

## Retention Schedule

	A	B	C	E	F
1	<b>Record retention general limits</b>				
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. 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.				
4	All other record retention targets are service specific as set out below.				
5					
6					
7	<b>RECORDS</b>	<b>STORAGE MEDIUM</b>	<b>RETENTION PERIOD</b>	<b>REASONS</b>	<b>PROTECTIVE MARKING</b>
8	<b>ADULT SOCIAL CARE</b>				
9	Care home registration of care homes	Electronic files in drive	Permanent	Limitation Act 1980 (Section 2)	OFFICIAL
10	Council run care home operations	Electronic files in drive	15 years from closure	Limitation Act 1980 (Section 2)	OFFICIAL
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	OFFICIAL - SENSITIVE
12	Other case files	Electronic records in system	7 years from end of service	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE
13					
14	<b>CEMETERIES AND CREMATORIA</b>				
15	Maintenance of burial grounds	Electronic files in drive	21 years	Case Law	OFFICIAL
16	Registers - interments, burials, cemetery plans	Electronic files in drive	Permanent	Statutory Requirement	OFFICIAL
17	Regulation of burials and cremations	Electronic files in drive	4 years after last action	Common Practice	OFFICIAL
18					
19	<b>CHILD PROTECTION</b>				
20	Child protection case files - assessment and advice only	Electronic records in system	6 years from end of involvement	Children Act 1989	OFFICIAL - SENSITIVE
21	Child protection case files - involvement	Electronic records in system	Destroy after 23rd birthday of youngest child in family	Children Act 1989	OFFICIAL - SENSITIVE
22	Child protection registers	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
23	Barred and disqualified persons	Electronic records in system	60 years after date of prohibition or disqualification	Children Act 1989	OFFICIAL - SENSITIVE
24	Pose a risk to a child	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
25	Care home registration of care homes	Electronic files in drive	Permanent	Limitation Act 1980 (Section 2)	OFFICIAL
26	Council run care home operations	Electronic files in drive	15 years from closure	Limitation Act 1980 (Section 2)	OFFICIAL
27	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	OFFICIAL - SENSITIVE
28	Other case files	Electronic records in system	7 years from end of service	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE
29	Maintenance of burial grounds	Electronic files in drive	21 years	Case Law	OFFICIAL
30	Registers - interments, burials, cemetery plans	Electronic files in drive	Permanent	Statutory Requirement	OFFICIAL
31	Regulation of burials and cremations	Electronic files in drive	4 years after last action	Common Practice	OFFICIAL
32	Child protection case files - assessment and advice only	Electronic records in system	6 years from end of involvement	Children Act 1989	OFFICIAL - SENSITIVE
33	Child protection case files - involvement	Electronic records in system	Destroy after 23rd birthday of youngest child in family	Children Act 1989	OFFICIAL - SENSITIVE
34	Child protection registers	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
35	Barred and disqualified persons	Electronic records in system	60 years after date of prohibition or disqualification	Children Act 1989	OFFICIAL - SENSITIVE
36	Pose a risk to a child	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
37					
38	<b>CHANGE &amp; CHALLENGE</b>				
39	Gangs	Electronic records in system	7 Years After creation	Statutory/Privacy notice statement	OFFICIAL-SENSITIVE
40	Youth Interventions	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
41	Education Attendance	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
42	Education Exclusions	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
43	Child In Need and Child Protection Plans	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
44	Youth Offences	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
45	Early Help Episodes	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
46					
47	<b>COMMUNICATIONS, COMPLAINTS, CONSULTATIONS, CORRESPONDENCE</b>				

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	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
48	Annual complaints reports	Electronic files in drive	4 years	Common Practice	OFFICIAL
49	Budget consultation results	Electronic files in drive	4 years	Common Practice	OFFICIAL
50	Complaints that result in significant changes in policy or procedures	Electronic files in drive	Destroy 4 years after procedures has been superseded	Common Practice	OFFICIAL
51	Consultation results on minor policies	Electronic files in drive	2 years	Common Practice	OFFICIAL
52	Consultation results on significant policies	Electronic files in drive	4 years	Common Practice	OFFICIAL
53	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.	OFFICIAL
54	Customer webchat logs	Electronic records in system	6 months unless appeal or complaint, in which case retained for relevant timescales for appeal/complaint process	Complaints investigation, quality and training monitoring.	OFFICIAL
55	Enfield Connected / CRM Data	Electronic records in system	3 years after creation.	Common Practice	OFFICIAL
56	Environment Information Notice response	Electronic files in drive	3 Years	Common Practice	OFFICIAL
57	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	OFFICIAL
58	FOIA Policy and Procedures	Electronic files in drive	10 years after being superseded	Common Practice	OFFICIAL
59	FOIA requests relating to documents scheduled for destruction	Electronic files in drive	6 months after the last correspondence on the matter	Common Practice	OFFICIAL
60	General correspondence not covered by other retention rules (including email)	Electronic files in drive	2 years	Common Practice	OFFICIAL
61	Media interactions and statements	Electronic files in drive	4 Years plus one year to cover changes in administration	Common Practice	OFFICIAL
62	Members/MP enquiries not covered by other retention rules	Electronic files in drive	4 years	Common Practice	OFFICIAL
63	Performance scorecards	Electronic records in system	4 years	Common Practice	OFFICIAL
64	Photographs of civic events	Electronic files in drive	4 years	Common Practice	OFFICIAL
65	Photographs of residents/staff	Electronic files in drive	4 years or for length of consent	Common Practice	OFFICIAL
66	Published publications	Electronic files in drive	1 copy retained in archive	Common Practice	OFFICIAL
67	Stage 1 complaints and routine correspondence	Electronic files in drive	7 years	Common Practice	OFFICIAL
68	Stage 2 complaints and beyond	Electronic files in drive	7 years	Common Practice	OFFICIAL
69	Subject Access Request responses	Electronic files in drive	2 years after last response	Common Practice	OFFICIAL
70					
71	<b>COMMUNITY SAFETY UNIT</b>				
72	ASB data (Hub Data)	Electronic Records in Database System	7 years	Anti Social Behaviour Policing and Crime Act 2014	OFFICIAL-SENSITIVE
73	Fixed Penalty Notice - public space protection orders	Paper and Electronic	7 years	Anti Social Behaviour Policing and Crime Act 2014	OFFICIAL-SENSITIVE
74	Hate crime panel minutes	Electronic files in drive	3 years	TO INSERT	OFFICIAL-SENSITIVE
75	Domestic homicide reviews	Electronic files in drive	7 years	Domestic Violence Crime and Victims Act 2004	OFFICIAL-SENSITIVE
76	SSCB strategic assessment	Electronic files in drive		Crime and Disorder Act 1998	OFFICIAL
77					
78	<b>COMMUNITY SAFETY - PUBLIC SAFETY CENTRE</b>				
79	Directed Surveillance requests	Paper documentation /Secure	7 years	Regulation of Investigation powers Act 2000 crime and disorder	OFFICIAL-SENSITIVE
80	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	OFFICIAL-SENSITIVE
81	Police /3rd party Evidence Request forms paper requests	paper documentation /electronic	7 years /longer	Prevention Detection /Crime Community Safety Data protection/GDPR	OFFICIAL-SENSITIVE
82	Fusion incident	Electronic records in system	permanent	Data protection /GDPR	OFFICIAL-SENSITIVE
83	PAC Access	Electronic records in system	Period of Employment expiry dates set up	Data protection /GDPR	OFFICIAL-SENSITIVE
84	Bold	Electronic records in system	Permanent	Data protection /GDPR	OFFICIAL-SENSITIVE
85	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	OFFICIAL-SENSITIVE
86	EPSC email (non council )	Electronic records in system	7 years	Data protection /GDPR	OFFICIAL-SENSITIVE
87	Domain server	Electronic records in system	Permanent	information security	OFFICIAL-SENSITIVE

