

Corporate Retention Schedule

Version 2.1



Blackpool Council

BUILDING A BETTER COMMUNITY FOR ALL

Blackpool will be a vibrant, inclusive, Healthy, Safe and Prosperous Town

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BLACKPOOL COUNCIL - RETENTION SCHEDULE

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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 and information related 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 kept, or regulations and legislation that govern information and its use are introduced or changed.

This schedule is based on a template provided by the Records Management Society of Great Britain.

PERSONAL INFORMATION – SPECIFIC REQUIREMENTS

The Data Protection Act 1998 requires that personal data shall be:

- adequate, relevant and not excessive [Principle no.3]
- accurate and where necessary kept up to date [Principle no.4]
- not kept for longer than is necessary for its purpose(s) [Principle no.5].

These three principles require the council 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.

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. Full details of the Limitation Act are available from Legal Services.

Exceptions to the 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 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 subject identification, on to aggregated files
- relate to individuals and providers of services who have, or whose staff have been judged unsatisfactory
- are held in order to provide for the subject, aspects of his/her personal history

If the Council's Legal Section were to become aware of any pending legal action a note should be attached to the file confirming that the file should not be destroyed.

EXAMPLES OF RECORDS THAT MAY BE DESTROYED AFTER EFFECTIVE USE

As a 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.

- Announcements and notices of meetings and other events, and notifications of acceptance or apologies
- Requests for stock 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) when invoices have been received
- Transmission documents (listed below) which accompany documents but do not add any value to them:
 - Letters
 - FAX cover sheets
 - e-mail messages
 - routing slips
 - compliments slips
- Message slips
- Superseded address lists, distribution lists etc.
- Duplicate documents such as:
 - CC and FYI copies (Courtesy/Carbon copies and For Your Information)
 - Unaltered drafts of documents, reports, emails etc.
 - Snapshot printouts or extracts from databases
 - Day Files (chronological copies of correspondence)
- Personal diaries, address books etc.
- Working papers, where the results have been written into an official document and which are not required to support it
- 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

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
1	HUMAN RESOURCES				
1.1	Personnel File	Staff working with children & vulnerable adults.	SELIMA system.	25 years after termination of employment (this is to accommodate retention of records for staff who have worked within Children's Services)	DDA & Warner Reports Working together to safeguard children – HM Government guidance.
	Personnel file	Other staff.	SELIMA system.	25 years after termination of employment (this is to accommodate retention of records for staff who have worked within Children's Services).	References and potential litigation
1.2	Disciplinary & Grievance	Disciplinary investigation documentation	Manually in HR – secure storage.	Destroy immediately if investigation shows allegations were malicious.	Working together to safeguard children – HM Government guidance.
				Destroy when warning no longer "live".	Kept while warning "live" so can be referred to if behaviour repeated.
				For both founded and unfounded allegations involving staff working with Children or Vulnerable People – keep in line with 1.1	DDA & Warner Reports Working together to safeguard children – HM Government guidance.
	Disciplinary & Grievance	Appeal to Committee documentation (discipline / grievance etc)	Committee Section	6 years by committee section For those involving staff working with Children or Vulnerable People – keep in line with 1.1	Statutory requirement Working together to safeguard children – HM Government guidance.
	Disciplinary & Grievance	Disciplinary warnings	SELIMA system.	Kept on file as record of employment history, therefore destroyed with personnel file.	Record of employment history.
	Disciplinary & Grievance	Grievance documentation	SELIMA system.	Kept on file as record of employment history, therefore destroyed with personnel file.	Record of employment history.
Disciplinary & Grievance	Harassment / bullying investigation documentation	Manually in Personnel – secure storage.	As disciplinary investigations	As disciplinary investigations	

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
1.3	Health	Letters re sickness procedure	SELIMA system.	Kept on file as record of employment history, therefore destroyed with personnel file.	Record of employment history.
	Health	Medical clearance confirmation	Personnel file	Kept on file as record of employment history, therefore destroyed with personnel file.	Record of employment history.
	Health	Occupational Health reports & clearance certificates <ul style="list-style-type: none"> • Fit to Work confirmation slip • Referral forms & reports • Hand Arm Vibration reports • School Crossing Patrol eyesight test reports • Permanent Night Staff annual medicals 	SELIMA system.	Kept on file as record of employment history, therefore destroyed with personnel file.	Record of employment history.
			Occupational Health	As personnel file.	Current Practice
	Health	Return to work interview notes	Manager	Kept on manager's file.	Record of employment history.
	Health	Sick notes	Manual in dept. Archived in Town Hall	6 years	Statutory
			SELIMA system in some cases	Destroyed with personnel file	Record of employment history.
	Health	Sickness records	Selima Payroll System	As personnel files	Statutory
1.4	Leave	Documents relating to maternity / paternity / parental / adoption leave or flexible working (other than pay records)	SELIMA system.	As personnel files	Record of employment history
	Leave	Flexi-time records / timesheets	Varies between departments and occupational groups. May be manager / payroll / admin section.	1 year maximum	Record of working time

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
1.4	Leave	Leave records (special leave, annual leave, dependants' leave etc)	Varies between departments and occupational groups. May be manager / payroll / admin section.	1 year maximum after end of relevant leave year	Record of working time
1.5	Legal	Employment Tribunal documentation	Legal department	Minimum of 6 years	Legal requirement
1.6	Other Employment Records	Exit interview records	HR in confidential file	After the quarter of the year in which they fall or once the responses have been logged on database.	For evaluation of reasons for leaving.
	Other Employment Records	Job evaluation records	No records of this type as yet.		
	Other Employment Records	Lists of staff under statutory transfer orders <ul style="list-style-type: none"> Staff transferring from Lancashire CC 	HR	As personnel files	Record of employment history
	Other Employment Records	Modern Apprentice records	Personnel file	As personnel files	Record of employment history
	Other Employment Records	PERS01 (establishment variation) forms	Forms maintained by HR Systems and Information Team	System commenced in 2000. Retain for maximum of 6 years.	Record of establishment changes
	Other Employment Records	References (past-employees)	Manually on Personnel file and check list on SELIMA system. Social Services only: maintained by managers.	As personnel files	Record of employment history
	Other Employment Records	Regrading documentation (other than PERS01s)	Personnel file	As personnel files	Record of employment history

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Other Employment Records	Statements of particulars	Personnel file	As personnel files	Record of employment history
	Other Employment Records	Termination checklists	Personnel file	As personnel files	Record of employment history
	Other Employment Records	Whistle blowing documentation	Manually in HR – secure storage.	As Disciplinary Records	Record of employment history
1.7	Pay	Copies of payroll forms	Personnel file	As personnel files	Record of employment history
	Pay	Honorarium documentation	Personnel file	As personnel files	Record of employment history
	Pay	Mortgage reference requests (copies)	Personnel file	As personnel files	Practicality / administrative burden of sifting out
	Pay	Pension estimates	SELIMA system.	As personnel files	Practicality / administrative burden of sifting out
	Pay	Pension requests – post-employment	Personnel file	As personnel files	Practicality / administrative burden of sifting out
					Where personnel file has already been destroyed, for 6 months after matter dealt with
	Pay	Protected salary details	Personnel file	As personnel files	Record of employment history
Pay	SMP / SPP / SSP records • MATB1	Selima Payroll system Manually in dept	6 years	Statutory	
1.8	Performance and Training	Performance appraisal documentation	Manager	12 months	As management record
			HR – Personal Development Plan only	12 months	To feed annual training strategy
	Performance and Training	Poor performance procedure documentation	SELIMA system.	As personnel files	Record of employment history
	Performance and Training	Probation forms and associated documentation	SELIMA system.	As personnel files	Record of employment history

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Performance and Training	Records of training (non H & S)	Personnel	As personnel files	Record of employment history
			Access Database in Social Services	Up to 25 years after termination of employment when linked to personnel files.	Statutory
1.9	Recruitment & Selection	Application form	For appointed applicants: Personnel file	As personnel files	Record of employment history
			For applicants who are not appointed: recruitment file within Personnel	6 months after interview	Time limits for litigation
	Recruitment & Selection	Appointment checklists	Personnel file	As personnel files	Record of employment history
	Recruitment & Selection	Birth certificates / other identification documents	For appointed applicants: Personnel file	As personnel files	Record of employment history
			For applicants who are not appointed: recruitment file within Personnel	6 months after interview	Time limits for litigation
	Recruitment & Selection	Copies of certificates relating to qualifications	For appointed applicants: Personnel file	As personnel files	Record of employment history
			For applicants who are not appointed: recruitment file within Personnel	6 months after interview	Time limits for litigation
	Recruitment & Selection	DBS / BPSS documents	Secure file within HR (not employee's personnel file)	Up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult DBS / BPSS before doing so.	Policy based on CRB Code of Practice on Retention of Disclosures and Disclosure Information

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Recruitment & Selection	Equal opps tear-off slips	HR in recruitment file	6 months	Information will be recorded for equal opps monitoring purposes
	Recruitment & Selection	Interview notes	For appointed applicants: Personnel file	As personnel files	Record of employment history
			For applicants who are not appointed: recruitment file within Personnel	6 months after interview	Time limits for litigation
	Recruitment & Selection	Job descriptions & person specification	For appointed applicants: Personnel file	As personnel files	Record of employment history
			For applicants who are not appointed: recruitment file within Personnel	6 months after interview	Time limits for litigation
	Recruitment & Selection	Letters to applicants re interviews / non-selection etc	For appointed applicants: Personnel file	As personnel files	Record of employment history
			For applicants who are not appointed: recruitment file within Personnel	6 months after interview	Time limits for litigation
	Recruitment & Selection	References for appointed candidate	Personnel file	As personnel files	Record of employment history
	Recruitment & Selection	References for unsuccessful candidates	Recruitment file within Personnel	6 months after interview	Time limits for litigation
	Recruitment & Selection	Short listing forms	For appointed applicants: Personnel file	As personnel files	Record of employment history
			For applicants who are not appointed: recruitment file within Personnel	6 months after interview	Time limits for litigation

