

Resources directorate retention schedule

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Payroll

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Earnings Enquiries	Other earning enquiries i.e. DWT, pension services, jury services, loans, CSA and mortgage reference requests.	Electronic.	6 months. Secure disposal.	
SMP/SPP/SSP	SMP/ SPP/SSP records.	Electronic and paper.	3 years plus current year. Secure disposal.	Income Tax (PAYE) Regulations 2003
Payroll Records	Complete payroll records and history.	Electronic.	Employees 75 th birthday or 4 years after their retirement. For third tier ill health retirement this will default back to age 75. Secure disposal.	Taxes Management Act 1970 Sch 34; Income Tax (PAYE) Regulations 2003; LGPS Regulations 1997 and Subsequent Statutory Instruments

Emergency Payments	Records of emergency payments.	Electronic.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003
Payroll Claims Forms	Copies of salary, overtime and additional hour claims forms.	Electronic and paper.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003
Car Forms	Car mileage and expense claims forms. Car lease agreements.	Electronic and paper.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003
Error Log	Error log spreadsheet for errors between payroll and HR.	Electronic.	1 year.	
Third Party Payments	Details of third party payments.	Electronic.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003
Childcare Vouchers Scheme	Childcare vouchers deducted from employees for payment of their childcare provider.	Electronic.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003
P11D/P45/P60	P11D's benefits in kind (for example company cars or interest free loans); P45 and P60 leavers and year end documentation.	Electronic.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003
Bank Details	Bank detail changes.	Electronic.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003
Overpayments	Overpayments letters/breakdowns.	Electronic.	3 years after the final payment on the overpayment is paid in full. Secure disposal.	Income Tax (PAYE) Regulations 2003
BACS	BACS files - BACS listing of salary or third part payments.	Electronic.	3 years plus current. Secure disposal.	Income Tax (PAYE) Regulations 2003

Pension Estimates	Pension estimates and pension strain calculations where applicable.	Electronic.	<p>Until employee's 75th birthday or 4 years after their retirement date if this is sooner (providing the reason for leaving for their latest and final employment with Blackpool is a retirement).</p> <p>With the exception of third tier ill health retirement this will default back to age 75.</p> <p>Secure disposal.</p>	LGPS Regulations 1997 and Subsequent Statutory Instruments
Pensions Records	Pension personal records (including, but not exhaustive, membership election forms, pay calculations, employer forms, APC instructions occupational health referrals, equal pay claims and retirement information).	Electronic.	<p>Until employee's 75th birthday or 4 years after their retirement date if this is sooner (providing the reason for leaving for their latest and final employment with Blackpool is a retirement).</p> <p>With the exception of third tier ill health retirement this will default back to age 75.</p> <p>Secure disposal.</p>	<p>TPS Regulations 1997 and Subsequent Statutory Instruments;</p> <p>LGPS Regulations 1997 and Subsequent Statutory Instruments;</p> <p>NHS Pension Scheme Regulations Statutory Instrument</p>
Pension AVCs	AVC instruction listings and monthly remittances.	Electronic.	<p>6 years plus current year.</p> <p>Secure disposal.</p>	<p>TPS Regulations 1997 and Subsequent Statutory Instruments;</p> <p>LGPS Regulations 1997 and Subsequent Statutory Instruments;</p> <p>NHS Pension Scheme Regulations Statutory Instrument</p>

Pensions Interface Files	Data interface files submitted to scheme administrators monthly, annually or as required.	Electronic.	13 years. Secure disposal.	TPS Regulations 1997 and Subsequent Statutory Instruments; LGPS Regulations 1997 and Subsequent Statutory Instruments; NHS Pension Scheme Regulations Statutory Instrument
Pension Enrolment	Auto enrolment records.	Electronic.	6 years. Secure disposal.	http://www.thepensionsregulator.gov.uk/docs/detailed-guidance-9.pdf
Pension Release Requests	Copies of pension release requests - post-employment.	Electronic.	Retain until the members 75 th birthday. Secure disposal.	LGPS Regulations 1997 and Subsequent Statutory Instruments
Pension Added Years	Added years recharge listing and direct debit information.	Electronic.	6 years plus current year. Secure disposal.	LGPS Regulations 1997 and Subsequent Statutory Instruments; Value Added Tax Act 1997 Sch 11 Para 6
End of Year Certificate	End of year certificate of contributions and supporting audit file.	Electronic.	6 years plus current year. Secure disposal.	TPS Regulations 1997 and Subsequent Statutory Instruments; Accounts and Audit Regulations 2015
FRS17 Data	FRS17 data, unfunded teachers and information relating to the statement of accounts.	Electronic.	6 years plus current year. Secure disposal.	Accounts and Audit Regulations 2015
Hours Worked	Schedule of casual and variable hours worked.	Electronic.	13 years. Secure disposal.	LGPS Regulations 1997 and Subsequent Statutory Instruments
Appeals	Appeals under the internal dispute resolution procedure.	Electronic.	6 years plus current year. Secure disposal.	LGPS Regulations 1997 and Subsequent Statutory Instruments
Academy Conversion	Data relating to academy conversion and TUPE.	Electronic.	13 years. Secure disposal.	LGPS Regulations 1997 and Subsequent Statutory Instruments