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7	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
88	SSAIB	Electronic files in drive	Permanent	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice	OFFICIAL-SENSITIVE
89	Independent inspection	Electronic files in drive	Permanent	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice	OFFICIAL-SENSITIVE
90	Appressa voice recorder	Electronic files in drive	2 years	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice	OFFICIAL-SENSITIVE
91					
92	<b>COMMUNITY SAFETY - PREVENT</b>				
93	Police Information sharing requests (ISRs)	Electronic files in drive	7 years	Channel information sharing agreement	OFFICIAL-SENSITIVE
94	Channel case minutes	Electronic files in drive	7 years	Counter-Terrorism and Security Act 2015	OFFICIAL-SENSITIVE
95	Prevent discussion notes- Prevent staff	Electronic files in drive	7 years	Counter-Terrorism and Security Act 2015	OFFICIAL-SENSITIVE
96	CT information list	Electronic files in drive	7years	counter-Terrorism and Security Act 2015 / Crime and Disorder Act 1998	OFFICIAL-SENSITIVE
97	CTLP Submission	Electronic files in drive	20 years	Counter-Terrorism and Security Act 2015	OFFICIAL-SENSITIVE
98					
99	<b>CORPORATE STRATEGY SERVICE</b>				
100	Community engagement (raw data, transcripts and registration/membership details)	Electronic files in drive	2 years or for the length of consent	Common Practice	OFFICIAL
101	Consultation raw data collected for minor policies	Electronic files in drive	2 years	Common Practice	OFFICIAL
102	Items of historic interest	Electronic files in drive	Permanent	Common Practice	OFFICIAL
103	Photographs of residents/staff	Electronic files in drive	4 years or for length of consent	Common Practice	OFFICIAL
104	Photographs of civic events	Electronic files in drive	Permanent	Common Practice	OFFICIAL
105					
106	<b>CONSTRUCTION AND MAINTENANCE</b>				
107	Maintenance of assets - cleaning, painting, servicing	Electronic files in drive	Permanent		OFFICIAL
108	Staff time recording	Electronic records in system	Permanent		OFFICIAL
109					
110	<b>DEMOCRACY AND ELECTIONS</b>				
111	Constitution	Electronic files in drive	Permanent	Local Government Act	OFFICIAL
112	Background papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
113	Candidate election expenses returns	Electronic files in drive	1 years after the date of their receipt	Statutory Duty	OFFICIAL
114	Committee membership lists	Electronic files in drive	Permanent - updated annually and rolling	Common Practice	OFFICIAL
115	Corporate Management Board minutes	Electronic files in drive	Permanent	Common Practice	OFFICIAL
116	Corporate Management Board papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
117	Declarations of results	Electronic files in drive	Permanent	Common Practice	OFFICIAL
118	Delegated Authority reports	Electronic files in drive	6 years	Common Practice	OFFICIAL
119	Departmental management team minutes/papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
120	Documents relating to establishment and business of partnership meetings where we DO NOT own the record	Electronic files in drive	4 years	Common Practice	OFFICIAL
121	Documents relating to establishment and business of partnership meetings where we own the record	Electronic files in drive	Permanent	Common Practice	OFFICIAL
122	Draft papers/minutes	Electronic files in drive	Destroy after final version agreed	Common Practice	OFFICIAL
123	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	OFFICIAL
124	Election management documentation	Electronic files in drive	At the conclusion of the next comparable poll	Common Practice	OFFICIAL
125	Electoral Register	Electronic records in system	Permanent - updated annually and rolling	Statutory Duty	OFFICIAL
126	Electoral Register (historical archive)	Electronic files in drive	Permanent	Common Practice	OFFICIAL