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
1.10	Redeployment	Personal profile forms (redeployment)	Personnel file	As personnel files	Record of employment history
	Redeployment	Redeployment panel minutes	Redeployment file	1 year	Record of redeployment panel decisions and recommendations
	Redeployment	Redeployment requests	Personnel file	As personnel files	Record of employment history
	Redeployment	Redeployment: responses from managers	Redeployment file	1 year	Record of redeployment panel decisions and recommendations
			Personnel file in some circumstances e.g. where employee has undertaken trial period	As personnel files	Record of employment history
1.11	Redundancy	Personal profile forms (redundancy)	SELIMA system.	As personnel files	Record of employment history
	Redundancy	Redundancy documentation (<20 employees)	Manually in Personnel – secure storage.	6 years from date of redundancy	Time limits on litigation
			Individual's information on SELIMA system.	As personnel files	Record of employment history
	Redundancy	Redundancy documentation (>20 employees)	Manually in Personnel – secure storage.	12 years from date of redundancy	Limitation Act 1980
			Individual's information on SELIMA system.	As personnel files	Record of employment history
	1.12	Trade Union	Trade Union time off requests (TU activities)	Manager / Payroll / Personnel	As personnel file or for 1 year if kept by manager
Trade Union		Trade Union training requests	Manager / Payroll / Personnel	As personnel file or for 1 year if kept by manager	Record of time off for TU duties and activities

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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2	HEALTH AND SAFETY				
2.1	Inspections and Assessments	Equipment assessment <ul style="list-style-type: none"> • Inspection Records 	Within individual Departments	Destroy 6 years from destruction of equipment	Common Practice
	Inspections and Assessments	Process monitoring <ul style="list-style-type: none"> • Monitoring Results • Inspection Records • Maintenance Records 	Within individual Departments	Destroy 3 years from last action	Common Practice
	Inspections and Assessments	Process Monitoring in areas where employees likely to come in contact with asbestos <ul style="list-style-type: none"> • Health Surveillance Records 	Occupational Health	Destroy 40 years from last action or at age 75 years whichever is the greater	Common Practice
	Inspections and Assessments	Process to assess the level of risk <ul style="list-style-type: none"> • Risk Assessments 	Within individual Departments	Destroy 3 years after assessment is superseded	Compliance with appropriate regulations
	Inspections and Assessments	Processes that permit work <ul style="list-style-type: none"> • Completed Permits to Work 	Within individual Departments	Destroy 3 years from last assessment	Common practice
	Inspections and Assessments	Processes that record injury to children <ul style="list-style-type: none"> • Accident Reports • First Aid Treatment Books 	Within individual Departments. Directorate H & S Department	Destroy 25 years from closure	Based on Statutory
	Inspections and Assessments	Processes that record injury to adults <ul style="list-style-type: none"> • Accident Reports • First Aid Treatment Books 	Within individual Departments. Directorate H & S Department	3 years after date of last entry	Social Security (Claims and Payments) Regulations 1979; RIDDOR 1985
	Inspections and Assessments	Accident/Incident report forms – public	Within individual Departments. Directorate H & S Department	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)	Litigation

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Inspections and Assessments	Accident/Incident report forms – employees	Within individual Departments. Manually in Corporate H & S Department. Electronically on Selima	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)	Social Security (Claims and Payments) Regulations 1979; RIDDOR 1985
	Inspections and Assessments	Asbestos records <ul style="list-style-type: none"> • Surveys 	Electronic in Asset Management	40 years	Control of Substances Hazardous to Health Regulations 1999, Asbestos Regulations
	Inspections and Assessments	COSHH records	Mainly electronic but some are hard copies. Within individual Departments	40 years	Control of Substances Hazardous to Health Regulations 1999
	Inspections and Assessments	Driving assessments	Manually and electronically in Corporate H & S. Individual employee	During employment	Evidence of competence
	Inspections and Assessments	Eye test records	Manually in Corporate H & S Department. Electronically on Selima. Individual employee	During employment	Compliance DSE Regulations
	Inspections and Assessments	Fire safety training certificates	Manually and electronically in Corporate H & S. Individual employee	During employment	Evidence of competence

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Inspections and Assessments	First aid training records	Electronically in Organisation and Workforce Development, Individual Employee and Individual Department	During employment	Evidence of competence
	Inspections and Assessments	Records of training (H & S)	Electronically in Organisation and Workforce Development, Individual Employee and Individual Department	During employment	Evidence of competence
	Inspections and Assessments	Service Area Workstation assessment forms	Electronically in Organisation and Workforce Development, Individual Employee and Individual Department	Destroy when superseded	Compliance DSE Regulations

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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3	FINANCIAL RECORDS				
3.1	Cheques and associated records	Cheque books/stubs for all accounts	N/a	2 years	Common Practice
	Cheques and associated records	Cancelled cheques	N/a	2 years	Common Practice
	Cheques and associated records	Dishonoured cheques	N/a	2 years	Common Practice
	Cheques and associated records	Fresh Cheques	N/a	6 years	Common Practice
	Cheques and associated records	Paid / presented cheques	N/a	6 years	Common Practice
	Cheques and associated records	Stoppage of cheque payment notices	N/a	2 years	Common Practice
	Cheques and associated records	Record of cheques opened books	N/a	2 years	Common Practice
	Cheques and associated records	Cheque registers	N/a	2 years	Common Practice
	Cheques and associated records	Record of cheques drawn for payment	N/a	6 years	Common Practice
	3.2	Bank Deposits	Register of cheques lodged for collection	N/a	2 years
Bank Deposits		Bank deposit books/slips/stubs (if held)	N/a	2 years	Common Practice
Bank Deposits		Bank deposit summary sheets, banking summaries, cheque schedule	N/a	2 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
3.3	Bank Reconciliations	Reconciliation files/sheets (including where printed and signed as proof of review)	N/a	2 years	Common Practice
	Bank Reconciliations	Daily list of paid cheques	N/a	2 years	Common Practice
	Bank Reconciliations	Unpaid cheque records	N/a	2 years	Common Practice
3.4	Bank Statements	Bank statements	N/a	2 years	Common Practice
	Bank Statements	Bank certificates of balance	N/a	2 years	Common Practice
3.5	Electronic banking and electronic funds transfer	Cash transactions, payment instructions, deposits and withdrawals	N/a	As paper records	Common Practice
	Electronic banking and electronic funds transfer	Audit trails	N/a	As base transaction	Common Practice
3.6	Cash books/sheets	Cash books/sheets	N/a	6 years	Common Practice
	Cash books/sheets	Expenditure sheets	N/a	6 years	Common Practice
3.7	Petty cash records	All petty cash records including receipts and summary cash books	Either electronic or hard copy	2 years	Common Practice
3.8	Creditors	Creditors history records and reports	N/a	6 years	Common Practice
3.9	Statements	Statements of outstanding accounts/orders/accounts payable	N/a	2 years	Common Practice
3.10	Credit and debit note books	Credit notes and credit note books	N/a	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Credit and debit note books	Debit note books	N/a	2 years	Common Practice
3.11	Vouchers	Vouchers including purchase orders, requisitions, invoices payable and received	N/a	6 years if not processed electronically.	Common Practice
	Vouchers	Wages/salary vouchers	N/a	6 years	Common Practice
	Vouchers	Voucher registers	N/a	2 years	Common Practice
	Vouchers	Copies of vouchers (not the main accountable copy)	N/a	1 year	Common Practice
	Vouchers	Voucher registration cards/voucher payment cards	N/a	6 years	Common Practice
	Vouchers	Voucher Summaries; Advice/schedule of vouchers despatched, delivery advices	N/a	1 year	Common Practice
	Vouchers	Travel Warrants	N/a	2 year	Common Practice
3.12	Costing Records	CEDAR Stock records	N/a	2 years	Common Practice
3.13	General and subsidiary ledgers	General and subsidiary ledgers for the purpose of preparing certified statements or published information	N/a	6 years	Common Practice
	General and subsidiary ledgers	Other ledgers (e.g. cost ledgers)	N/a	2 years	Common Practice
	General and subsidiary ledgers	Creditors ledgers	N/a	6 years	Common Practice
	General and subsidiary ledgers	Audit sheets for ledger postings	N/a	2 years	Common Practice
3.14	Journals	Journals – prime records for the raising of charges	N/a	6 years if authorised on a manual form	Common Practice
	Journals	Journals – routine adjustments	N/a	2 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
3.15	Trial balances and reconciliations	Year end balances, reconciliations and variations to support ledger balances and published accounts	N/a	6 years	Common Practice
3.16	Receipt/remittance books	Receipt books, office copy of receipts	N/a	6 years	Common Practice
	Receipt/remittance books	Postal remittance books/records	N/a	6 years	Common Practice
	Receipt/remittance books	Stamp duty/VAT receipt books/records	N/a	6 years	Common Practice
3.17	Cash registers	Butts/copies of cash register forms	N/a	6 years	Common Practice
	Cash registers	Cash register reconciliation sheets	N/a	6 years	Common Practice
	Cash registers	Cash register audit rolls (x and z readings)	N/a	2 years	Common Practice
	Cash registers	Cash register analysis and summary records	N/a	2 years	Common Practice
	Cash registers	Cash register reading books/sheets	N/a	2 years	Common Practice
3.18	Cashiers' records	Cashiers' handover books	N/a	2 years	Common Practice
3.19	Revenue records	Revenue cash books/sheets/records; receipt cash books/sheets	N/a	6 years	Common Practice
	Revenue records	Daily and periodical revenue dissections	N/a	1 year	Common Practice
3.20	Debtors records/invoices	Copies of invoices/debit notes – includes invoices paid and invoices unpaid and registers of invoices – debtors ledgers	N/a	6 years	Common Practice
	Debtors records/invoices	Source documents / records used for raising invoices / debit notes	N/a	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Debtors records/ invoices	Copies of invoices and copies of source documents	N/a	2 years	Common Practice
	Debtors records/ invoices	Records relating to unrecoverable revenue, debts and overpayments – includes register of debts written off, register of funds etc	N/a	6 years	Common Practice
3.21	Salary records	Employee pay history records / payroll source documentation, including Leavers pay history / payroll source documentation	N/a	3 years	Common Practice
	Salary records	Salary rates register	N/a	Until Superseded	Common Practice
	Salary records	Emergency payments	N/a	6 years	Common Practice
	Salary records	Copies of salary/wages/payroll sheets	N/a	2 years if signed manually	Common Practice
3.22	Stores records	Goods inward books / records	N/a	6 years	Common Practice
	Stores records	Delivery dockets	N/a	2 years	Common Practice
	Stores records	Stock/stores control cards, sheets and records	N/a	2 years	Common Practice
	Stores records	Stocktaking sheets/records	N/a	2 years	Common Practice
3.23	Purchase order records	e-Procurement records	N/a	6 years	Common Practice
	Purchase order records	Travel warrants	N/a	2 years	Common Practice
3.24	Requisition records	e-Procurement Requisition records	N/a	2 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
4	SOCIAL SERVICES				
4.1	Children's Records Placement	Adoption <ul style="list-style-type: none"> • Adoption files • LAC file • Care file 	Paris system	75 years	
	Children's Records Placement	Child Care <ul style="list-style-type: none"> • LAC file 	Paris system	75 years from d.o.b. or 15 years from date of death	
	Children's Records Placement	Case records relating to children who have been placed <ul style="list-style-type: none"> • Care file 	Paris system	Until 75th year of child's birth or 15 years after death if child dies before 18.	Arrangements for Placements of Children (General) Regulations 1999
	Children's Records Placement	All records and documents relating to adoption negotiations <ul style="list-style-type: none"> • Adoption file 	Paris system	75 years	The Adoption Regulations 1983
	Children's Records Placement	Children placed in Day Nurseries <ul style="list-style-type: none"> • Nursery file 	Manually in dept	5 years after case has been closed or at the age of 21 years whichever is the earlier	Financial Requirements
	Children's Records Placement	Information generated about children placed with Childminders <ul style="list-style-type: none"> • Financial records 	Spreadsheet file	5 years after case has been closed or at the age of 21 years whichever is the earlier	Financial Requirements
	Children's Records Placement	Family files on children who are looked after <ul style="list-style-type: none"> • Family support file 	Paris system	5 years after case has been closed or at the age of 21 years whichever is the earlier	Financial Requirements
	Children's Records Placement	Entry in a register of children placed in an area or outside an area by a local authority.	Spreadsheet file	Record of entry to be kept until child reaches 21 or 5 years after death	Arrangements for Placements of Children (General) Regulations 1999
	Children's Records Placement	Other records in respect of children in Children's Homes <ul style="list-style-type: none"> • LAC file • Care file • Children's Home file 	Paris system	15 years	Children's Homes Regulations 1983
	Children's Records Placement	Records or register entries relating to Foster parents or other persons <ul style="list-style-type: none"> • Foster cover files 	Paris system and manual register	At least 10 years from date approval is terminated or until his/her death, if earlier	Foster Placements (children) Regulation 1991