Financial records

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
	Cheque books/stubs for all accounts. Cancelled cheques/dishonoured cheques.			

Cheques and Associated Records	Fresh cheques and paid/presented cheques. Stoppage of cheque payment notices Record of cheques opened books/cheque registers. Record of cheques drawn for payment.	Paper.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Bank Deposits	Register of cheques lodged for collection. Bank deposit books/slips/stubs (if held). Bank deposit summary sheets, banking summaries, cheque schedule.	Paper.	2 years.	Value Added Tax Act 1997 Sch 11 Para 6
Bank Reconciliations	Reconciliation files/sheets (including where printed and signed as proof of review). Daily list of paid cheques. Unpaid cheque records.	Electronic and paper.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Bank Statements	Bank statements. Bank certificates of balance.	Electronic.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Cash Books/Sheets	Cash books/sheets. Expenditure sheets.	Electronic.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Petty Cash Records	All petty cash records including receipts and summary cash books.	Electronic and paper.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Creditors	Creditor's history records and reports.	Electronic and paper.	Paper records where not scanned are kept for six years. If scanned on system then the paper records are only kept for 1 year. Electronic records are kept for six years.	Value Added Tax Act 1997 Sch 11 Para 6
Credit and Debit Note Books	Credit notes and credit note books.	Electronic and paper.	Paper records where not scanned are kept for six years. If scanned on system then the paper records are only kept for 1 year. Electronic records are kept for six years.	Value Added Tax Act 1997 Sch 11 Para 6
				Value Added

Credit and Debit Note Books	Debit note books.	Electronic.	6 years. Secure disposal.	Tax Act 1997 Sch 11 Para 6
Vouchers	Vouchers including purchase orders, requisitions, and invoices payable and received.	Electronic and paper.	6 years if not processed electronically. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Vouchers	Wages/salary vouchers.	Electronic.	6 years. Secure disposal.	Taxes Management Act 19702 Sch 34
Vouchers	Voucher registration cards/voucher payment cards.	Electronic and paper.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
General and Subsidiary Ledgers	General and subsidiary ledgers for the purpose of preparing certified statements or published information. Other ledgers (e.g. cost ledgers). Creditor's ledgers.	Electronic.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Journals	Journals - prime records for the raising of charges/routine adjustments.	Electronic and paper.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Trial Balances and Reconciliations	Year end balances, reconciliations and variations to support ledger balances and published accounts.	Electronic.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Receipt/Remittance Books	Receipt books, office copy of receipts. Postal remittance books/records. Stamp duty/VAT receipt books/records.	Electronic.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Cash Registers	Butts/copies of cash register forms. Cash register reconciliation sheets Cash register audit rolls (x and z readings). Cash register analysis and summary records. Cash register reading books/sheets. Paris/Civica end of day reports.	Paper.	2 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6

Cashiers' Records	Cashiers' handover books.	Paper.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Revenue Records	Revenue cash books/sheets/records; receipt cash books/sheets.	Paper.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Debtors Records/ Invoices	Copies of invoices/debit notes - includes invoices paid and invoices unpaid and registers of invoices - debtors ledgers. Source documents/records used for raising invoices/debit notes. Copies of invoices and copies of source documents. Records relating to unrecoverable revenue, debts and overpayments - includes register of debts written off, register of funds etc.	Electronic.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Purchase Order Records	e-Procurement records.	Electronic.	6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Requisition Records	e-Procurement requisition records.	Electronic copy.	Paper - 2 years. Electronic 6 years. Secure disposal.	Value Added Tax Act 1997 Sch 11 Para 6
Loan Records	Loan administration documents.	Electronic and paper.	6 years after settlement of loan. Secure disposal.	Best Practice