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	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
127	Electoral registration canvass forms and applications to register	Electronic records in system	Confidential shredded once scanned and processed	Common Practice	OFFICIAL
128	Equality Impact Assessments	Electronic files in drive	4 years	Common Practice	OFFICIAL
129	Final version of papers/minutes	Electronic files in drive	4 years	Common Practice	OFFICIAL
130	Formal council/committee minutes, agendas and papers	Electronic files in drive	6 years	Common Practice	OFFICIAL
131	Forward plan	Electronic files in drive	Permanent	Common Practice	OFFICIAL
132	General meeting papers/minutes	Electronic files in drive	4 years	Common Practice	OFFICIAL
133	Honours submissions	Electronic files in drive	4 years	Common Practice	OFFICIAL
134	Key decisions list	Electronic files in drive	6 years	Common Practice	OFFICIAL
135	Key strategic plans and reports	Electronic files in drive	Permanent	Common Practice	OFFICIAL
136	Local election nomination papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
137	Nominations to external bodies and special committees	Electronic files in drive	Permanent (updated annually and rolling)	Common Practice	OFFICIAL
138	Payments to elections and electoral registration staff and suppliers	Electronic files in drive	7 years	Common Practice	OFFICIAL
139	Permanent and long-term absent voting personal identifier record	Electronic records in system	12 months after the date of the relevant poll	Common Practice	OFFICIAL
140	Political party offices papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
141	Polling district and places review papers	Electronic files in drive	Until the conclusion of the next statutory review (held every 5 years)	Common Practice	OFFICIAL
142	Publication of decisions list	Electronic files in drive	6 years	Common Practice	OFFICIAL
143	Registers of interest	Electronic files in drive	For life of the Administration (max 4 years)	Common Practice	OFFICIAL
144	Scheme of delegations	Electronic files in drive	Permanent	Common Practice	OFFICIAL
145	Statutory appointments	Electronic files in drive	Permanent	Statutory Duty	OFFICIAL
146	Statutory returns to government	Electronic files in drive	7 years	Statutory Duty	OFFICIAL
147	Summary certification of those eligible to vote	Electronic records in system	Permanent	Common Practice	OFFICIAL
148	Temporary absent voting personal identifier record	Electronic records in system	12 months after the date of the relevant poll	Common Practice	OFFICIAL
149	UK Parliamentary candidate home address forms	Electronic records in system	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	Statutory Duty	OFFICIAL
150	All nomination papers for different types of elections	Electronic records in system	1 years	Statutory Duty	OFFICIAL
151					
152	<b>DIGITAL SERVICES</b>				
153	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	OFFICIAL-SENSITIVE
154	Emails	Electronic files in Sharepoint	active accounts archive 2 years after creation and destroyed after 7 years.	Common Practice	
155	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	OFFICIAL
156	IT assets	Electronic files in Sharepoint	4 years after disposal	Common Practice	
157	IT Contracts, software licenses, agreements	Electronic files in Sharepoint	Destroy 7 years after sale or disposal of asset	Common Practice	OFFICIAL
158	IT disposal records	Electronic files in Sharepoint	4 years	Common Practice	
159	Microsoft Teams - Channel Messages	Electronic files in Sharepoint	1 year after last message	Common Practice	OFFICIAL
160	Microsoft Teams - Chats (unused)	Electronic files in Sharepoint	7 days after creation	EMT decision 2020	OFFICIAL
161	Microsoft Teams - Chats (used)	Electronic files in Sharepoint	7 days after last message	EMT decision 2020	OFFICIAL
162	Microsoft Teams - Teams	Electronic files in Sharepoint	1 year after last update	EMT decision 2020	OFFICIAL
163	PSN security documentation	Electronic files in Sharepoint	7 years - destroy	Limitation Act 1980 (Section 2)	OFFICIAL
164	Records relating to network maintenance	Electronic files in Sharepoint	7 years - destroy	Limitation Act 1980 (Section 2)	OFFICIAL
165	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	OFFICIAL
166	Service desk records	Electronic records in system	5 years after closure	Common Practice	
167	Strategy and policy documents, guidance documents, terms of reference documents	Electronic files in Sharepoint	2 years - destroy	Common Practice	OFFICIAL
168	System administration and access	Electronic files in Sharepoint	1 year	Common Practice	
169	System implementation and detailed design	Electronic files in Sharepoint	7 years	Common Practice	
170	User accounts	Electronic files in Sharepoint	1 year after staff departure unless special circumstances apply	Common Practice	
171	Video Recordings	Electronic files in Sharepoint	2 years	Common Practice	OFFICIAL-SENSITIVE
172					
173	<b>DIGITAL SERVICES INFORMATION GOVERNANCE</b>				



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	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
174	Archive records	Electronic files in Sharepoint	As per retention schedule	Common Practice	OFFICIAL
175	Archive records database	Electronic files in Sharepoint	10 years	Common Practice	OFFICIAL
176	Asset registers	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice	OFFICIAL
177	Audits	Electronic files in Sharepoint	6 years after audit, investigation or legal action	Common Practice	OFFICIAL
178	Business continuity planning	Electronic files in Sharepoint	6 years after superseded and then destroy	Common Practice	OFFICIAL
179	Classification schemes	Electronic files in Sharepoint	Permanent	Common Practice	OFFICIAL
180	Disaster recovery plans and tests	Electronic files in Sharepoint	4 years	Common Practice	OFFICIAL
181	Disposal certificates and schedules	Electronic files in Sharepoint	12 years	Common Practice	OFFICIAL
182	Retention schedule	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice	OFFICIAL
183	Information Management	Electronic files in Sharepoint	7 years (12 years for assets disposed over £50,000)	Common Practice	OFFICIAL
184					
185	<b>ECONOMIC DEVELOPMENT</b>				
186	Economic data		25 years	Common Practice	OFFICIAL
187					
188	<b>EDUCATION</b>				
189	Behaviour and attendance reports	Electronic files in drive	4 years	Common Practice	OFFICIAL
190	Educational psychology records	Paper files	until child is 25	BPS Guidance	OFFICIAL Sensitive personal
191	Education Health and Care Plans	Paper files	35 years after case closure	BPS Guidance	OFFICIAL Sensitive personal
192	Major incident in outdoor education	Electronic files in drive	25 years	Common Practice	OFFICIAL
193	Permanent exclusions	Electronic files in drive	25 years	Common Practice	OFFICIAL
194	School admissions	Electronic files in drive	25 years	Common Practice	OFFICIAL
195	School governor board meeting minutes	Electronic files in drive	20 years (whilst school is purchasing service from the Council)	Advice NGA National Governance Association	OFFICIAL
196	Truancy records	Electronic files in drive	7 years	Common Practice	OFFICIAL
197					
198	<b>EDUCATION SECONDARY BEHAVIOUR SUPPORT</b>				
199	Attendance Records	Electronic records in system	7 years	Common Practice	OFFICIAL
200	Admissions Records	Electronic records in system	7 years	Common Practice	OFFICIAL
201	Student Folders	Electronic records in system	7 years	Common Practice	OFFICIAL
202	Advice and Information to parents	Electronic records in system	12 years	Statutory Duty	OFFICIAL
203	Exam Results	Electronic records in system	7 years	Common Practice	OFFICIAL
204	Financial Accounts	Electronic records in system	7 years	Common Practice	OFFICIAL
205					
206	<b>EARLY YEARS</b>				
207	Synergy - Parent, child and provider records for funding entitlement	Electronic records in system	25 years	Statutory Duty	OFFICIAL
208	Family Information Directory	Electronic records in system	Permanent	Statutory Duty	OFFICIAL
209	Online Training Booking	Electronic records in system	3 years	Common Practice	OFFICIAL
210	EY Visit Reports and audits	Electronic files in drive	Permanent	Childcare Act 1989	OFFICIAL
211	EY Census	Electronic records in system	1 year	Statutory Duty	OFFICIAL
212	Ofsted registration - Providers	Electronic records in system	Permanent	Childcare Act 1989	OFFICIAL
213	Funding payments	Electronic records in system	Permanent	Statutory Duty	OFFICIAL
214					
215	<b>EMERGENCY PLANNING</b>				
216	Major incident reports	Electronic files in drive	Permanent	Major Incident Plan	OFFICIAL - SENSITIVE
217	Minor incident reports	Electronic files in drive	7 years	Common Practice	OFFICIAL
218	Recording of tests	Electronic files in drive	10 years	Common Practice	OFFICIAL
219					
220	<b>ENFORCEMENT, LICENSING AND REGISTRATION</b>				
221	Air quality, pollution and contaminated land records		Permanent	Common Practice	OFFICIAL
222	Hazardous or toxic substance licenses		Permanent	Common Practice	OFFICIAL
223	Inspection records - trading standards, fire		7 years	Common Practice	OFFICIAL
224	Notices		2 years after the matter is concluded	Common Practice	OFFICIAL
225	Parking Enforcement Notices, inc. Penalty Charge Notices, Warning Notices, Permits, Mobility Services		3 years after the matter is concluded	Common Practice	OFFICIAL
226	Prosecution		2 years	Common Practice	OFFICIAL - SENSITIVE
227	Premise licence applications, objections and related documentation		6 years after licence expires	Common Practice	OFFICIAL

