

Corporate Retention Schedule

Blackpool Council



Corporate Retention Schedule

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Corporate Retention Schedule

Introduction

This schedule has been drafted in order to assist with the implementation of the Council's Corporate Information Management Strategy and to assist the council in its ongoing compliance with the Freedom of Information Act 2000, the Data Protection Act 2018 and the General Data Protection Regulations (EU), Environmental Information Regulations and related information legislation.

To enable compliance with information related legislation, the Council needs to know where all its information is, how long it should be kept for and what reasons we are keeping it for, along with a well-managed corporate disposal policy.

The schedule is a 'living document' that will be amended and modified as and when retention details change, new information is obtained, or regulations and legislation that govern information and its use are introduced or changed.

Personal Information – Specific Requirements

The General Data Protection Regulation requires that the Council should:

- Process your data lawfully, fairly and in a transparent manner;
- Process your data only for the specified, explicit and legitimate purpose (the reason) that we have obtained it for;
- Ensure that the data is adequate, relevant and limited to only the data we need;
- Process you data accurately and keep it up to date;
- Ensure your data is not kept longer than is necessary;
- Make sure your data is secure.

To comply with these principles, the Council is required to have appropriate procedures in place, covering the review of information held on files. Such procedures include the establishment of a policy covering the retention and disposal of records – The Corporate Retention Schedule and the overarching Corporate Disposal Policy. These also form part of the Council's obligations to maintain certain records of processing activities.

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Unless otherwise stated, personal data should not be held for longer than 6 years after the subject's last contact with the Council. This period reflects the general time within which, under the Limitation Act 1980, a civil action could be brought before the courts. It should also be noted that, under this Act, civil action can be taken up to 12 years following certain events.

Notable exceptions to this general 6 year period occur when records:

- are held in legal documents 'under seal' where they may have to be retained for up to 12 years;
- need to be retained because the information contained in them is relevant to legal action which has been started;
- are required to be kept for a longer or shorter period by statute;
- are archived for historical purposes;
- consist of a sample of records maintained for the purpose of retrospective comparison;
- involve the transfer of significant information, with data subject identification, on to aggregated files;
- are held in order to provide for the data subject and certain aspects of his/her personal history.

Where the Council's Legal Service becomes aware of any pending legal action, a note will be attached to the file confirming that it should not be destroyed.

Examples of Records that may be destroyed after effective use

As a general rule, the following types of records have no significant operational, informational or evidential value. They can therefore be destroyed as soon as they have served their primary purpose or are no longer of effective use.

- Announcements and notices of meetings and other events, and notifications of acceptance or apologies;
- Requests for stock or standard information such as maps and travel directions, brochures etc. ;
- Requests for, and confirmations of, reservations for internal services (e.g. meeting rooms, car parking spaces, pool cars) where no internal charges are made;
- Requests for, and confirmations of, reservations with third parties (e.g. travel, hotel accommodation, restaurants);
- Transmission documents (listed below) which accompany documents but do not add any value to them:

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- Letters
 - FAX cover sheets
 - e-mail messages
 - routing slips / compliments slips;
 - Message slips;
 - Superseded address lists, distribution lists and similar;
 - Duplicate documents such as:
 - CC and FYI copies (Courtesy/Carbon copies and For Your Information)
 - Unaltered drafts of documents, reports, emails
 - Snapshot printouts or extracts from databases
 - Day Files (chronological copies of correspondence) ;
 - Personal diaries, address books and electronic versions of these ;
 - Working papers, where the results have been written into an official record or document and where the working papers are not required to support the official record;
 - Stocks of in-house publications which are obsolete, superseded or otherwise not required e.g. magazines, marketing materials, prospectuses, catalogues, manuals, directories, forms, and other material produced for wide distribution;
 - Published or reference materials received from other parts of the Council, from vendors or other external organisations, which require no action and are not needed for record purposes, e.g. trade magazines, vendor catalogues, flyers, newsletters.
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Retention periods

Directorate or service specific retention periods are published in Directorate based documents. These individual documents cover the following:

- Adult Services
- Children's Services

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- Communications and Regeneration (was Places)
 - Cultural Services
 - Economic Development
 - Key Leisure Assets
 - Planning (including Growth & Prosperity, Planning, Building Control)
 - Visitor Economy (including Visit Blackpool, Beach Patrol, Car Parks, Community Safety, Security, CCTV)
 - Adult, Community & Family Learning
 - Housing Options
- Community & Environmental Services
 - Highways
 - Housing Enforcement
 - Housing Waste Recycle Centre (HWRC)
 - Illuminations
 - Neighbourhood Environment Act Team (NEAT)
 - Leisure
 - Licensing
 - Sport and PA Development
 - Building Cleaning
 - Business Support
 - Catering
 - Trading Standards
 - Commercial Waste
 - CMVU (Vehicles)
 - Engineering
 - Environmental Protection

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- Food Control
- Parks
- Planning Enforcement
- Coastal and Environmental Partnerships
- Corporate Delivery Unit (based in the Chief Executives service)
 - Research and Intelligence
 - Public and Media Relations and Marketing
 - CDU / Transformation
- Education
- Governance and Partnerships
 - Electoral Services
 - Council Committees and Meetings
 - Elected Members
 - Civic and Royal Events
 - School Governor Records
 - Legal Services
 - Information Governance (IG)
 - Customer Engagement and Life Events (including Registrars, Customers Relations, Cemeteries and Crematoria, Coroner)
- HeadStart
- Human Resources
- Resources
 - Payroll
 - Financial Records
 - Property Services
 - ICT

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- Council Tax and Business Rates
- Benefits and Customer Services
- Procurement and Projects
- Risk Services (including Audit, Fraud, Risk, Insurance, Emergency Planning & Business Continuity, Health & Safety)

Retention periods that apply across all Council Directorates or Services

There are some retention periods for records that apply across all services and where possible these are listed here.

Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
Local Staff Records	General staff records held locally by managers. These may include: Initial sickness or absence reporting forms/notes; Return to Work interviews; OH referrals and reports; Copies of letters; Contact details; Attendance and details of hours worked or rota; Training records and updates/outcomes; Copies of relevant certificates; Vehicle and driving licence details when driving for work;	Electronic and paper	Until no longer employed then in line with HR retention periods. Secure disposal	

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Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
Supervision or one-to-one records	Locally held records of supervision meetings with staff, including one-to-one meetings/discussions,	Electronic and Paper	Until no longer employed then in line with HR retention periods. Secure disposal	
Staff Register of Interests and Register of Gifts	Details of any outside interests (business, clubs/Societies, contracts, etc) that may conflict with council duties or decisions; Declaration of gifts received.	Electronic	Until no longer employed then in line with HR retention periods. Secure disposal	
Team meetings	Records of local team meetings	Electronic and paper	Until no longer of effective use or superseded. Secure disposal	

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Document Control

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30/12/16	2.1	D Topping	Updated content.
13/4/18	3.0	D Topping	Corporate revision across all sections; divide into directorates with overarching introduction document.

Approved By:

Name	Title	Signature	Date
Corporate Information Management Group	n/a	n/a	7 February 2005
Corporate GDPR Group	n/a	n/a	May 2018