Property services

Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
Council Owned Property Management Reports	Reports to management on overall property of the local authority including: <ul style="list-style-type: none"> Consolidated property and buildings annual reports; Summary of leased property; Summary of local authority's owned property. 	Electronic.	Until superseded. Secure disposal.	Landlord and Tenant Act 1954 and 1987
Council				

Owned Property Leases and Deeds	Copies of the site register; register of leases; and deeds and leases.	Electronic and paper.	See legal retention periods.	Limitations Act 1980
Sale of Council Owned Property and Land	Details of sales, copies of deeds and sales information.		See legal retention periods.	Limitations Act 1980
Property Valuations	Valuations of Council owned commercial and operational property assets.	Electronic.	6 years plus current year. Secure disposal.	Limitations Act 1980
Property Maintenance Including Surveys	All maintenance calls logged and all surveys and inspections.	Electronic.	Maintenance orders - 10 years of for lifetime of installation whichever is greater. Surveys - updated every 5 years. Secure disposal.	
Statutory Compliance and Registers	Service records for all statutory compliance requirements including gas safety, lift maintenance, legionella, asbestos register, fire alarm and fixed wire tests.	Electronic.	6 years plus current year. Secure disposal.	Health and Safety at Work Act 1974
Management of Buildings and Assets	Managing all other buildings and estates including details of: <ul style="list-style-type: none"> • Project specifications; • Plans; • Installation Papers; • Certificates of approval. 	Electronic.	Retain for life of property or building.	Construction (Design and Management) Regulations 2015 Health and Safety at Work Act 1974
Leasing and Occupancy	Leasing and occupancy records. That include: <ul style="list-style-type: none"> • Lease agreements; • Rental expenditure authorities; • Valuation queries; • Applications for leases, licences and rental revision. 	Electronic.	15 years after the expiry of the lease. Secure disposal.	Landlord and Tenant Act 1987
Facilities Management -CCTV	CCTV recordings and images in individual Council properties.	Electronic.	30 days with auto-overwrite.	
Access Control Cards	Access control swipe card records.	Electronic.	Swipe card record held for the lifetime of the card with bi-annual review. Secure disposal.	

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Telephony	Telephony records including: internal directory; electronic bills; mobile telephony bills; landline phones.	Electronic.	Until superseded. Secure disposal.	Digital Economy Act; Computer Misuse Act
Internet Use	Records of Internet use. Internet logging files, e-mail logs, Wi-Fi-Logs.	Electronic.	12 months after production. Secure disposal.	Digital Economy Act; Computer Misuse Act
Network Access	Records relating to network access.	Electronic.	12 months after production. Secure disposal.	Digital Economy Act; Computer Misuse Act
Network Maintenance	Records relating to network maintenance such as configuration settings, vulnerability scans and reports, activity and security logs, and change control records	Electronic.	System lifetime or until superseded. Secure disposal.	Digital Economy Act; Computer Misuse Act
Hardware Maintenance	Records relating to the maintenance of hardware e.g. server configuration and specifications, change control records, activity and security logs.	Electronic.	System lifetime or until superseded. Secure disposal.	Digital Economy Act; Computer Misuse Act
Hardware and Software Licences	Licences information for ICT hardware and software.	Electronic.	Until end of licence plus 6 years. Secure disposal.	Limitation Act 1980
Asset Register	Register of equipment and other assets ESB database. Mobile telephone spreadsheet. ICT Equipment recycling or disposal records.	Electronic.	6 years unless specified by legislation.	