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	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
228	Registration administration		2 years after registration or entitlement lapses	Common Practice	OFFICIAL
229	Summary registers		Permanent	Common Practice	OFFICIAL
230					
231	<b>FACILITIES MANAGEMENT</b>				
232	ID Badge records	Electronic records in system	Length of employment plus 18 months (18 months if card not used)	Common Practice	OFFICIAL
233					
234	<b>FINANCIAL ASSESSMENT SERVICE</b>				
235	Housing Benefit and Council Tax Support	Electronic records in system	7 years	7 years for cases closed more than 12 months, all others to be kept while live and cancelled less than 12 months ago because needed for HB subsidy audits and reviews	OFFICIAL
236	Special Guardianship Order Financial Assessments	Electronic files	7 years	Financial Assessment for SGO applications. Need to retain in case an SGO asks for a review.	OFFICIAL
237	Concessionary Travel	Electronic files in drive	6 years	Blue Badge applications are renewed every 3 years. We need the evidence from the previous 2 applications to make a decision as then they may become automatically approved	OFFICIAL
238	Adult Social Care Financial Assessments	Electronic records in system	7 years	Death of client/accounts closed with zero balance in case of estate queries.	OFFICIAL
239	Adult Social Care Collection by Invoicing	Electronic records in system	7 years		OFFICIAL
240	Deputyship	Electronic files in drive	7 years	Death of client/accounts closed with zero balance in case of estate queries.	OFFICIAL
241					
242	<b>FINANCE/PROCUREMENT</b>				
243	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 CH15400	OFFICIAL
244	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	HMRC Compliance Handbook CH15400	OFFICIAL
245	Claims	Electronic files in Sharepoint	3 years after contract expires	Limitation Act 1980 (Section 2)	OFFICIAL
246	Expenses Claims	Electronic files in Sharepoint	7 Years	Limitation Act 1980 (Section 2)	OFFICIAL
247	Mileage Claims	Electronic files in Sharepoint	7 years	Limitation Act 1980 (Section 2)	OFFICIAL
248	Acknowledgement receipt of pay-packet	Electronic records in system	Current year plus 2 years; if subject to audit investigation 7 year	Limitation Act 1980 (Section 2)	OFFICIAL
249	Agreements (not contracts)	Electronic files in drive	6 years after expiry of termination	Limitation Act 1980 (Section 2)	OFFICIAL

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250	Amendment to contracts	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires LTP - <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>	Limitation Act 1980 (Section 2)	OFFICIAL
251	Annual budget	Electronic files in drive	Current year plus 6 years	HMRC Compliance Handbook CH15400	OFFICIAL
252	Asset Management	Electronic files in drive	7 years		OFFICIAL
253	Audit investigations	Electronic files in Sharepoint	7 years		OFFICIAL
254	Counter Fraud Investigations	Electronic files in Sharepoint	7 years		OFFICIAL
255	Insurance claims	Electronic records in system	7 years		OFFICIAL
256	Bank paying book	Paper files	Life of book plus 2 years; if subject to audit investigation 7 years		OFFICIAL
257	Bank statements - copies	Electronic files in drive	Current year plus 2 years providing originals are available for CY plus 6 years		OFFICIAL
258	Cash receipting print-outs	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
259	Cash receipts and adjustments	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
260	Cash register rolls	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
261	Cashiers paying in sheets	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
262	Cheques register	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
263	Cheques register - post dated	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
264	Cheques register - unpaid	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
265	Claims	Electronic files in Sharepoint	3 years after contract expires	Audit/HR requirements	OFFICIAL
266	Collection and Deposit (C&D) Book	Electronic files in drive	Current year plus 3 years; if subject to audit investigation 7 years		OFFICIAL
267	Consolidated annual reports	Electronic files in drive	Permanent		OFFICIAL
268	Consolidated monthly and quarterly statements and working papers for annual reports	Electronic files in drive	After year's statement of accounts closed and audited		OFFICIAL
269	Contract monitoring and performance reports	Electronic records in system	2 years after contract expiry		OFFICIAL
270	Conyenance	Electronic files in drive	12 years after closure		OFFICIAL
271	Court cases/papers for arrears	Electronic files in drive	7 years		OFFICIAL
272	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).		OFFICIAL
273	Daily cash reconciliation sheets	Electronic records in system	Current year 2 years; if subject to audit investigation 7 years		OFFICIAL
274	Delivery notes, petty cash slips, sales records, income correspondence	Electronic files in drive	2 years after current year		OFFICIAL
275	Draft budgets	Electronic files in drive	4 years after budget agreed		OFFICIAL
276	Expenditure and write offs of public money (invoices, card statements, ledgers, vouchers, creditor notes)	Electronic files in drive	7 years		OFFICIAL
277	Expenses Claims	Electronic files in Sharepoint	7 Years	HMRC - Compliance Handbook Manual CH15400	OFFICIAL
278	Expressions of interest	Electronic records in system	2 years <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>		OFFICIAL
279	Grant funding (Incl European Union)	Electronic files in drive	7 years		OFFICIAL
280	Handy till envelopes	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
281	Housing Benefit files	Electronic files in drive	7 years		OFFICIAL

