL	Y	0
213		Y	
214		Y	
215	OFFICIAL	Y	0
216		Y	
217		Y	

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
218	OFFICIAL	Y	0
219	OFFICIAL	Y	0
220	OFFICIAL	Y	0
221	OFFICIAL	Y	0
222	OFFICIAL	Y	0
223	OFFICIAL	Y	0
224	OFFICIAL	Y	0
225	OFFICIAL	Y	0
226	OFFICIAL	Y	0
227	OFFICIAL	Y	0
228	OFFICIAL	Y	0
229	OFFICIAL	Y	0
230	OFFICIAL	Y	0
231	OFFICIAL	Y	0
232	OFFICIAL	Y	0
233	OFFICIAL	Y	0
234	OFFICIAL	Y	0
235	OFFICIAL	Y	0
236	OFFICIAL	Y	0
237	OFFICIAL	Y	0
238	OFFICIAL	Y	0
239	OFFICIAL	Y	0
240	OFFICIAL	Y	0
241	OFFICIAL	Y	0
242	OFFICIAL	Y	0
243	OFFICIAL	Y	0
244	OFFICIAL	Y	0
245	OFFICIAL	Y	0
246	OFFICIAL	Y	0
247	OFFICIAL	Y	0
248	OFFICIAL	Y	0
249	OFFICIAL	Y	0
250	OFFICIAL	Y	0
251	OFFICIAL	Y	0
252	OFFICIAL	Y	0
253	OFFICIAL	Y	0
254	OFFICIAL	Y	0
255	OFFICIAL	Y	0
256	OFFICIAL	Y	0
257	OFFICIAL	Y	0

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
258	OFFICIAL	Y	0
259	OFFICIAL	Y	0
260	OFFICIAL	Y	0
261	OFFICIAL	Y	0
262	OFFICIAL	Y	0
263	OFFICIAL	Y	0
264	OFFICIAL	Y	0
265	OFFICIAL	Y	0
266	OFFICIAL	Y	0
267	OFFICIAL	Y	0
268	OFFICIAL	Y	0
269	OFFICIAL	Y	0
270	OFFICIAL	Y	0
271	OFFICIAL	Y	0
272	OFFICIAL	Y	0
273	OFFICIAL	Y	0
274	OFFICIAL	Y	0
275	OFFICIAL	Y	0
276	OFFICIAL	Y	0
277	OFFICIAL	Y	0
278	OFFICIAL	Y	0
279		Y	
280		Y	
281	OFFICIAL	Y	0
282	OFFICIAL-SENSITIVE	Y	0
283	OFFICIAL	Y	0
284	OFFICIAL-SENSITIVE	Y	0
285	OFFICIAL-SENSITIVE	Y	0
286	OFFICIAL	Y	0
287	OFFICIAL	Y	0
288	OFFICIAL	Y	0
289	OFFICIAL	Y	0
290	OFFICIAL	Y	
291	OFFICIAL	Y	
292	OFFICIAL	Y	
293	OFFICIAL	Y	0

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
294	OFFICIAL	Y	0
295		Y	
296		Y	
297	OFFICIAL	Y	0
298	OFFICIAL	Y	0
299	OFFICIAL	Y	0
300	OFFICIAL	Y	0
301	OFFICIAL	Y	0
302	OFFICIAL	Y	0
303			
304		Y	
305	OFFICIAL	Y	0
306	OFFICIAL	Y	0
307	OFFICIAL	Y	0
308	OFFICIAL	Y	0
309	OFFICIAL	Y	0
310	OFFICIAL	Y	0
311	OFFICIAL	Y	0
312	OFFICIAL	Y	0
313			
314		Y	
315	OFFICIAL	N/A	0
316	OFFICIAL	N	0
317	OFFICIAL	N	0
318		Y	
319			
320	OFFICIAL-SENSITIVE [COMME	Y	
321	OFFICIAL-SENSITIVE [COMME	Y	
322	OFFICIAL-SENSITIVE	Y	
323	OFFICIAL-SENSITIVE	Y	
324	OFFICIAL-SENSITIVE	Y	
325	OFFICIAL-SENSITIVE	Y	
326	OFFICIAL-SENSITIVE	Y	
327	OFFICIAL-SENSITIVE	Y	
328	OFFICIAL-SENSITIVE	Y	
329	OFFICIAL-SENSITIVE	Y	
330	OFFICIAL-SENSITIVE [COMME	Y	
331	OFFICIAL-SENSITIVE [COMME	Y	
332	OFFICIAL-SENSITIVE [COMME	Y	
333	OFFICIAL-SENSITIVE	Y	
334	OFFICIAL-SENSITIVE	Y	
335	OFFICIAL-SENSITIVE	Y	
336	OFFICIAL-SENSITIVE	Y	
337	OFFICIAL-SENSITIVE [PERSO	Y	
338	OFFICIAL-SENSITIVE	Y	
339	OFFICIAL-SENSITIVE	Y	
340	OFFICIAL-SENSITIVE [COMME	Y	
341	OFFICIAL-SENSITIVE [COMME	Y	
342	OFFICIAL-SENSITIVE [COMME	Y	
343	OFFICIAL-SENSITIVE [COMME	Y	
344	OFFICIAL-SENSITIVE [COMME	Y	
345	OFFICIAL-SENSITIVE [COMME	Y	