Access to Data Centres and Other Sensitive Areas	Records of access to the Council's data centres including the access logs and any CCTV images captured.	Electronic and paper.	System lifetime or until superseded. Secure disposal.	Payment Card Industry Standards and Compliance
Computer System Backups	Backups and snapshots of information assets on the council infrastructure on a daily, weekly or six monthly schedule as agreed.	Electronic.	Snapshots - 14 days. Daily and weekly backups - 31 days. Six monthly - 6 years. Secure disposal.	
Customer Support and Fault/Problem Reporting	Records relating to customer support and fault/problem reporting including emails.	Electronic.	System lifetime or until superseded. Secure disposal.	
User Setup	Records relating to user setup - user access requests, business cases and third party access forms.	Electronic.	System lifetime or until superseded. Secure disposal.	
ICT Policy and Strategy	Records relating to ICT policy and strategy e.g. <ul style="list-style-type: none"> • ICT and Digital Strategy • ICT Security Policy • Employee Guide to ICT Security • Records of the ICT Strategy Group 	Electronic and paper.	Until superseded. Deleted or destroyed.	
Contracts/SLAs	Contracts, SLAs and associated records for services provided to other departments, agencies or partners.	Electronic.	End of contract/ SLA plus 6 years. Secure disposal.	Limitations Act 1980
System Administration Documentation	Documentation from suppliers including release notes, user guides and system administration guides.	Electronic.	System lifetime or until superseded. Deleted.	

System Development	Records relating to system developments and change requests (internally developed and third party systems). Programme and project board records; ICT Development Plan; Project Plans; Options appraisals; Estimates; Requirements; Business processes; Test plans; User documentation.	Electronic.	System lifetime or until superseded. Secure disposal.	
Compliance Regimes	Documentation relating to compliance regimes. PSN; PCI (Payment Card Industry); Information Governance Toolkit.	Electronic.	6 years plus current year. Secure disposal.	PSN CoCo Payment Card Industry Standards and Compliance
SIRO Activity	Records relating information security breaches and associated activities of logging, tracking, monitoring, responses. Also includes incident management.	Electronic and paper.	6 years plus current year. Secure disposal.	Cabinet Office - Data Handling Procedures in Government (2008)
Statutory Returns	Final returns submitted to central government and working papers created during the preparation of those returns e.g. Adult Services returns/surveys; Children's Services returns/surveys; Education returns/surveys; Trouble Families returns/surveys.	Electronic and paper.	6 years. Secure disposal.	Children Act (All Versions); Health and Social Care Act
Council Performance Management and Business Intelligence	Reports and associated working papers produced for performance management, service improvement and intelligence purposes.	Electronic.	3 years. Secure disposal.	
Data Quality and Compliance Monitoring Reports	Reports identifying data quality and compliance issues for correction.	Electronic.	Until superseded. Secure disposal.	

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Council Tax Valuation and Business Rates List	The valuation of property within a municipal district for the purpose of the making of the rate or Council Tax. Includes details of addresses and rateable values.	Electronic.	From 2005 for Business Rates and Council Tax.	Council Tax (Administration and Enforcement) Regulations 1992, Regulation 20 (as amended); Local Government Finance Act 1988 and 1992
Council Tax and Business Rates Correspondence	The activity of corresponding with tax payers and rate payers in relation to all matters: <ul style="list-style-type: none"> • Notices • Objections • Applications • Correspondence • Notices of acquisition and disposition. 	Electronic and paper.	From 2005 for Business Rates and Council Tax. Secure disposal. Correspondence - 3 months in paper format then confidential disposal.	Council Tax (Administration and Enforcement) Regulations 1992, Regulation 20 (as amended); Local Government Finance Act 1988 and 1992
Schedule of Liability Orders	Copies of schedule for Council Tax and Business Rates for recovery of non-payment. Includes name, address and amount owed.	Electronic and paper.	Electronic - From 2005 for Business Rates and Council Tax. Secure disposal. Paper Liability Order awards - 6 years plus current year. Secure disposal.	Council Tax (Administration and Enforcement) Regulations 1992, Regulation 20 (as amended); Local Government Finance Act 1988 and 1992
Persons Liable for Council Tax and Business Rates	Details of person liable to pay Council Tax and Business Rates, with details of payments, discounts, empty periods and reliefs.	Electronic.	From 2005 for Business Rates and Council Tax. Secure disposal.	Council Tax (Administration and Enforcement) Regulations 1992, Regulation 20 (as amended); Local Government Finance Act 1988 and 1992

Benefits and customer services

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
			Paper - 15 weeks then sent	