## Retention Schedule

	A	B	C	E	F
7	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
282	Individual service budget returns	Electronic files in drive	On budget buddy or after statement of accounts closed and audited		OFFICIAL
283	Insurance register and policies	Paper files	Permanent		OFFICIAL
284	Investments	Electronic files in drive	7 years		OFFICIAL
285	Legal advice on a point of law	Electronic files in drive	4 years		OFFICIAL
286	Litigation case files - minor	Electronic files in drive	7 years after last action		OFFICIAL
287	Loans - detailed files	Electronic files in drive	7 years after loan repaid		OFFICIAL
288	Loans - summary	Electronic files in drive	Permanent		OFFICIAL
289	Mileage Claims	Electronic files in Sharepoint	7 years	HMRC - Compliance Handbook Manual CH15400	OFFICIAL
290	Paying in sheets	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years	Common Practice	OFFICIAL
291	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	OFFICIAL
292	Petty cash vouchers	Electronic files in drive	Current year plus 3 years; if subject to audit investigation 7 years	Limitation Act 1980 (Section 2)	OFFICIAL
293	Post tender negotiation	Electronic records in system	1 year after start of contract	Limitation Act 1980 (Section 2)	OFFICIAL
294	Property Valuation	Electronic files in drive	7 years	Common Practice	OFFICIAL
295	Public display accounts	Electronic files in drive	7 years	Common Practice	OFFICIAL
296	Quotes - successful	Electronic records in system	Life of contract LTP - <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>	Common Practice	OFFICIAL
297	Quotes - unsuccessful	Electronic records in system	1 year after start of contract <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>	Common Practice	OFFICIAL
298	Receipt stubs - Council tax	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years	Common Practice	OFFICIAL
299	Receipt stubs - others	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years	Common Practice	OFFICIAL
300	Signed contract	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires With Service or in LTP <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>	Limitation Act 1980 (Section 2)	OFFICIAL
301	Successful tender document and evaluation	Electronic records in system	3 years after contract expires <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>	Limitation Act 1980 (Section 2)	OFFICIAL
302	Tender envelope (need to clarify if this is the actual 'paper' envelope? As no longer received paper tenders)	Electronic records in system	1 year after start of contract in LTP	Limitation Act 1980 (Section 2)	OFFICIAL
303	Tender specification	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>	Limitation Act 1980 (Section 2)	OFFICIAL
304	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)	OFFICIAL



## Retention Schedule

	A	B	C	E	F
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
305	Uncollected wages book	Electronic files in drive	Current year plus 6 years	Common Practice	OFFICIAL
306	Unsuccessful tender documents	Electronic records in system	1 year after start of contract	Limitation Act 1980 (Section 2)	OFFICIAL
307					
308	<b>HEALTH AND SAFETY</b>				
309	Accidents books	Electronic records in system	3 years from the last date entered in the accident book, or 7 years after the injured parties 18th birthday (for young people once they are 25).	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL
310	Accidents books - injuries to children	Electronic records in system	25 years	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL-SENSITIVE
311	Examination, testing, monitoring and control records (inspections)	Electronic files in Sharepoint	5 years	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL
312	Health surveillance records	Electronic files in Sharepoint	Health surveillance, including medical reports – 60 years from the date of the last entry; Health records – 60 years from date of last entry or 100 years	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL-SENSITIVE
313	Investigation of accident/incident	Electronic files in Sharepoint	3 years from closure/approval of HSE	RIDDOR 2013	OFFICIAL-SENSITIVE
314	Monitoring of areas where persons are likely to have been in contact with asbestos	Electronic records in system	40 years from last action or age 75 whichever is the greater	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL
315	Monitoring of areas where persons are likely to have been in contact with radiation	Electronic records in system	50 years from last action or age 75 whichever is the greater	Ionising Radiation Regulations 2017 (IRR)	OFFICIAL
316	Risk assessments	Electronic files in Sharepoint	3 years minimum (but longer when they are related/relevant to an accident or an exposure in other health and safety incidents as above). Note: copy of relevant Risk Assessments are to be kept with individual personnel files following an accident/incident.	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL
317	Records relating to the Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) process	Electronic records in system	3 years minimum (but longer when they are related/relevant to an accident or an exposure in other health and safety incidents as above). Note: copy of relevant Risk Assessments are to be kept with individual personnel files following an accident/incident.	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR 2013	OFFICIAL
318	COSHH	Electronic files in Sharepoint	3 years or where relevant to health surveillance same as set out above under health surveillance above	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20) Control of Substances Hazard to Health 2002 (COSHH)	OFFICIAL
319	Process of inspecting equipment to ensure it is safe	Electronic files in Sharepoint	Destroy 3 years from destruction of the equipment	Statutory	OFFICIAL
320	Process of carrying out monitoring to ensure that the process is safe	Electronic files in Sharepoint	Destroy 3 years from last action	Statutory	OFFICIAL
321	Training records - health and safety	Electronic files in drive	50 years	Common Practice	OFFICIAL
322	Training and guidance materials	Electronic files in drive	3 years	Common Practice	OFFICIAL
323					
324	<b>HIGHWAY SERVICES</b>				
325	Crossover applications	Electronic files in drive	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
326	White line entrance markings	Electronic files in drive	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
327	Staff time recording	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
328	Project recharging	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
329	Designing, construction and maintenance of roads, bridges and highway assets	Electronic files in drive	Permanent/life of asset	Statutory Duty	OFFICIAL
330	Records of highways, bridle paths and rights of way	Electronic files in drive	Permanent/life of asset	Statutory Duty	OFFICIAL
331					
332	<b>HOUSING</b>				
333	Housing improvement grants over £5000	Electronic files in drive	12 years after last payment		OFFICIAL
334	Housing register	Electronic files in drive	Permanent		OFFICIAL
335	Rent payments	Electronic files in drive	6 years plus current financial year		OFFICIAL