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
346	OFFICIAL-SENSITIVE [COMME	Y	
347	OFFICIAL-SENSITIVE [COMME	Y	
348	OFFICIAL-SENSITIVE [COMME	Y	
349	OFFICIAL-SENSITIVE	Y	
350	OFFICIAL-SENSITIVE	Y	
351	OFFICIAL-SENSITIVE	Y	
352	OFFICIAL-SENSITIVE [COMME	Y	
353	OFFICIAL-SENSITIVE [COMME	Y	
354	OFFICIAL-SENSITIVE [COMME	Y	
355			
356			
357	OFFICIAL	Y	0
358	OFFICIAL-SENSITIVE	Y	0
359	OFFICIAL-SENSITIVE	Y	0
360			
361			
362	OFFICIAL	Y	0
363	OFFICIAL	Y	0
364	OFFICIAL	Y	0
365	OFFICIAL	Y	0
366	OFFICIAL	Y	0
367	OFFICIAL	Y	0
368	OFFICIAL	Y	0
369	OFFICIAL - SENSITIVE	Y	0
370	OFFICIAL	Y	0
371	OFFICIAL	Y	0
372	OFFICIAL	Y	0
373	OFFICIAL	Y	0
374	OFFICIAL	Y	0
375	OFFICIAL - SENSITIVE	Y	0
376	OFFICIAL	Y	0
377	OFFICIAL	Y	0
378			
379			
380	OFFICIAL	Y	0
381	OFFICIAL	Y	0
382	OFFICIAL	Y	0
383	OFFICIAL - LEGAL	Y	0
384	OFFICIAL - LEGAL	Y	0
385	OFFICIAL - LEGAL	Y	0
386	OFFICIAL	Y	0
387	OFFICIAL - LEGAL	Y	
388	OFFICIAL - LEGAL	Y	
389	OFFICIAL - LEGAL	Y	
390	OFFICIAL - LEGAL	Y	
391	OFFICIAL - LEGAL	Y	
392	OFFICIAL - LEGAL	Y	
393	OFFICIAL - LEGAL	Y	

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
394			
395			
396	OFFICIAL - SENSITIVE	Y	0
397	OFFICIAL - SENSITIVE	Y	0
398	OFFICIAL - SENSITIVE	Y	0
399	OFFICIAL - SENSITIVE	Y	0
400	OFFICIAL - SENSITIVE	Y	0
401	OFFICIAL - SENSITIVE	Y	0
402	OFFICIAL - SENSITIVE	Y	0
403	OFFICIAL - SENSITIVE	Y	0
404			
405			
406			
407	OFFICIAL	Y	0
408	OFFICIAL	Y	0
409	OFFICIAL	Y	0
410	OFFICIAL	Y	0
411	OFFICIAL	Y	0
412	OFFICIAL	Y	0
413	OFFICIAL	Y	0
414	OFFICIAL	Y	0
415	OFFICIAL	Y	0
416	OFFICIAL	Y	0
417			
418			
419	OFFICIAL	Y	0
420	OFFICIAL	Y	0
421	OFFICIAL	Y	0
422	OFFICIAL	Y	0
423	OFFICIAL	Y	0
424	OFFICIAL	Y	0
425	OFFICIAL		
426	OFFICIAL		
427			
428			
429	OFFICIAL	Y	0
430			
431			
432		Y	0
433	OFFICIAL	Y	0
434		Y	0
435	OFFICIAL	Y	0
436	OFFICIAL SENSITIVE		
437	OFFICIAL	Y	0

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
438	OFFICIAL if registered and OFFICIAL SENSITIVE if unregistered with Land registry	Y	0
439	OFFICIAL if registered and OFFICIAL SENSITIVE if unregistered with Land registry	Y	0
440	Official	Y	0
441	OFFICIAL	Y	0
442	OFFICIAL SENSITIVE	Y	0
443	OFFICIAL SENSITIVE	Y	0
444			
445			
446		Y	0
447		Y	0
448			
449			
450		Y	0
451		Y	0
452		Y	0
453		Y	0
454		Y	0
455		Y	0
456		Y	0
457			
458			
459		Y	0
460		Y	0
461		Y	0
462		Y	0
463		Y	0
464		Y	0
465		Y	0
466			
467			
468	OFFICIAL SENSITIVE		
469			
470			
471	OFFICIAL	Y	0
472	OFFICIAL	Y	0
473	OFFICIAL	Y	0
474	OFFICIAL	Y	0
475			
476			
477	OFFICIAL	Y	0
478	OFFICIAL	Y	0
479	OFFICIAL	Y	0
480			
481			

	F	G	H
7	PROTECTIVE MARKING	Scanned copy ok (Y/N)	Retain paper for "X" years then scan
482	OFFICIAL	Y	0
483	OFFICIAL	Y	0
484	OFFICIAL	Y	0
485	OFFICIAL	Y	0
486	OFFICIAL	Y	0
487	OFFICIAL	Y	0
488			
489			
490	OFFICIAL - SENSITIVE	Y	0
491	OFFICIAL - SENSITIVE	Y	0
492	OFFICIAL - SENSITIVE	Y	0
493	OFFICIAL - SENSITIVE	Y	0
494	OFFICIAL - SENSITIVE	Y	0
495	OFFICIAL - SENSITIVE	Y	0
496			
497			
498	OFFICIAL - SENSITIVE	Y	0
499			
500			
501			
502			
503			
504			
505			
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509			