Housing Benefit and Council Tax Reduction/Appeals	Recording of personal details and assessing eligibility for housing benefit and Council Tax reduction including name, address, income, capital, rent, ID, other household members etc. Records include appeals to the tribunal services and valuation officer.	Electronic and paper.	for scanning. Electronic - 6 years unless case is cancelled and no other activity on case. Secure disposal.	Housing Benefit - Housing Benefit Regulations 2006 Council Tax Reduction - Local Government Finance Act 2012
Free School Meal	Details of entitlement to a free school meal to be established for a pupil.	Electronic.	6 years unless case is cancelled and no other activity on case. Secure disposal.	Education Act 1980
Covid Support Self Isolation Payments	Application & Supporting documents relating to an application for a payment	Electronic	6 years from date of payment	Limitation Act 1980
Discretionary Housing Payment/Council Tax Reduction Hardship Payments	Processing of discretionary housing payments and council tax reduction. Information held includes name, address, income, capital, rent, ID, other household members and information to back up the application.	Electronic.	6 years unless case is cancelled and no other activity on case. Secure disposal.	Housing Benefit - Housing Benefit Regulations 2006 Council Tax Reduction - Local Government Finance Act 2012
Social Care Financial Assessments	Record of personal and financial details to determine how much someone should contribute towards their adult social care package. Records include name, address, income, capital and rent.	Electronic.	6 years. Secure disposal.	Care Act 2014
Client Finances	Administering a money management service on behalf of a client who lacks the capacity to manage their own affairs. Records include name, address, income, capital, expenditure, and rent.	Electronic.	6 years. Secure disposal.	Social Security (Claims and Payments) (Regs. 1987) Regulation 33; Mental Health Act Code of Practice 1983, Revised 2015
Discretionary Support Scheme	Processes to administer assistance in crisis situations or assist someone to continue to live in the community. Information held includes name, address, income, capital, expenditure, rent and supporting evidence for the application.	Electronic.	6 years. Secure disposal.	Requirement to Provide Emergency Assistance under the Localism Act 2011
Blue Badge Administration	Application forms for a blue badge. Note: information uploaded to the national blue badge Information system.	Electronic and paper.	3 years. Secure disposal.	The Disabled Persons (Badges for Motor Vehicles) (Wales) (Amendment) Regulations 2013 - Personal Badges Disabled Persons (Badges for Motor

				Vehicles) (England) Regulations 2000
NOW Card Processing	Concessionary travel card details for Lancashire wide scheme.	Paper.	Paper application forms are destroyed as soon as information input in electronic system. See Lancashire County Council retention schedule for more information.	The Transport Act 1985, Section 146 of the Transport Act 2000 and the Travel Concessions (Eligibility) Act 2002; The Concessionary Bus Travel Act 2007

Procurement and projects

Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
Contracts Under Seal	Copies of contracts held under Council seal.	Paper.	12 years from completion of works. Secure disposal.	Public Procurement Regulations 2015; Limitations Act 1980
Contracts Not Under Seal	Copies of contracts held (not under seal).	Electronic.	6 years from completion of works. Secure disposal.	Public Procurement Regulations 2015; Limitations Act 1980
Contracts Register	Register of contracts with names/company name, address, dates of contract etc.	Electronic.	For the life of the contract. Secure deletion.	Public Procurement Regulations 2015; Limitations Act 1980
Procurement - Tenders	Tender exercise documentation.	Electronic.	6 years plus current year. Secure disposal.	Public Procurement Regulations 2015; Limitations Act

				1980
Energy Management Financial Records	Copies of energy and water invoices/debit notes/credit notes which includes invoices paid, unpaid invoices and register of invoices.	Electronic.	6 years plus current year. Secure disposal.	Climate Change Act 2008
Energy Management Legislation Compliance	Energy legislation compliance including the carbon reduction commitment energy efficiency scheme.	Electronic.	6 years plus current year. Secure disposal.	Climate Change Act 2008