## Retention Schedule

	A	B	C	E	F
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
336	Right to buy documents	Electronic files in drive	12 years after sale		OFFICIAL
337	Stock monitoring records	Electronic files in drive	4 years after last action		OFFICIAL
338	Tenancy agreements	Electronic files in drive	Ordinary tenancy: 6 years after expiry or tenancy under seal - 12 years after expiry		OFFICIAL
339	Tenancy files, correspondence and applications (successful)	Electronic files in drive	15 years after termination of tenancy		OFFICIAL
340	Unsuccessful applications	Electronic files in drive	7 years from closure		OFFICIAL
341					
342	<b>HOUSING ADVISORY SERVICE (MARKET MANAGEMENT)</b>				
343	Homefinder dBase	Electronic records in system	7 years from closure	Financial regulation	OFFICIAL
344	Private sector leasing landlord spreadsheet	Electronic files in drive	7 years from closure	Financial regulation	OFFICIAL
345	Enfield let landlord spreadsheet	Electronic files in drive	7 years from closure	Financial regulation	OFFICIAL
346	Homelessness Application	Electronic files in drive	7 years from closure	Common Practice	OFFICIAL
347					
348	<b>HOUSING DEVELOPMENT</b>				
349	Viability - Business case spreadsheets	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
350	Viability - Proval downloads	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
351	Int. Repts	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
352	Int. Repts - PIDs	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
353	Int. Repts - Briefing notes	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
354	Approvals	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
355	Approvals - Cabinet Reports	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
356	Approvals - DARS	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
357	Approvals - RODS	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
358	Proc. - Briefs	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
359	Proc. - Tender documents (Inc. specification)	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
360	Proc. - Evaluation documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
361	Proc. - Award letters	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
362	Proc. - Contract documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
363	Proc. - Design work/consult repts - All surveys	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
364	Proc. - Drawings, plans, technical details (RIBA Stage 2,3,4)	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
365	Proc. - Consultant reports (Engineering, Transport, Acoustic, light etc.)	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
366	Public Consultation responses	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [PERSO
367	Site Photos - before, during, completion	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
368	Reference photos	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
369	Tender documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
370	Evaluation documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
371	Contract documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
372	Contractor/Consultant quotes	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
373	QS Cost reports	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
374	Payment valuation reports	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
375	Invoices	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
376	Cashflows	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
377	Budget spreadsheets	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
378	All key saved email correspondence	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
379	All scanned correspondence	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
380	All handover documentation.	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
381	Warranties/Guarantees	Electronic records in system	10 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
382	Insurances	Electronic records in system	10 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
383	Any NHBC/LABC information	Electronic records in system	10 years - destroy	Common Practice	OFFICIAL-SENSITIVE [COMME
384					
385	<b>HOUSING &amp; REGENERATION ESTATE RENEWAL</b>				
386	Resident contact details	Electronic records in system	Duration of regeneration scheme	Common Practice	OFFICIAL
387	Resident compensation payments - bank details	Electronic records in system	Current year plus 6 years	Common Practice	OFFICIAL-SENSITIVE
388	Resident Health and Well-Being Details	Electronic records in system	Duration of regeneratoin scheme	Common Practice	OFFICIAL-SENSITIVE
389					
390	<b>HUMAN RESOURCES</b>				

## Retention Schedule

	A	B	C	E	F
7	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
391	Accountable employee pay and tax records	Electronic records in system	7 years	The Income Tax (Employment) Regulations 1993	OFFICIAL
392	Appointment diaries	Electronic files in drive	2 years	Common Practice	OFFICIAL
393	Disciplinary warning	Electronic files in drive	Remain on Personnel File for duration of LBE employment	Common Practice	OFFICIAL
394	Disciplinary warnings	Electronic files in drive	Duration of employment	Common Practice	OFFICIAL
395	Disciplinary warnings involving children	Electronic files in drive	Permanent	Common Practice	OFFICIAL
396	Disciplinary/grievance investigations - unfounded	Electronic files in drive	Destroy immediately after appeal	Common Practice	OFFICIAL
397	Grievance investigations - founded	Electronic files in drive	Outcome to remain on Personnel File for duration of LBE employment - Iclipse	Common Practice	OFFICIAL
398	Medical Assessments and Records	Electronic files in drive	75 years after date of birth	Common Practice	OFFICIAL - SENSITIVE
399	Other Proceedings - founded	Electronic files in drive	Destroy immediately if unfound	Common Practice	OFFICIAL
400	PAR's	Electronic records in system	3 Years from the date of completion	Common Practice	OFFICIAL
401	Records of staff with enhanced CRB / DBS checks	Electronic records in system	35 years	Common Practice	OFFICIAL
402	Recruitment - Unsuccessful	Electronic files in drive	1 year (unsuccessful application)	Common Practice	OFFICIAL
403	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	OFFICIAL
404	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	OFFICIAL - SENSITIVE
405	Training records - learning and deveopment	Electronic records in system	2 years	Common Practice	OFFICIAL
406	Flexi-Time records	Electronic files in drive	2 years	Common Practice	OFFICIAL
407	HR - The process of administering empoloyees 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	Common Practice	OFFICIAL
408	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	Common Practice	OFFICIAL
409					
410	<b>LEGAL</b>				
411	Administering and enforcing bye-laws	Paper files	2 years after the matter is concluded	Good practice	OFFICIAL
412	Agreements (not contracts)	Paper files	6 years after expiry of termination	Limitation Act 1980 (Section 2)	OFFICIAL
413	Conveyance	Paper files	12 years after closure	Good practice	OFFICIAL
414	Legal advice on a point of law	Electronic records in system	7 years	Limitation Act 1980 (Section 2)	OFFICIAL - LEGAL
415	Litigation case files - major	Electronic records in system	Permanent	Good practice	OFFICIAL - LEGAL
416	Litigation case files - minor	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL - LEGAL
417	Process of making bye-laws	Paper files	Permanent	Good practice	OFFICIAL
418	Court of Protection and cases where mental capacity is an issue	Electronic records in system	Permanent	Limitation Act 1980 (Section 2)	OFFICIAL - LEGAL
419	Care proceedings and forced marriage protection orders	Electronic records in system	100 years from conclusion of the proceedings	Statutory	OFFICIAL - LEGAL
420	Special guardianship orders, placements orders, designation and supervision orders	Electronic records in system	100 years from conclusion of the proceedings	Statutory	OFFICIAL - LEGAL
421	Adoption cases	Electronic records in system	Permanent	Statutory	OFFICIAL - LEGAL
422	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	OFFICIAL - LEGAL
423	Children's s.17 cases	Electronic records in system	Until 23rd birthday of youngest child in family	Good practice	OFFICIAL - LEGAL
424	Special educational needs where EHCP issued	Electronic records in system	35 years after ceasing EHCP	Good practice	OFFICIAL - LEGAL
425					
426	<b>LIBRARIES</b>				
427	Completed membership forms	Paper files	Until details are added to LMS, up to one month after joining	Good practice	OFFICIAL-SENSITIVE
428	Hardcopy timesheets	Paper files	Six months	Good practice	OFFICIAL-SENSITIVE
429	Till receipts / Library cash books	Paper files	7 years	Good practice	OFFICIAL