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
4.2	Children's Records Family Support	Inactive Family Support cases <ul style="list-style-type: none"> Family Support file 	Manually in dept	5 years after last action if not classed as one of the above	Financial Requirements
	Children's Records Family Support	Children in need who have not been adopted or placed or subject of CP Enquiry <ul style="list-style-type: none"> Family Support file 	Manually in dept	Destroy 10 years from closure.	Common Practice
	Children's Records Family Support	Process involved in assessing a family's suitability in the care of children.	Manually with SureStart	25 years from DOB of youngest child.	Common Practice
	Children's Records Family Support	Support by the local authority to families i.e. parenting skills, special education	Manually with SureStart	7 years file closure	Common Practice
4.3	Children's Records	Planning records of disabled children	Manually in dept	On request of parent, or on meeting the eligibility criteria, file will be destroyed. Once a child reaches 18 years, the records will be held on the Planning Record until the 19th birthday, in order to include the data in the Annual Statistical Report. Thereafter, the record will be destroyed.	Common Practice
	Children's Records	Children and young people subject to supervision orders	Manually with Youth Offending Team	Destroy on 21st birthday	Common Practice
	Children's Records	Supervision cases under a Court Order	Manually with Youth Offending Team	5 years after case has been closed or at the age of 21 years whichever is the earlier	Financial Requirements
4.4	Children's Records Child Protection	Child protection investigation that reaches a conference <ul style="list-style-type: none"> Care file Family Support file 	Paris system	25th birthday of youngest child	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Children's Records Child Protection	Families under supervision <ul style="list-style-type: none"> Family Support file 	Manually in dept	5 years after case has been closed or at the age of 21 years whichever is the earlier	Section 17, Children Act 1989
	Children's Records Child Protection	Adults convicted of Schedule 1 offences <ul style="list-style-type: none"> Miscellaneous file 	Paris system	5 years	Common Practice
4.5	Children's Records Youth	Individual case management of youth i.e. youth justice, ASBOs	Manually with Youth Offending Team	Destroy 25 years from DOB or 10 years from last contact	Common Practice
4.6	Children's Records SEN	Special Educational needs, Individual case management of children who need special educational support	Manually in Education Department	Destroy 35 years from closure	Common Practice
4.7	Adults Records Learning Disability	General <ul style="list-style-type: none"> Service user Care file 	Paris system	Subject to financial requirements above, records will be destroyed confidentially 3 years after the death of the service user or 6 years after a case has been closed, whichever is the earlier. Exceptions may apply in cases of Mental Health involvement.	Limitation Act
4.8	Physical Disability Under 65s Adult Records	General <ul style="list-style-type: none"> Service user Care file 	Paris system	As above	Limitation Act
4.9	Mental Health	General <ul style="list-style-type: none"> Files retained at Community Mental Health Team Service user Care file 	Paris system	Destroy 10 years after last contact or 3 years after death. In exceptional cases, retain indefinitely.	Common Practice
4.10	Older persons over 65 Non Mental Health	General <ul style="list-style-type: none"> Service user Care file 	Paris system	Destroy 6 years after last contact	Limitation Act 1980 Time limit in which a civil action can be brought