Risk services

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Internal Audit Reports	Copies of final internal audit reports (Council and traded services) and copies of internal audit advice notes and consultancy output.	Electronic.	6 years plus current year. Secure disposal.	Accounts and Audit Regulations 2015
Internal Audit Control Evaluations	Copies of internal audit control evaluations.	Electronic.	6 years plus current year. Secure disposal.	Accounts and Audit Regulations 2015
Internal Audit Working Papers	Internal audit working papers for Council and traded services.	Electronic.	3 years plus current year. Secure disposal.	Accounts and Audit Regulations 2015
Audit Working Papers	IDEA output files.	Electronic.	6 months.	Accounts and Audit Regulations 2015
Audit Planning	Internal audit plans (Council and traded services).	Electronic.	6 years plus current year. Secure disposal.	Accounts and Audit Regulations 2015
Hate Crime Reports	Reports of hate crime held by equality and diversity.	Electronic.	7 years after disclosure. Secure disposal.	Crime and Disorder Act 1998
Corporate Fraud - Proven Cases	Records from proven fraud cases and supporting evidence (including disciplinary cases).	Electronic.	6 years plus current year. Secure disposal.	Fraud Act 2006/Council Tax Reduction Scheme (Detection of Fraud and Enforcement) (England) Regulations 2013
Corporate Fraud - Unproven Cases	Records from unproven fraud cases and supporting evidence.	Electronic.	1 year plus current year. Secure disposal.	Fraud Act 2006/Council Tax Reduction Scheme (Detection of Fraud and Enforcement) (England) Regulations 2013

National Fraud Initiative	Records of exercises undertaken for the National Fraud Initiative.	Cabinet Office NFI website.	One exercise plus current exercise.	Fraud Act 2006
Corporate Fraud Requests	Specific data protection requests for information (in and out) for Fraud matters only.	Electronic	Proven - 6 years plus current year. Unproven - 1 year plus current year. Secure disposal.	Fraud Act 2006
Corporate Fraud Output	Output from proactive fraud work.	Electronic	6 years plus current year. Secure disposal.	Accounts and Audit Regulations 2015
Risk Registers	Copies of Council's risk registers.	Electronic.	Until superseded. Deleted.	Local Government Act 1972
Risk Management Groups	Minutes of risk management groups and supporting paperwork.	Electronic.	3 years plus current year. Secure disposal.	Local Government Act 1972
Risk Management Framework	Copy of the risk management framework and toolkit.	Electronic.	Until Superseded. Deleted.	Local Government Act 1972
Multi Agency Risk Audits	Copies of multi-agency risk audits undertaken.	Electronic.	10 years plus current. Secure disposal.	Local Government Act 1972
Insurance Policies N.B. Note Caveats Below in Relation to EL and Health Policies.	Current and former insurance policies.	Electronic.	6 years plus current year. Secure disposal Policy numbers and insurer kept permanently.	Insurance Act 2015
Insurance Schedule	Annual insurance schedule.	Electronic.	6 years plus current.	Insurance Act 2015
Insurance Claims	Details (and copies) of claims and related correspondence.	Electronic.	Until claims under the policy are barred or three years after the policy lapses whichever is longer. Secure disposal.	Insurance Act 2015
Insurance Indemnities and Guarantees	Details of indemnities and guarantees.	Electronic.	6 years plus current year. Deleted.	Insurance Act 2015
Group Health Policies	Copies of the group health policies held.	Electronic.	12 years after cessation of benefit. Deleted.	Insurance Act 2015

Employers Liability	Copy of the employer's liability insurance certificate.	Electronic.	Minimum 40 years. Deleted.	Employers Liability (Compulsory Insurance) Regulations 1998
Claims History	Records relating to claims history.	Electronic.	15 years plus current year. Secure disposal.	Insurance Act 2015
Business Continuity Plans	Copies of business continuity plans for services/Council. May contain staff contact details.	Electronic.	Until superseded. Secure disposal.	Civil Contingences Act 2004
Business Continuity Framework	Copy of the business continuity framework and toolkit.	Electronic.	Until superseded. Deleted.	Civil Contingences Act 2004
Major Emergency Plan	Copy of the major emergency plan and thematic plans.	Electronic and paper.	10 years. Secure disposal.	Civil Contingences Act 2004
Major Emergency Plan Contacts	Contact details for key personnel for major emergency plan.	Electronic and paper.	Until superseded. Secure disposal.	Civil Contingences Act 2004
Emergency Planning Test	Process of recording the results of the test for emergency/disaster plan for the local community.	Electronic.	10 years. Secure disposal.	Civil Contingences Act 2004
Major Incident Records	Records and activities that report on all major incidents in the local community, whether the major emergency plan or other associated plan has been invoked or not.	Electronic and paper.	Personal data removed after 7 years unless connected to an ongoing legal procedure.	Civil Contingences Act 2004
Minor Incident Records	Records and activities that report on all minor incidents in the community.	Electronic and paper.	7 years. Secure disposal.	Civil Contingences Act 2004
Incident Debriefs	Documented outcomes of incident debriefs or other formal proceedings whether single or multi-agency.	Electronic.	Personal data removed after 7 years unless connected to an ongoing legal procedure.	Civil Contingences Act 2004
Health and Safety - Equipment	Equipment assessment and inspection Records.	Electronic and paper.	6 years from destruction of equipment. Destroyed or deleted.	Health and Safety at Work Act 1974
Health and Safety Process	Process monitoring including copies of monitoring results, inspection records and maintenance records.	Electronic and paper.	3 years from last action. Destroyed or deleted.	Health and Safety at Work Act 1974