## Retention Schedule

	A	B	C	E	F
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
430	Credit card receipts	Paper files	Until next weekly banking	Good practice	OFFICIAL
431	Contractor signing-in book	Paper files	3 years	Good practice	OFFICIAL
432	Contractor signing-in book (Asbestos related)	Paper files	Permanent	Good practice	OFFICIAL
433	Local induction sheets	Paper files	Destroyed after two years of staff member leaving the service	Good practice	OFFICIAL
434	Staff probation paperwork	Electronic records in system	Destroyed after two years of staff member leaving the service	Good practice	OFFICIAL
435	Customer details on Library Management System	Electronic records in system	Retained whilst active, deleted after 3 years of inactivity	Good practice	OFFICIAL-SENSITIVE
436	Volunteer details on Better Impact (Volunteer database)	Electronic records in system	Retained whilst active, delete after 1 year of inactivity	Good practice	OFFICIAL-SENSITIVE
437	Partner leases	Electronic records in system	Retain for 12 years after closure / disposal / termination of tenancy	Statutory	OFFICIAL - LEGAL
438	SLAs	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
439	Digital timesheets	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
440	Accident reports	Electronic records in system	3 years	Good practice	OFFICIAL-SENSITIVE
441	Incident reports of customer abuse, aggression, violence, etc.	Electronic records in system	3 years	Good practice	OFFICIAL-SENSITIVE
442	RTWs	Electronic records in system	Retained whilst an employee, destroyed after two years of staff member leaving the service	Good practice	OFFICIAL-SENSITIVE
443	Contracts	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
444	Lost library cards	Paper files	3 years	Good practice	OFFICIAL-SENSITIVE
445	Hardcopy recruitment paperwork for successful candidates	Paper files	Destroy once been submitted to HR.	Good practice	OFFICIAL-SENSITIVE
446	Hardcopy recruitment paperwork for unsuccessful candidates	Paper files	Six months	Good practice	OFFICIAL-SENSITIVE
447	Digital copies of recruitment paperwork	Electronic records in system	Destroy once been submitted to HR.	Good practice	OFFICIAL-SENSITIVE
448	Digital copies of Community Room T&Cs	Electronic records in system	Retain whilst a hirer, delete after one year of inactivity	Good practice	OFFICIAL-SENSITIVE
449	Community Room hirer invoices	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
450	Summer Reading Challenge joining cards	Paper files	Destroyed once been sent to LRU for collation	Good practice	OFFICIAL-SENSITIVE
451	Customer comment cards	Paper files	Until customer has received a response (if required), up to one month after submission of comment card	Good practice	OFFICIAL-SENSITIVE
452					
453	<b>LOOKED AFTER CHILDREN</b>				
454	Adoption records	Electronic records in system	Permanent	Adoption and Children Act 2002	OFFICIAL - SENSITIVE
455	Assessing adoptors and foster carers	Electronic records in system	100 years from adoption order	Adoption and Children Act 2002	OFFICIAL - SENSITIVE
456	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	OFFICIAL - SENSITIVE
457	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	OFFICIAL - SENSITIVE
458	Operation of children's homes	Electronic records in system	23 years from closure	Children's Home (England) Regulation 2015,	OFFICIAL - SENSITIVE
459	Private fostering records	Electronic records in system	100 years after date of birth	Adoption Agencies Regulations 2005 No 389 Regulation 40	OFFICIAL - SENSITIVE
460	Summary registers including children's homes registers	Electronic records in system	Permanent	Children's Home (England) Regulation 2015,	OFFICIAL - SENSITIVE
461	Supervision orders	Electronic records in system	23 years from date of birth of youngest child in family	Children Act 1989	OFFICIAL - SENSITIVE
462	Case records for people who are not approved as a foster parent, or who withdraws their application prior to approval.		3 years from the refusal or withdrawal	Fostering Service Regulations 2002, 2011 S32 (1) & (2)	
463					
464	<b>PLANNING AND DEVELOPMENT</b>				
465	Building control approvals	Electronic files in drive	15 years after construction completed	Common Practice	OFFICIAL
466	Building control registers	Electronic files in drive	15 years	Common Practice	OFFICIAL
467	Enforcement of building control	Electronic files in drive	4 years after compliance with enforcement notice	Common Practice	OFFICIAL
468	Inspection records	Electronic files in drive	10 years after issue of certificate	Common Practice	OFFICIAL
469	Listed building consents	Electronic files in drive	Permanent	Common Practice	OFFICIAL
470	Planning application register	Electronic files in drive	Permanent	Common Practice	OFFICIAL
471	Planning applications - Cabinet Member meetings - agenda/minutes/papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
472	Planning applications and plans	Electronic files in drive	Permanent	Common Practice	OFFICIAL
473	Planning objections and enquiries	Electronic files in drive	7 years after decision	Common Practice	OFFICIAL
474	Tree preservation orders	Electronic files in drive	7 years	Common Practice	OFFICIAL
475					