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
4.11	Complaints	At the end of each stage of the complaints procedures a copy of all relevant information will be placed on the service users file. Separate records will be maintained by the complaints section.		Destroy manual complaint records after 3 years from the date of the receipt of the complaint. Complaints held on electronic database to be held for three consecutive years. At the beginning of year four, the records for year one will be down loaded and stored on discs.	Common Practice
4.12	Adult Services	Disabled facilities grant files <ul style="list-style-type: none"> • Adaptations to houses 	Manually in dept	5 years	Housing Grants, Construction & Regeneration Act 1996
	Adult Services	Miscellaneous <ul style="list-style-type: none"> • Inactive cases 	Manually in dept	2 years from date of closure	Common Practice
	Adult Services	Deceased records <ul style="list-style-type: none"> • Dead file 	Manually in dept	3 years from date of death	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
5	HOUSING				
5.1	Housing	Tenancy documentation <ul style="list-style-type: none"> • Tenancy records • Events 	Paper files at 4 estate offices – Grange Park, Mereside, Queens Park and Coastal. Computerised records on Inhouse.	Paper records destroyed 12 years after end of tenancy. Inhouse records exist from 1990 and are not archived.	Common Practice
	Housing	Tenants rent accounts (current and former) <ul style="list-style-type: none"> • Accounting processes • Recovery processes • Queries 	Computerised on Inhouse, some archived onto microfiche and disk from previous system.	Some reduced archived information from 1986, full accounts from 1999 on Inhouse.	Common Practice
	Housing	Direct Debit documentation	Paper records at Progress House and computerised records on Inhouse	All records kept since 2003.	Common Practice
	Housing	Application for a council garage. Filed when tenancy accepted <ul style="list-style-type: none"> • Garage file 	Paper records at 4 estate offices. Inhouse records.	All records retained.	Common Practice
	Housing	Rent accounting records <ul style="list-style-type: none"> • Period End reports • Refunds • Write-offs • Adjustments • Element Changes 	Computerised on Inhouse, paper records at Progress House	All records kept since 1999	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Housing	Property repair details	Computerised on Inhouse, some archived on Access database from previous system.	Kept on Inhouse system since 1999. Have some reduced archived information from 1992.	Common Practice
	Housing	Void property details. When property is ready to let paperwork is sent to Estate Office to be filed on house file.	Computerised on Inhouse and paper records at Voids Team, Layton Depot	All records kept.	Common Practice
	Housing	Tenants and Residents Groups – officers and contact details	Paper records with TP Officer and electronic folder on P-drive	Information destroyed/removed if officer or contact resigns from group.	Common Practice
	Housing	Tenant Participation Compact	Paper copy Progress House and all 4 estate offices, electronic copy on the Intranet and Council's website	Compact is in place permanently and content is currently being reviewed and updated.	Government requirement to have in place - no change proposed
	Housing	Right to Buy files – sold property files and denied/cancelled files <ul style="list-style-type: none"> • Sold Property files • Denied/Cancelled files 	Progress House	All sold house files are retained. We are currently weeding files to remove any unnecessary documentation.	Common Practice
	Housing	Leaseholder files <ul style="list-style-type: none"> • Sale information • Correspondence relating to assignments, lease, service charges etc 	Progress House	All leasehold files are retained. Property reverts to the Council at the end of the 125 year, or residue of, lease. Therefore all records kept.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Housing	Emergency Housing Unit resident documentation	South King Street (current residents) and Buchanan Street EHU (archived paper files)	All records kept since 1997.	Common Practice
	Housing	Emergency Housing resident payment records	Excel spreadsheet on P-drive, no personal data only unit number	All records kept since 2002.	Common Practice
	Housing	Landlords Gas Safety Records	Progress House	All records have to be retained for 5 years from year of inspection.	CORGI regulations and The Gas Safety (Installation and Use) Regulations (GSIUR)
	Housing	ACE details (Approvals, Complaints and Enquiries)	Inhouse system	All records on Inhouse since April 2002.	Common Practice
	Housing	ISO 9000 accreditation information	Documents and spreadsheets on P-drive and paper records at Progress House	All records retained in line with specific ISO retention requirements, which vary dependant on document type. Paper information archived when obsolete.	ISO 9000 accreditation requirements
	Housing	Training and qualification records for staff	Excel spreadsheet on P-drive and paper records at Progress House	All records since 2002.	Common Practice
	Housing	Integrator - Asset Management Tool	Electronic records accessed from desktop, administrator plus several read only access licenses for Landlord Services	Copy of initial database from 2002 retained for comparison with current database. Properties are deleted from current database when sold/disposed of.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Housing	Staff records <ul style="list-style-type: none"> • Sickness absence monitoring • Leave • Personal development 	Held by relevant manager at Estate Offices or Progress House (for Property Management and Business Support)	All records retained.	Common Practice
5.2	Warden Services	Sheltered Tenant records <ul style="list-style-type: none"> • Name, Address, Telephone Number, Next of Kin • Date of Birth • Religion • Doctor, Medical Details • Social Worker • Care Provider • Signed Visiting Schedule • Individual Care Plan 	Manually in Control Centre – secure storage. Electronic database, password access.	1 year after termination of tenancy.	Common Practice
	Warden Services	Dispersed Alarm users <ul style="list-style-type: none"> • Personal Data • Manual lease agreement • Manual key file • Key number 	Manually in Control Centre – secure storage. Electronic database, password access.	1 year after termination of tenancy.	Common Practice
	Warden Services	Day Centre users <ul style="list-style-type: none"> • Name & Telephone Number 	Manually in Control Centre – secure storage. Electronic database, password access.	1 year after termination of tenancy.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Warden Services	Staff records <ul style="list-style-type: none"> • Personal details • Staff Telephone Directory • Copies of overtime claim forms • Sickness records • Back to work interviews • Staff supervisions • Appraisals 	Manually in Control Centre. Manually in Community Alarm Centre – secure storage.	1 year after termination of employment.	Common Practice
	Warden Services	Site-based wardens <ul style="list-style-type: none"> • Weekly reports 	Manually in Community Alarm Centre – secure storage.	1 year after termination of tenancy.	Common Practice
	Warden Services	Out of Hours contacts <ul style="list-style-type: none"> • Contact details • Council procedures • Emergency Plans 	Manually in dept	When superseded.	Common Practice
	Warden Services	Sheltered sites <ul style="list-style-type: none"> • Client details • Day Centre User Group information • Fire log book • Daily report book 	Manually in Day Centre office. Personal data items in secure storage.	1 year after termination of tenancy or when superseded.	Common Practice
	Warden Services	Dunsop Court Sheltered Housing Scheme <ul style="list-style-type: none"> • Tenant personal records • Client daily report book • Daily report sheet • Staff telephone list 	Manually in Scheme Office. Personal data items in secure storage.	1 year after termination of tenancy or when superseded.	Common Practice
5.3	Homeless Mediation	Referrals <ul style="list-style-type: none"> • Young person's name, address, telephone number • Parents/Guardians details • Personal log sheets 	Electronic & manually in dept.	5 years.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
5.4	Homelessness /Housing Advice	Priority homeless applicants case file	All details kept manually, selected info recorded on Inhouse	5 years manual, indefinite Inhouse	Common Practice
	Homelessness /Housing Advice	Non priority homeless applicants & applicants not threatened with homelessness within 28 days case sheets	Manual	3 years	Common Practice
	Homelessness / Housing Advice	Record of B/B and storage payments for homeless applicants	Excel spreadsheet & manual	All records kept	Common Practice
5.5	Welfare Rights	Full paper case file	Manual/paper file	6 years after case closed	CLS Quality Mark Standard (Legal Services Commission)
	Welfare Rights	Customer & Subject details <ul style="list-style-type: none"> • Basic details of customer & subject 	AIMS database	At least 6 years but kept after that depending on storage space on network	CLS Quality Mark Standard (Legal Services Commission)
5.6	Rent Bond Service	Applicants application form	Details kept manually in case file with some personal details kept on Excel Spreadsheet	All records kept	Common Practice
	Rent Bond Service	Payments for Rent Bond & Rent In Advance	Manual & Excel Spreadsheet	All records kept	Common Practice
5.7	Housing Needs	Application form for Housing register including supportive information where appropriate <ul style="list-style-type: none"> • Medical letters of support 	All details held manually, selected info recorded on Inhouse	Manual records kept for 6 years, Inhouse indefinitely	Common Practice
5.8	Homeless Action Team	Clients case file <ul style="list-style-type: none"> • Single people rough sleeping or with a history of rough sleeping 	Manual & Excel Spreadsheet	All records kept	Common Practice
5.9	Returning Home Scheme	Referral forms with personal details	Manual & Excel Spreadsheet	All records kept	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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6	STATUTORY SERVICES				
6.1	Registrar of Births, Deaths and Marriages	Registration of a birth, death or marriage	Electronic Sept 1990 to date; Manual 1837 to date	Permanent offer to Archivist Transfer to place of deposit after administrative use is concluded	Common Practice
6.2	Marriage Services	Process of conducting a marriage service	Indexes electronic Sept 1990 to date; Manual 1837 to date	Destroy 3 years after last action	Common Practice
6.3	Notices	Process of notification in relation to birth, death or marriage	Indexes electronic Sept 1990 to date; Manual 1837 to date	Destroy 2 years after last action	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
7	PROPERTY AND LAND MANAGEMENT				
7.1	Property and Land Management	Reports to management on overall property of the local authority <ul style="list-style-type: none"> • Consolidated property and buildings annual reports • Summary of leased property • Summary of local authority's owned property • Site register • Register of leases 	Evolutions system	Permanent offer to Archivist Transfer to place of deposit after administrative use is concluded	Common Practice
	Property and Land Management	Managing all other buildings and estates <ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 	Evolutions system	Retain for life of property or building	Common Practice
	Property and Land Management	Leasing and Occupancy <ul style="list-style-type: none"> • Lease agreements • Rental expenditure authorities • Valuation queries • Applications for leases, licences and rental revision 	Currently card-based. Being converted to Evolutions system	Destroy 15 years after the expiry of the lease	Common Practice
7.2	Transport Management	Vehicle documentation for purchase, disposal, allocation and maintenance, including insurance of vehicles and users <ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet authorisation numbers 		Destroy 7 years after the disposal of the vehicle and or the policies have	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Transport Management	Vehicle usage <ul style="list-style-type: none"> • Allocations and authorisations for vehicles • Maintenance Records & Test Certificates 		Destroy 3 years after sale or disposal	Common Practice
	Transport Management	Drivers usage <ul style="list-style-type: none"> • Vehicle Log Book reports 		Destroy 7 years after closure	Common Practice
7.3	Insurance Policy Management	The summary management of insurance arrangements <ul style="list-style-type: none"> • Insurance register 	Electronic/Manually filed in dept.	Up to 40 years	Employers Liability
	Insurance Claims Management	The process that records insurance claims against the local authority or local authority officers <ul style="list-style-type: none"> • Claims records • Correspondence 	Claims Handling System/Manually filed in dept.	6 to 7 years. For children: 3 years after leaving school	Limitation Act/Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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8	EMERGENCY PLANNING				
8.1	Disaster Plan	Process to develop the emergency/disaster plan for the local community <ul style="list-style-type: none"> • Emergency Plan • Departmental Emergency Plan 	Electronic, and held by the Emergency Planning Officer	Permanent. Offer to Archivist for review. Transfer to place of deposit after superseded	Common Practice
	Disaster Plan	Process of recording the results of the test for emergency/disaster plan for the local community	Electronic, and held by the Emergency Planning Officer	Destroy 10 years after closure	Common Practice
	Disaster Plan	Activities that report on all major incidents in the local community, whether the incident plan has been invoked or not	Electronic, and held by the Emergency Planning Officer	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded.	Common Practice
	Disaster Plan	Activities that report on all minor incidents in the community	Electronic, and held by the Emergency Planning Officer	Destroy 7 years after disclosure	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
9	GENERAL PUBLIC SERVICES				
9.1	Registration, Certification and Licensing	<p>The administration of applications, registration certification and licenses in relation to local authorities registration requirements</p> <ul style="list-style-type: none"> • Acupuncture, Tattooing, Ear Piercing, Electrolysis • Amusement with Prizes • Animal Boarding Establishment • Auction Rooms • Butchers Shop • Cinemas • Dangerous Wild Animals • Donkey Driver • Donkeys Keeper • Door staff • Explosives • Hackney Carriage • Landau • Late Night Refreshment House • Lotteries • Pet Shop • Private Hire Operators • Public Entertainment Licences • Riding Establishments • Scrap Metal Dealer • Sex Shops • Street Collection • Theatre 	DIPS system	Destroy 2 years after registration or entitlement lapses	Statutory Note, may want archival review in cases of licensing of children in entertainment
9.1	Registration, Certification and Licensing	<p>The process involved in licensing sites for the holding or use of toxic or hazardous substances</p> <ul style="list-style-type: none"> • Poisons and explosives 	DIPS system	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded – 60 years after registration or entitlement.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Registration, Certification and Licensing	Caravan site licences	Manually filed in dept	Duration of the lifetime of the site	Common Practice
9.2	Cemeteries and Crematoria	Summary management systems that record the location of burials and identity of deceased individuals <ul style="list-style-type: none"> • Personal details of deceased • Date deceased • Next of Kin • GP • Location of burial/cremation plot 	Manually filed in dept	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Common Practice
9.3	Waste Management	Collection. The process of arranging the collection or transportation of household waste. <ul style="list-style-type: none"> • Contract documents • Tender submissions 	Manually filed in dept	Length of contract plus maximum of 6 years.	Common Practice
	Waste Management	Collection. The process of arranging the collection or transportation of controlled waste. <ul style="list-style-type: none"> • Contract documents • Tender submissions 	Manually filed in dept	Length of contract plus maximum of 6 years.	Common Practice
	Waste Management	The process involved in managing the use, type and amount of waste to be disposed at a specific site. <ul style="list-style-type: none"> • Contract documents • Tender submissions 	Manually filed in dept	Length of contract plus maximum of 6 years.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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10	PLANNING AND LAND USE				
10.1	Building Control	The processes of regulating the planned use of land or buildings and inspecting building work for the purpose of ensuring compliance <ul style="list-style-type: none"> • Building Regulation Full plans & Building Notices • Inspection Reports 	1948-74: Microfilm. 1974-92: Microfiche. Archived to 1992: Electronic. Under 3 years: Paper.	Permanent. Electronically archive 3 years from application date.	Current Practice
	Building Control	The process of enforcing building regulations <ul style="list-style-type: none"> • Enforcement Notices 	Manually in Building Control office.	3 years from action date.	Current Practice
	Building Control	Other correspondence not included above	Paper and electronic	3 years	Current Practice
10.2	Development Control	The process of controlling development of areas through applications for planning permission <ul style="list-style-type: none"> • Planning application files and plans • Appeal Documents 	1948-74: Microfilm. 1974-92: Microfiche. Archived to 1992: Electronic. Under 3 years: Paper.	Permanent. Electronically archive 3 years from application date.	Current Practice
	Development Control	The summary management of planning scheme regulation <ul style="list-style-type: none"> • Planning and Enforcement Registers, including reasons for granting or refusing permission. 	1948-74: Paper. 1974-date: Electronic	Permanent.	Current Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Development Control	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments <ul style="list-style-type: none"> • Enforcement Notices • Planning Contravention Notices • Breach of Condition Notices • Section 215 Notices • Stop Notices • Enforcement Appeals • Complaints 	Notices 1974-94: Microfilm. Complaints 1994-96: Paper (Municipal Basement). Complaints 1997–date: Paper. Full files 1994-date: Paper	Permanent.	Current Practice
	Development Control	The process of maintaining the countryside and developing open spaces for public amenity <ul style="list-style-type: none"> • Tree Preservation Orders • Requests for work to protected 	Paper.	Permanent.	Current Practice
	Development Control	Other correspondence not included above	Paper and electronic	3 years	Current Practice
10.3	Development Plan	Strategic direction and vision regarding existing and future land use and development of local and town centre plans <ul style="list-style-type: none"> • Regional Plan • Structure Plan • Local Plan/Local Development Framework • Supplementary Planning Guidance • Consultation documents • Representations on Policy Consultation Documents • Public Inquiry Documents • Land Use Surveys 	Manually in Development Plan office, except: Paper and electronic	Life of Plan.	Current Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Development Plan	Other comments and correspondence on planning policy and development issues	Paper and electronic	3 years	Current Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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11	INFRASTRUCTURE AND TRANSPORT				
11.1	Planning and Development	The activity of developing vision and strategic directions regarding existing transport and infrastructure within the municipality. <ul style="list-style-type: none"> Local Transport Plan 	Manually in dept. Being updated by Lancs CC.	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded.	Common Practice
	Planning and Development	The activity of recording location of highways bridle paths and rights of way <ul style="list-style-type: none"> Ordnance Survey maps Council-produced maps 	Maintained manually. Being updated by Lancs CC.	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded.	Common Practice
	Planning and Development	The activity of establishing planning scheme controls and providing for them to be amended and modified <ul style="list-style-type: none"> Amendments to definitive map Road adoption 		Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded.	Common Practice
	Planning and Development	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments <ul style="list-style-type: none"> Enquiries, consultation documents, objections and correspondence 	Objections – maintained manually.	Destroy 7 years after decision. Offer controversial/high profile schemes to Archivist.	Common Practice
	Planning and Development	The process of enforcing infrastructure and transport regulations		Destroy 50 years after enforcement notice. Destroy 3 years after compliance with enforcement notice	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
11.2	Traffic Management	The activity of planning and programming the continued flow, diversion or reduction of traffic <ul style="list-style-type: none"> • Permanent Traffic Orders • Temporary Traffic Orders 	Stored on spreadsheet. Also manually in a folder at Westgate House.	Destroy 7 years after action completed.	Common Practice
11.3	Design and Construction	The activity of planning, designing, programming and constructing roads, streets, bridges and tunnels <ul style="list-style-type: none"> • Construction drawings and details • Completion certificates 	Maintained on spreadsheet. Filed manually.	Permanent. Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded.	Common Practice
11.4	Infrastructure Management and Maintenance	The activity of providing Municipal services in relation to infrastructure within the local authority <ul style="list-style-type: none"> • Street files • Street records • Hedge clipping • Tree planning • Naming of streets • Numbering of houses • Street load limits • Street signs • Bus shelters • Applications to dig up pavements • Rights of way • Roundabouts • Traffic calming measures • Street lighting 	For B and C-class roads, being transferred from manual to SBS system. Link to GIS mapping tool. For unclassified roads, records maintained manually.	Maintained indefinitely until superseded.	Common Practice
11.5	Road Maintenance	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels <ul style="list-style-type: none"> • Drawings and specific actions 		Destroy 12 years after action completed	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
11.6	Public Transport	<p>The activities involved in the management and provision of public transport</p> <ul style="list-style-type: none"> • Travel passes • Acceptance of contracts • Transport operators • Policy documents • Passenger monitoring reports 	<p>Access Database Word documents Excel spreadsheet Excel spreadsheet</p>	Destroy 3 years after superseded or last action.	Common Practice
11.7	Highway Permits	<p>Highway permits</p> <ul style="list-style-type: none"> • Skip permits 	Manually in dept.	Destroy 1 year after expiry	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
12	INFORMATION MANAGEMENT RECORDS				
12.1	Record Keeping	Records and publications relating to the control of records keeping systems	Manually in dept.	When system is superseded.	Common Practice
	Record keeping	Records relating to services provided to other departments or agencies	Electronic.	5 years.	Common Practice
	Record keeping	Documentation relating to the disclosure status of records under FOI	Electronic.	3 years after the record is opened.	Common Practice
	Record keeping	Information surveys, record audits and registry inspections	Electronic.	2 years.	Common Practice
	Record keeping	Schedules of records loaned or shared	Electronic.	Until the disposal of the records covered.	Common Practice
	Record keeping	FOI requests	Electronic plus manual copies if appropriate.	3 years.	Common Practice
12.2	Disposal	Disposed records	Electronic.	6 years unless specified by legislation.	Common Practice
	Disposal	Review lists, including information from Electronic document management systems	Manually in dept.	5 Years.	Common Practice
12.3	Storage	Security of Records	Electronic.	5 years.	Common Practice
	Storage	Records of racking and location systems	Electronic.	When system is superseded.	Common Practice
12.3	Storage	Records relating to the use of on site and off site storage areas <ul style="list-style-type: none"> • Legal records 	Electronic.	2 years.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Storage	Records relating to the transfer and retrieval of records from off site storage <ul style="list-style-type: none"> • Taxi deliveries 	Electronic.	2 years or 2 years after records disposed of.	Common Practice
12.4	General Management	Guides, manuals and instructions on the management of records <ul style="list-style-type: none"> • Information Management Strategy • Social Services procedures 	Intranet.	Destroy when new issues agreed and circulated.	Common Practice
	General Management	General administrative records, including routine correspondence relating to the provision of information management services	Manually in dept.	2 years.	Common Practice
12.5	ICT Services	Telephony records <ul style="list-style-type: none"> • Internal Directory • Electronic bills 	On Intranet. Electronically.	Indefinitely until superseded.	Common Practice
	ICT Services	Computer systems documentation <ul style="list-style-type: none"> • ICT Security Policy • System changes and updates 	On intranet.	System lifetime plus 2 years, or whenever superseded.	Common Practice
	ICT Services	Records of Internet use <ul style="list-style-type: none"> • Internet logging files 	Electronically	6 months after production	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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13	CCTV				
13.1	Recordings (Town Centre system)	Digital recordings will be used and stored in accordance with the Code of Practice.	Electronically within CCTV Operations Centre.	No longer than 31 days, unless required for evidential purposes in legal proceedings.	Best Practice and Data Protection Act
	Recordings (Body Worn Video)	Digital recordings will be used and stored in accordance with the Code of Practice.	Electronically within Council offices.	No longer than 28 days, unless required for evidential purposes in legal proceedings.	Best Practice and Data Protection Act
	Recordings (Other systems)	Digital recordings will be used and stored in accordance with the Code of Practice.	Electronically within Council offices	No longer than 31 days, unless required for evidential purposes in legal proceedings.	Best Practice and Data Protection Act
	Recordings (CCTV Van)	Digital recordings will be used and stored in accordance with the Code of Practice.	Electronically	24 hours, unless required for evidential purposes in legal proceedings.	Best Practice and Data Protection Act
	General Records	General records relating to procedures	Within CCTV Operations Centre and Council offices where appropriate.	Until superseded	Common Practice
	Requests	Requests for disclosure of images (other than Data Protection – Subject Access requests)	Held electronically (scanned if received on paper)	3 years unless requires for evidential purposes in legal proceedings.	Data Protection Act / CJA / RIPA / Common practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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14	CORPORATE PLANNING AND REPORTING				
14.1	Corporate Planning	The corporate planning and reporting activities of local authorities <ul style="list-style-type: none"> • Corporate Plans • Strategy Plans • Business Plans • Annual Reports 	Manual & Electronic	1 year after expiry.	Common Practice
	Corporate Planning	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions <ul style="list-style-type: none"> • Management Team Minutes 	Manual & Electronic	3 months after end of the month in which event took place.	Common Practice
14.2	Statutory Returns	The process of preparing information to be passed on to central government as part of statutory requirements <ul style="list-style-type: none"> • Reports to central government • Housing Subsidy Claim • HRA 	Manual & Electronic	1 year after closure	Common Practice
14.3	Policy, Procedures, Strategy and Structure	Activities that develop policies, procedures, strategies and structures for the local authorities <ul style="list-style-type: none"> • Policy, procedure, precedent, instructions • Organisation charts • Records relating to policy implementation and development • Asset management plan • Community strategy • Community plan • Community safety plan 	Manual & Electronic	3 months after expiry.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Policy, Procedures, Strategy and Structure	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Manual & Electronic	1 year from closure.	Common Practice
14.4	Public Consultation	The process of consulting the public and staff in the development of significant policies of the local authority <ul style="list-style-type: none"> • Quality of Life Survey • User Satisfaction Survey • Stock Transfer 	Manual & Electronic	2 years from closure.	Common Practice
	Public Consultation	The process of consulting the public and staff in the development of minor policies of the local authority	Manual & Electronic	1 year from closure.	Common Practice
14.5	Quality and performance management	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit <ul style="list-style-type: none"> • Best Value Review 	Manual & Electronic	3 years from closure.	Common Practice
	Quality and performance management	The process of assessing the quality, efficiency, or performance of a local authority service or unit <ul style="list-style-type: none"> • Assessment form 	Manual & Electronic	3 years from closure.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
15	CORPORATE COMPLAINTS				
15.1	General	Policy statements	Electronic.	When superseded.	Common Practice
	General	System handbook/guide	Electronic.	When superseded.	Common Practice
	General	Surveys	Electronic.	3 years.	Common Practice
15.2	Case Records	Investigations	Electronic.	10 years.	Common Practice
	Case Records	Reports on particular complaints or on categories of complaints	Electronic.	6 years.	Common Practice
	Case Records	Precedents	Electronic.	Review after 10 years.	Common Practice
	Case Records	Register of Complaints	Electronic.	10 years.	Common Practice
15.3	Reviews	Correspondence and papers	Electronic.	6 years.	Common Practice
	Reviews	Reports	Electronic.	3 years.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
16	COUNCIL TAX & BUSINESS RATES				
16.1	Council Tax & Business Rates	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 <ul style="list-style-type: none"> Addresses & rateable values 	Held by Valuation Office of Inland Revenue.	Until superseded.	Common Practice.
	Council Tax & Business Rates	Schedule of Liability Orders for Council Tax and Business Rates for recovery of non-payment <ul style="list-style-type: none"> Name, address and amount owed 	Electronic. Business rates records held on BRATES system (to be replaced by Pericles), reports on DIPS and some year-end financial reports held manually in dept.	Current year plus 9 years.	Common Practice.
	Council Tax & Business Rates	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 	As above.	Current year plus 9 years.	Common Practice.
16.2	Business Rates	Details of person liable to pay business rates <ul style="list-style-type: none"> Payments, empty periods and reliefs 	As above.	Current year plus 9 years.	Common Practice.