Asbestos - Employees	Process monitoring in areas where employees likely to come in contact with asbestos. Includes health surveillance records.	Electronic and paper.	40 years from last action or at age 75 years whichever is the greater. Secure disposal.	Health and Safety at Work Act 1974
Health and Safety Risk Assessments	Copies of risk assessments that identify the level of risk.	Electronic and paper.	3 years after assessment is superseded. Secure disposal.	Health and Safety at Work Act 1974
Permits to Work	Completed permits to work. May contain personal details.	Electronic and paper.	3 years from last assessment. Secure disposal.	Health and Safety at Work Act 1974
Injury to Adults	Records of injury to adults and accident reports.	Electronic and paper.	3 years after date of accident. Secure disposal.	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013; Health and Safety at Work Act 1974
Accident/Incident Forms - Childrens	Copies of accident/incident report forms containing details of accident, names, contact details, details of injury etc.	Electronic and paper.	Minimum 3 years after date of last entry (unless the person is under 18 when the form has to be kept until they reach 21). Secure disposal.	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013; Health and Safety at Work Act 1974
Accident/Incident Forms - Employees	Copies of accident/incident report forms for employees containing details of accident, names, contact details, details of injury etc.	Electronic and paper.	Minimum 3 years after date of last entry (unless the person is under 18 when the form has to be kept until they reach 21). Secure disposal.	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013
Asbestos Records	Asbestos records and copies of surveys.	Electronic.	40 years. Secure disposal.	Control of Substances Hazardous to Health Regulations 2012, Asbestos Regulations
Legionella Records	Legionella records.	Electronic.	5 years. Secure disposal See also asset management retention periods.	Control of Substances Hazardous to Health Regulations 2012; Health and Safety at Work Act 1974
COSHH Records	COSHH records.	Electronic and paper.	40 years. Secure disposal.	Control of Substances Hazardous to Health Regulations 2002
	Records of training (health and safety).		Until no longer employed	

Health and Safety Training	First aid; fire warden; paper handling; COSHH; fire risk assessment; work at height risk assessment etc.	Electronic and paper.	then in line with HR Retention periods. Secure disposal.	Health and Safety at Work Act 1974
Workstation Assessments	Service area workstation assessment forms including names.	Electronic and paper.	Until superseded. Destroyed or deleted.	Display Screen Equipment Regulations 1992
Health and Safety Audits - Schools	Copies of health and safety audits: school management.	Electronic and paper.	4 years. Secure disposal.	Health and Safety at Work Act 1974
Health and Safety Audits - Fire	Copies of health and safety audits: fire.	Electronic and paper.	4 years. Secure disposal.	Health and Safety at Work Act 1974
Corporate Warning Register	Copy of the corporate warning register that contains names, addresses, details of reason for warning.	Electronic.	6 months to six years (depending upon category). Secure disposal.	Health and Safety at Work Act 1974; Crime and Disorder Act 1998

Customer services

Type of record	Description of record and examples	Storage media	Retention and disposal	Legislation or regulations
Details of customers banned from Council Offices or where warnings have been issued	Records containing customer details where their behaviour has resulted in them being banned from Council offices or warned for their behaviour. Accessed by frontline staff in order to maintain staff and customer safety.	Electronic	6 years. Secure deletion.	Crime and Disorder Act 1998; Health and Safety at Work Act 1974

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Residents

Advice-and-support
Benefits
Blackpool-Illuminations
Council-tax

Business

Business-rates
Business-support-and-advice
Commercial-waste
Food-hygiene

Your Council

Blackpool-Council-jobs
Citizenship
Community-rights
Council-meetings

[Education-and-schools](#)
[Health-and-social-care](#)
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