## Retention Schedule

	A	B	C	E	F
7	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
476	<b>PLANNING STRATEGIC DEVELOPMENT</b>				
477	Consultation responses and public inquiry documents	Electronic files in drive	Permanent	Common Practice	OFFICIAL
478	Information on historical buildings, monuments and ecology	Electronic files in drive	Permanent	Common Practice	OFFICIAL
479	Objections to planning schemes and amendments	Electronic files in drive	Highly controversial-permanent, otherwise 15 years after decision	Common Practice	OFFICIAL
480	Planning scheme controls - waste planning, mineral register, archeological etc	Electronic files in drive	Permanent	Common Practice	OFFICIAL
481	Policy documents re: countryside and open spaces	Electronic files in drive	Permanent	Common Practice	OFFICIAL
482	Strategic planning plans and documents	Electronic files in drive	Permanent	Common Practice	OFFICIAL
483	Planning, designing and construction of roads, bridges and tunnels	Electronic files in drive	Permanent	Common Practice	OFFICIAL
484	Records of highways, bridle paths and rights of way	Electronic files in drive	Permanent	Common Practice	OFFICIAL
485					
486	<b>PROJECT MANAGEMENT</b>				
487	Project documentation - PID, project plans, risk and issues logs etc	Electronic files in drive	5 years after end of project	Common Practiice	OFFICIAL
488					
489	<b>STRATEGIC PROPERTY SERVICES</b>				
490	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	OFFICIAL
491	Council Property Land Registration	Paper files	Permanent	Common Practice	OFFICIAL
492	Correspondece General (Including Emails)	Electronic files in drive	2 years (If relating to Council owned land or building then 2 years following the sale/demolition)	Common Practice	OFFICIAL
493	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	OFFICIAL SENSITIVE
494	Inventories, stocktaking, utilisation surveys	Electronic files in drive	2 years (If relating to Council owned land or building then 2 years following the sale/demolition)	Common Practice	OFFICIAL
495	Leases	Electronic files in drive	15 years after expiry of lease	Common Practice	OFFICIAL if registered and OFFICIAL SENSITIVE if unregistered with Land registry
496	Licences	Electronic files in drive	12 years after expiry of Licence	Common Practice	OFFICIAL if registered and OFFICIAL SENSITIVE if unregistered with Land registry
497	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	OFFICIAL
498	Management of heritage properties	Electronic files in drive	Permanent	Statutory requirement	OFFICIAL
499	Management of other buildings - improvement projects	Electronic files in drive	Retain for life of Property	Common Practice	OFFICIAL SENSITIVE
500	Summary reports on total assets and leased properties	Electronic files in drive	Permanent	Statutory requirement	OFFICIAL SENSITIVE
501					
502	<b>PUBLIC HEALTH</b>				
503	Case Information	Electronic files in drive	7 years from end of service	Common Practice	OFFICIAL - SENSITIVE
504	Data and reports	Electronic files in drive	Permanent	Common Practice	OFFICIAL
505					
506	<b>REGISTRARS &amp; CORONERS</b>				
507	Citizenship ceremony lists	Electronic files in drive	2 years after ceremony	Common Practice	OFFICIAL
508	Coroners inquests	Electronic files in drive	Permanent	Common Practice	OFFICIAL SENSITIVE
509	Notices	Electronic files in drive	2 years after last action	Common Practice	OFFICIAL
510	Register of approved service places	Electronic records in system	2 years after end of registration	Common Practice	OFFICIAL
511	Register of births, deaths and marriages	Electronic records in system	Permanent	Common Practice	OFFICIAL
512	Treasure trove	Electronic files in drive	2 years after last action	Common Practice	OFFICIAL
513	Wedding service plans	Electronic files in drive	2 years after wedding service	Common Practice	OFFICIAL
514					
515	<b>REVENUES AND BENEFITS</b>				
516	Council Tax and NNDR collection, discounts etc.	Electronic records in system	7 years	Common Practice	OFFICIAL
517	Council Tax valuations, registers and lists	Electronic files in drive	7 years	Common Practice	OFFICIAL
518	Court papers	Electronic files in drive	Permanent	Common Practice	OFFICIAL
519	Fraud and investigations	Paper files	Destroy physical court papers 1 month after hearing	Common Practice	OFFICIAL



## Retention Schedule

	A	B	C	E	F
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
520	R&B correspondence	Electronic files in drive	7 years	Common Practice	OFFICIAL
521	Records relating to benefit processing	Electronic records in system	7 years	Common Practice	OFFICIAL
522	Records relating to revenue processing	Electronic records in system	7 years	Common Practice	OFFICIAL
523					
524	<b>RISK MANAGEMENT</b>				
525	Risk Register recording and managing risk Corporate / departmental	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice	OFFICIAL SENSITIVE
526	Risk Management Process	Electronic files in Sharepoint	New document superseded pervious version	Common Practice	OFFICIAL
527					
528	<b>SCHOOL TRADED SERVICES</b>				
529	Refunds records	Electronic files in drive	Records kept for 1 year – necessary to ensure we can follow up with parents if there are any queries	Common Practice	OFFICIAL
530	Out of school waiting list	Electronic files in drive	Kept until parent requests to be taken off or they get to the top of the waiting list (we ask parents if they want to say on the list each term)	Common Practice	OFFICIAL
531	School tuition list	Electronic files in drive	Kept for 2 terms	Common Practice	OFFICIAL
532	School-funded tuition spreadsheet	Electronic records in system	12 years	Common Practice	OFFICIAL
533	Graduate scholars	Electronic records in system	Deleted once they reach age to leave school	Common Practice	OFFICIAL
534					
535	<b>TRANSFORMATION</b>				
536	Project & Programme documentation - PID, PDDs, project/programme plans, risk and issues logs etc	Electronic records in system	5 years after end of project or programme or longer if a contract dispute exists	Common Practice	OFFICIAL
537	Budget management data (programmes, projects & service)	Electronic records in system	7 years	Common Practice	OFFICIAL
538	Authority reports (programmes, projects & service)	Electronic files in Sharepoint	6 years	Common Practice	OFFICIAL
539	Service planning & strategic documentation (objectives, audit recommendations, guidance & training documentation, risk register, comms, research & best practice etc.)	Electronic files in Sharepoint	5 years	Common Practice	OFFICIAL
540					
541	<b>TRANSPORT</b>				
542	Acquisition and disposal of vehicles (purchase or lease)	Electronic files in drive	7 years after disposal	Common Practice	OFFICIAL
543	Address details on paid Penalty Charge Notices	Electronic files in drive	3 years	Common Practice	OFFICIAL
544	Driver approvals, checks and usage	Electronic files in drive	7 years after disposal	Common Practice	OFFICIAL
545					
546	<b>WASTE MANAGEMENT</b>				
547	Abandoned vehicles		4 years	Common Practice	OFFICIAL
548	Approved waste disposal sites		Permanent	Statutory Duty	OFFICIAL
549	Controlled waste collection		7 years	Statutory Duty	OFFICIAL
550	Household waste collection		2 years	Statutory Duty	OFFICIAL
551	Transfer sites		10 years	Statutory Duty	OFFICIAL
552	Waste site plans		Permanent	Common Practice	OFFICIAL
553					
554	<b>YOUTH OFFENDING</b>				
555	Youth Offending Prevention Programme/Triage files	Electronic records in system	Until 19th birthday or 3 years have elapsed since NFA [Whichever	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
556	Out of Court Disposals	Electronic records in system	25th Birthday	YFSS YOU CM P&P / RGLA 3.12	OFFICIAL - SENSITIVE
557	Bail and Remand supervision	Electronic records in system	25th Birthday	YFSS YOU CM P&P / RGLA 3.12	OFFICIAL - SENSITIVE
558	Case management of all Community Statutory Orders	Electronic records in system	75th Birthday	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
559	Case management of all Custodial Orders	Electronic records in system	75th Birthday	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
560	Assessment of management risk and safe guarding	Electronic records in system	75th Birthday	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
561					
562	<b>YOUTH DEVELOPMENT</b>				
563	YDU Support	Electronic records in system	10 years from end of intervention or 19th birthday whichever occur	YFSS YDU P & P / RGLA 3.12	OFFICIAL - SENSITIVE
564					
565					
566	<b>Owner: IGB</b>		<b>Classification: OFFICIAL</b>		
567	<b>Latest update: 20/05/2022</b>		<b>Review Date: 30/03/2022</b>		
568			<b>Next Review Due: 30/03/2023</b>		
569					