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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17	HOUSING BENEFITS				
17.1	Housing Benefits	Processes to record personal details and eligibility of those persons in receipt of Housing Benefit <ul style="list-style-type: none"> Name, address, income, capital and rent 	Maintained on DIPS system. Evidence of identity documents returned to owner.	Town Hall paper copies: 15 weeks Anite: 12 weeks Electronic records: 6 years.	Common Practice/Limitations Act
	Housing Benefits	Submissions to the Appeals Service <ul style="list-style-type: none"> Benefit details 	Filed manually in Benefits storage area of Town Hall cellar.	6 years.	Limitations Act
17.2	Benefit Fraud Investigation	Investigation Files	Filed manually with Benefit Fraud team.	No Fraud cases: Current Year 1 + 12 months. Sanctions – Adpens & Cautions: Current year + 12 months. Prosecutions: 7 years.	RIPA
	Benefit Fraud Investigation	Fraud Recording	Electronically on FIMS	Frauds, Sanctions & Prosecutions: Indefinitely. No Frauds: up to 2 years	RIPA/Common Practice
	Benefit Fraud Investigation	Note books	Filed manually with Benefit Fraud team.	6 years	Limitation Act
	Benefit Fraud Investigation	Interview under Caution Tapes	Filed manually with Benefit Fraud team.	No Frauds: 12 months. Sanctions – Adpens & Cautions: 12 months. Prosecutions: 2 years.	RIPA/Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
18	EDUCATION				
18.1	Admissions & Transfers	Appeals Details	Progress House	Destroy 8 years from last action	Common practice
	Admissions & Transfers	Routine Application Forms For Primary and Secondary Schools. Copies or originals	Within filing cabinets	3 Academic years with option to extend to 5 years in archive	Common Practice
	Admissions & Transfers	Requests for school to school transfer forms. Copies or originals	Within filing cabinets	3 Academic years with option to extend to 5 years in archive	Common Practice
	Admissions & Transfers	Non-Routine admission records. Paper details and supporting documents.	Within filing cabinets	3 Academic years with option to extend to 5 years in archive	Common Practice
	Admissions & Transfers	Exclusion Records. Paper details and supporting documents.	Within filing cabinets	3 Academic years with option to extend to 5 years in archive	Common Practice
	Admissions & Transfers	BERA Files. Paper details and supporting documents.	Within filing cabinets	3 Academic years with option to extend to 5 years in archive	Common Practice
	Admissions & Transfers	New To The Area cases (NTA). Paper details and supporting documents.	Within filing cabinets	3 Academic years with option to extend to 5 years in archive	Common Practice
	Admissions & Transfers	Allocation Lists. Paper details and supporting documents.	Within filing cabinets	3 Academic years with option to extend to 5 years in archive	Common Practice
	Admissions & Transfers	Education Guide for Parents Booklet. Original Booklets.	Within filing cabinets	1 year and destroy	Common Practice
	Admissions & Transfers	School Prospectus.	Within filing cabinets	1 year locally then 2 years in archive.	Common Practice
	Admissions & Transfers	Admissions policy development, supporting papers	Progress House	Reviewed annually, retained for six years	Common Practice
18.2	Awards	Eligibility for FSM and Clothing Vouchers Income and Expenditure	Progress House & Westgate House	15 years after last possible school leaving date.	Limitation Act 1980

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Awards	Higher Education Entitlement to Award/Loan payments Income and Expenditure	Progress House & Westgate House	15 Years after last possible school leaving date.	Limitation Act 1980
	Awards	Further Education Entitlement to Award/Loan payments Income and Expenditure	Progress House & Westgate House	15 Years after last possible school leaving date.	Limitation Act 1980
	Awards	Talented Children Award Certificates and Awards	Progress House & Westgate House	15 Years after last possible school leaving date.	Limitation Act 1980
18.3	Catering	Equipment and Property assessment	Manual and palm pilot	3 years	Compliance with health & safety legislation
	Catering	Inspections <ul style="list-style-type: none"> • Risk Assessment • COSHH • Calibration certificates 	Manual within individual kitchens	Destroy when superseded	Compliance with health & safety legislation
	Catering	Accident report.	In individual units & centrally	Minimum 3 years	Legislation
	Catering	Environmental Health. Kitchen inspection reports.	Manually	Indefinitely	Common practice, statutory regulations
	Catering	Waste Collection <ul style="list-style-type: none"> • Collection receipt from Swill removers • Details of weekly waste collection 	Manually in end kitchens	Minimum 2 years	Statutory requirement, Health and Safety Act
18.4	Finance	Data required for LMS formula	Progress House		
	Finance	Standards Fund	Progress House	6 years	Common practice
18.4	Finance	Out of borough placements	Progress House	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Finance	Recoupment	Progress House	6 years	Common Practice
	Finance	Budget Monitoring	Progress House/MS Excel	6 years	Common Practice
18.5	MIT	External and Internal Examination results: <ul style="list-style-type: none"> • Foundation Stage Profile (FSP) • Key Stage 1 (KS1) • Key Stage 2 (KS2) • Key Stage 3 (KS3) • Key Stage 4 (KS4 GCSE) • PIPS CATS test results 	Progress House/EMS/EPAS /Excel/Access	10 years (or life in education system)	Common Practise
	MIT	Pupil Records	Progress House/EMS/ Access/Excel	15 Years after last possible school leaving date.	Limitation Act 1980
	MIT	Student Mobility – Migration Reports	Progress House	Destroy 3 Years from date of report	Common practise
	MIT	Performance Indicators	Progress House	10 years	Retained for Audit purposes
	MIT	DFES PLASC returns	Progress House	10 years	Retained for Audit purposes
	MIT	Manual file lists produced from EMS	Copies in Minute Books and filing cabinets	Destroy when superseded	Education Act 2002
18.6	Planning	School Organisation Plan	Progress House	Retained for comparative purposes	Common Practice
	Planning	Asset Management Plan	Progress House	Retained for comparative purposes	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Planning	School sufficiency (capacity) information	Progress House	Reviewed annually, destroyed one year after being superseded	Common Practice
	Planning	The LEA's 'surplus place' returns to DfES	Progress House	Retained for comparative purposes	Common Practice
	Planning	Individual schools, proposals for re-organisation	Progress House	Retained for six years following approval of proposal	Common Practice
18.7	Transport	Special Needs Transport <ul style="list-style-type: none"> • Contract documents • Tender submissions 	Progress House	Retained for three years following the termination of the contract	Common Practice
	Transport	Transport Contract Information <ul style="list-style-type: none"> • Risk assessments • Payment records • Weekly service delivery (incident) sheets 	Progress House	Retained for three years following the termination of the contract	Common Practice
	Transport	Individual child record, including risk assessment	Progress House	Retained for three years following the child ceasing to be provided with passenger transport.	Common Practice
	Transport	Home to School/College Transport Appeals	Progress House	Destroy six years following date of hearing	Common Practice
	Transport	Bus passes	Progress House	Destroy six years following date of application	Common Practice
	Transport	Vehicle Management Information, including <ul style="list-style-type: none"> • Acquisition • Maintenance • Vehicle usage 	Progress House	Destroy six years following the decommission of the vehicle	Common Practice
	Transport	Staff management and training records, including: <ul style="list-style-type: none"> • Copy training certificates • Copy driving licenses etc 	Progress House	Ongoing review and replacement of old records, to be retained for six years following the member of staff leaving the Authority's employment	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Transport	Mobility Training records	Progress House	Retained for three years from the date of service delivery	Common Practice
	Transport	Post 16 Transport partnership agreement with local further education colleges, background papers	Progress House	To be retained six years	Common Practice
18.8	Behaviour and Education Support Team	BEST pupil information	Whitegate Manor	5 years after case closed or at 21 years whichever is earlier	Section 17 children Act as stated by SSD
	Behaviour and Education Support Team	Child protection information	Whitegate manor	25th birthday of youngest child	Common Practice
18.9	Pupil Services	Ethnic Minority Achievement <ul style="list-style-type: none"> EAL Pupil Details Record of English acquisition matched to the National Curriculum levels. 	Progress House	Destroy 35 years from closure	Common practice Legal requirement under Race Equality to monitor and seek means to address underperformance of EM/EAL pupils
	Pupil Services	Racist Incidents. All racist incidents forms are returned to Pupil Services.	Progress House. Data base maintained in Excel.	Destroy 35 years from closure	Legal requirement to monitor racial incidents within the LEA.
18.10	EAL assessment records	Individual folders maintained on each referral both paper and electronic forms	Progress House	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
18.11	Educational Psychology Service	Referral Details <ul style="list-style-type: none"> • Date referred • Source referral • Date seen • Details of child's work • Conversations with staff, parents and others • Reports from other involved agencies • Reports and letters written by us. 	Progress House	45 years from DOB	Common practise
18.12	Educational Social Workers	Case files detailing basic information and subsequent correspondence, diary notes	Whitegate Manor	Destroy 35 years from Closure	Common practice
	Educational Social Workers	Legal proceedings. Details of parents with outcomes and monitoring.	Whitegate Manor	Destroy 35 years from Closure	Common practice
	Educational Social Workers	Child Protection Minutes of Child Protection Conferences	Whitegate Manor	Destroy when youngest sibling is 18 years of age	These are copies of SSD files and not originals
	Educational Social Workers	Children in Employment. <ul style="list-style-type: none"> • Basic details • Medical consents • Licences. 	Whitegate Manor	Destroy 35 years from Closure	Common practice
	Educational Social Workers	Children in entertainment. As above	Whitegate Manor	Destroy 35 years from Closure	Common practice
18.13	Exclusions	Pupil Exclusion Details Personal pupil exclusion files Exclusions Spreadsheet	Whitegate Manor	Destroy 25 years from last action Destroy after 16 years	Common practice
	Exclusions	Minutes of Governors' Hearings and associated paperwork	Hard Copies in Secure Storage	2 years	Education Act 2002 DfES Guidance on Exclusion from School and Pupil Referral Units

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
18.14	Early Years and Childcare	Childminder Details	Progress House	When superseded	Common practice
	Early Years and Childcare	Early Years and Childcare settings Details	Progress House	When superseded	Common practice
18.15	Nursery Education Grant	3 and 4 year old children who access the Nursery Education Grant	Progress House. Database	3 years	Common practice
18.16	Staffing & Professional Development	Training Provider details and contacts	Progress House, SIS	Updated and retained	Common Practice
	Staffing & Professional Development	Staff training data <ul style="list-style-type: none"> • Application/Enrolment and Evaluation forms • School base • Personnel info relating to school post. 	Progress House, SIS	Updated and retained	Common Practice
	Staffing & Professional Development	Newly Qualified Teachers <ul style="list-style-type: none"> • Details relating to ITT Provider • Post in school • Induction period status 	Progress House, SIS	Renewed annually for tranche Retained for tracking to support cpd in years 2+3 of career/analysis of NQT recruitment trends	Retained to make returns to GTC
	Staffing & Professional Development	Newly Qualified Teachers - Termly Assessment Forms	Progress House, SIS	Retained for future reference, e.g. where induction year does not follow standard year/movement between schools and/or LEAs	Required to determine whether or not NQT fulfils Induction Standards - Statutory as LEA is 'Appropriate Body'
	Staffing & Professional Development	Data of potential applicants for Blackpool Teaching post collected from career recruitment fairs at HEIs	Progress House, SIS	Disposed of after 12 months or no later than January of the following year.	Common Practice
	Staffing & Professional Development	Data of professional leadership qualifications - Attendees and progress - provided by Affiliated Centre	Progress House, SIS	Updated and retained	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
18.16	Staffing & Professional Development	Staff Discipline and Grievance records <ul style="list-style-type: none"> Minutes of Governors' Hearings and associated paperwork 	Hard Copies in Secure Storage	2 years	Education Act 2002 School Policy on Discipline and Dismissal of Staff
18.17	ICT	Supplier details	City Learning Centre	When superseded	Common Practice
	ICT	Licensing costs	City Learning Centre	6 years	Common Practice
	ICT	Budget information	City Learning Centre	6 years	Common Practice
	ICT	Distribution of NGFL money to schools	City Learning Centre	6 years	Common Practice
	ICT	Technical data relating to the ICT infrastructure	City Learning Centre	When superseded	Common Practice
18.18	Property	Suitability Assessments (AMP)	Manually at Westgate House. Part of Asset Management Plan held on Evolution System at Westgate House. Accessed and updated at Progress House.	Life of Plan	Common Practice
18.19	Complex Learning Difficulties	CLD pupil details	Whitegate Manor	6 years	Common Practice
	Complex Learning Difficulties	CLD pupil attainment/assessment data	Whitegate Manor	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
18.20	Learning & Behaviour	Pupil Data relating to Learning and Behaviour Support	Whitegate Manor	6 years	Common Practice
	Learning & Behaviour	Attainment data of pupils supported by Learning and Behaviour Team	Whitegate Manor	6 years	Common Practice
18.21	Physical Difficulties	PD Pupil and SEN Details	Progress House	Destroy 35 years from closure	Common Practice
	Physical Difficulties	CLD Pupil attainment/assessment data	Progress House	Destroy 35 years from closure	Common Practice
18.22	Visual and Hearing Impaired	Visual and Hearing Impaired Pupil details	Whitegate Manor	6 years	Common Practice
	Visual and Hearing Impaired	Visual and Hearing Impaired Pupil attainment/assessment data	Whitegate Manor	6 years	Common Practice
18.23	Youth Issues	<p>Youth projects (Finance, information & correspondence</p> <ul style="list-style-type: none"> • Central Drive Project • Christmas Project • Driving Skills Project • FY3 Project • Grange Park Young Eagles Project • Health Participation Project • Millennium 'Our Town Story' Project • Motivated Youth, Alexander + Park • Planet Extreme • Quayle Award • Regeneration Projects • Revoe Village 1st Step Centre, Project 38 • SRB Project 92 • SRB Shared Schools Project • Summer Activities • Summer Splash • Transient Project • Young Firefighters Unit • Young People's Summer Opportunities 	<p>Whitegate Manor April 98 – March 00</p> <p>Social Services April 00 – March 02</p> <p>Progress House April 02 – March 04</p>	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Youth Issues	Youth units (Minutes and correspondence) <ul style="list-style-type: none"> • Arts and Drama • Boys and Girls Club • Counselling Service • Duke of Edinburgh's Award • Gay Men's Work • Grange Park Community Association • Grange Park Youth Club • Highfield • Information Work/What Now • Marton and Mereside Youth Club • Millennium Volunteers • Revoe Village • Roman Catholic Organisations • St Georges • Streetlife • Whiteholme Youth Club • Young People's Council • Accident Forms • Illegal Entry Details 	Whitegate Manor April 98 – March 00 Social Services April 00 – March 02 Progress House April 02 – March 04	6 years	Common Practice
	Youth Issues	Youth Working Groups (Minutes and correspondence) <ul style="list-style-type: none"> • After School Clubs/Care • Anti-Social Behaviour Working Group • BLCVYS • Bpl Council for Sport + Recreation • Bpl Children's Fund • Community Working Group • Connect Management Group • Connexions • Development Officers Group • Drugs Action Team & Consortium • EBD/PRS Task Group • Education Y & C Sub-Committee • ESF – Building Bridges • Family Support • First Step Centre Managers Meeting • Full Time Staff Meetings • Fylde Coast Princes Trust Committee • HALT • Homeless Development Group • ICT User Group • Inter Agency Service for Children with Disabilities • LAWTEC – New Start 	Whitegate Manor April 98 – March 00 Social Services April 00 – March 02 Progress House April 02 – March 04	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
		<ul style="list-style-type: none"> • Lifelong Learning Partnership • Millennium Related Groups • National Lottery Charities Board • PRU Management Committee • Pupil Support Division Managers Meeting • Regional Youth Service Unit • Safety, Crime and Public Protection • SCYCPO • Senior Management Team • Sexual Health Education Group • Social Inclusion Group • SRB Raising Achievement • SRB Rnd 6 – Community Working Group • Statistical Partners • Teenage Pregnancy Strategy Group • Widening Participation Working Group • Worker In Charge Meetings • Young People’s Health Strategy Group • Youth Nuisance, Disorder & Criminal Damage Working Groups 			
18.23	Youth Issues	Youth statistics <ul style="list-style-type: none"> • Youth Work Contact Record Sheets • Best Value 	Whitegate Manor April 98 – March 00 Social Services April 00 – March 02 Progress House April 02 – March 04	6 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Youth Issues	Youth correspondence Full Time Staff - Correspondence George Holden – References Health and Safety Correspondence Minibus Correspondence (+ logsheets, test applications) National Youth Agency Correspondence Public Relations Correspondence Voluntary Organisation Correspondence Youth Offending Team Correspondence	Whitegate Manor April 98 – March 00 Social Services April 00 – March 02 Progress House April 02 – March 04	6 years	Common Practice
18.24	Special Educational Needs (SEN)	Applications for Statutory Assessment and Moderation	Progress House	Destroy 45 years from closure	Common practice
	Special Educational Needs (SEN)	Pupil Statement of SEN	Progress House	Destroy 45 years from closure	Common practice
	Special Educational Needs (SEN)	Pupil Data/Records (Pupil Files)	Progress House	Destroy 45 years from closure	Common practice
	Special Educational Needs (SEN)	SEN tribunals	Progress House	Destroy 45 years from closure	Common practice
18.25	Advisory Inspection Service (AIS)	DfES issued reports, eg PANDA	Progress House	10 years	Common Practice
	Advisory Inspection Service (AIS)	Ofsted issued reports, eg reports on individual schools	Progress House	10 years	Common Practice
	Advisory Inspection Service (AIS)	Records of Governors Meetings	Progress House	10 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Advisory Inspection Service (AIS)	Records of Lesson Observations completed by Advisers and Consultants	Progress House	10 Years	Common Practice
	Advisory Inspection Service (AIS)	Records of Visit Notes completed by Advisers and Consultants	Progress House	10 years	Common Practice
	Advisory Inspection Service (AIS)	Records of all internal minuted meetings	Progress House	10 years	Common Practice
	Advisory Inspection Service (AIS)	Personnel Information: leave entitlement, sickness absence, flexitime	Progress House	5 years	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
19	LEGAL SERVICES & CONTRACTS				
19.1	Conveyancing	Purchase	Manually in dept, older closed files in Town Hall & Municipal Buildings.	Not to be destroyed until premises disposed of	Common Practice
	Conveyancing	Sale of whole of title and RTBs	As above.	12 years	Common Practice
	Conveyancing	Sale of part of title except RTBs	As above.	Never to be destroyed. Offer to Archivist	Common Practice
	Conveyancing	Mortgages	As above.	12 years after redemption	Common Practice
19.2	Contracts	Under seal	As above.	12 years from completion of works	Common Practice/Limitation Act
	Contracts	Under hand	As above.	6 years from completion of works	Common Practice/Limitation Act
	Contracts	Common law	As above.	6 years	Common Practice
	Contracts	Company formation or similar matter	As above.	12 years	Common Practice
19.3	Notification	The process of issuing notices to citizens with respect to particular responsibilities	As above.	Destroy 2 years after the matter is concluded.	Common Practice
19.4	Investigation, Inspection and Monitoring	The process of Investigation, Monitoring or Inspection laws in the responsibility of the local authority	As above.	Destroy 7 years from last action.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
19.5	Prosecution	The process of Prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities.	As above.	Destroy 7 years from last action.	Common Practice
19.6	By-Laws	The process of making local laws.	As above.	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Common Practice
	By-Laws	The process of administering and enforcing by-laws	As above.	Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased.	Common Practice
19.7	Social Services	Adoption	As above.	75 years	
	Social Services	Child care	As above.	75 years from date of birth or 15 years from date of death.	
	Social Services	Accommodation charges	As above.	6 years after charge discharged.	
19.8	Investigation authorisation	RIPA Authorisations	Paper and Electronic within Legal Services	3 years after date of authorisation	RIPA
	Investigation Logs	RIPA log records	Paper and Electronic within Legal Services	3 years after date of authorisation	RIPA

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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20	PUBLIC & MEDIA RELATIONS				
20.1	Public Relations	The copy and pictures used in publications <ul style="list-style-type: none"> • A – Z • Your Blackpool • Blackpool Brief 	Manually in dept.	1 year from last action.	Common Practice
20.2	Media Relations	Interaction with the media <ul style="list-style-type: none"> • Press Releases • Media enquiries 	Manually in dept.	1 year from closure.	Common Practice.
	Media Relations	Media publications concerning local authorities <ul style="list-style-type: none"> • Press cuttings 	Manually in dept.	1 year from closure.	Common Practice
20.3	Publicity	Photographs	Manually in dept.	Varies according to subject matter	Common Practice.

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
21	DEMOCRATIC PROCESSES				
21.1	Electoral Services	Summary certification of those eligible to vote <ul style="list-style-type: none"> Postal/Proxy application forms Form As and Voter Registration Forms Register of Electors 	Electronic & manual	<p>Postal/Proxy - Permanent until superseded.</p> <p>Electronic copies - permanent while electronic copy of register is retained. Paper copies – destroy after 1 year.</p> <p>Register - Paper copy retained for 15 years.</p>	Representation of the Peoples Act 1983
	Electoral Services	Voting – general <ul style="list-style-type: none"> Marked copies of the Register 	Electronic & manual	<p>Local Elections – electronic copy - destroy 6 months after day of election.</p> <p>Parliamentary Elections – paper copy – retained by Clerk of the Crown</p> <p>European Elections – electronic and paper copies – destroy 2 years after election.</p>	Local Election & Principal Area Rules 1986 (Rule 48)
	Electoral Services	Voting (Local elections only) <ul style="list-style-type: none"> Ballot papers (and any other material) 	Manual	Destroy 6 months from date of election.	Representation of the Peoples Act 1983
	Electoral Services	Voting (Parliamentary) <ul style="list-style-type: none"> Ballot papers (and any other material) 	Manual	Pass to Clerk of the Crown.	Representation of the Peoples Act 1983 (Section 55)
	Electoral Services	Voting (Referendum) <ul style="list-style-type: none"> Ballot papers (and any other material) 	Manual	Instructions will be issued in due course.	Representation of the Peoples Act 1983
21.2	Results	Declaration of results (local elections only) <ul style="list-style-type: none"> Ballot Paper Accounts Election Notices 	Manual	Retain until next election.	Representation of the Peoples Act 1983

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
21.3	Procedures	Directions/advice for Procedures <ul style="list-style-type: none"> • Legislation • EC Circulars • Government Circulars 	Manual & electronic	Retain until superseded.	Representation of the Peoples Act 1983
21.4	Candidates	Candidates Summary of Election Expenses – Local and Parliamentary <ul style="list-style-type: none"> • Candidates Election Expenses 	Manual	Return to Candidates (if requested) or destroy 2 years from the date of receipt.	Representation of the Peoples Act 1983
	Candidates	Candidates Summary of Election Expenses – European <ul style="list-style-type: none"> • Candidates Election Expenses 	Manual	Political Party returns – dealt with by Regional Returning Officer.	Representation of the Peoples Act 1983 as applied by European Parliament Regulations 1999
	Candidates	Candidate details – Local <ul style="list-style-type: none"> • Candidates nomination papers and consent to nomination forms 	Manual	Destroy 6 months from date of election.	Representation of the Peoples Act 1983
21.5	Council and Committee Meetings. Includes Planning Committee Meetings	The process of preparing business for meetings of the Council, Cabinet, Committees/Sub-Committees, Review Boards and Area Forum Meetings <ul style="list-style-type: none"> • Minutes and records of decisions • Agendas and Reports • Background papers (to be kept by Report Author) 	Manual	<p>Paper copy retained by Democratic Services for 6 years. Archived copies transferred to LCC Archivist.</p> <p>Paper copy retained by Democratic Services for 6 years. Archived copies transferred to LCC Archivist.</p> <p>Destroy 4 years after last action.</p>	Access to Information Act 1985

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Council and Committee Meetings. Includes Planning Committee Meetings	Minute taking <ul style="list-style-type: none"> • Draft/rough minutes • Audio tapes 	Manual & audio tape	Destroy after date of confirmation of the minutes.	Common Practice
21.6	Partnership, Agency and External Meetings	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record. <ul style="list-style-type: none"> • Constitutional/procedural arrangements • Agendas and Reports • Background Papers (to be kept by Report Author) 	Electronic	Retained for 6 years.	Common Practice
21.7	Appointment to Outside Bodies	The process of undertaking representation of the local authority – local authority representatives <ul style="list-style-type: none"> • Leader of opposition papers • Leader of Council papers • Appointment to outside organisations, charitable bodies and governing bodies of schools 	Manual/Electronic	Retained for 4 years.	Common Practice
21.8	Statutory Records relating to Council Members	Declaration of acceptance of office <ul style="list-style-type: none"> • Bound book of individual acceptance forms 	Manual	Retain on site for 4 years, then transfer to LCC Archivist.	Local Government Act 1972
	Statutory Records relating to Council Members	Declaration of acceptance of office of Mayor and Deputy Mayor <ul style="list-style-type: none"> • Bound book of individual acceptance forms 	Manual	Retain on site for 4 years, then transfer to LCC Archivist.	Local Government Act 1972

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Statutory Records relating to Council Members	Written undertaking to comply with Code of Conduct <ul style="list-style-type: none"> • Separate form or declaration of acceptance of office incorporating written undertaking 	Manual	Retain on site for 4 years, then transfer to LCC Archivist.	Common Practice
	Statutory Records relating to Council Members	Register of financial and other interests <ul style="list-style-type: none"> • Register • Individual written notifications 	Manual	Retain for duration of office and for 18 months following end of duration of office.	Common Practice
	Statutory Records relating to Council Members	Register of gifts and hospitality <ul style="list-style-type: none"> • Register • Individual written notifications 	Manual	Retain for 4 years.	Common Practice
21.9	Statutory Records relating to Council Members	Register of Members Allowances <ul style="list-style-type: none"> • Register • Details of payments from Payroll 	Electronic & manual	Retain for 4 years.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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22	CIVIC AND ROYAL EVENTS				
22.1	Ceremonial Events	The recording of ceremonial events and civic occasions <ul style="list-style-type: none"> • Visitor's book • Photographs • Weekly engagement list 	Manual	Permanent. Transfer to place of deposit after administrative use is concluded.	Common Practice
	Ceremonial Events	The process of organising a ceremonial event or civic occasions	Manual	Destroy 1 year after administrative use is concluded.	Common Practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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23	ENVIRONMENTAL SERVICES				
23.1	Fair Trading	Fair Trading Complaints	Computer database and paper files	Computer database records kept on system for future reference Paper records including documentary evidence 6 years	Common practice
	Fair Trading	Proof of Age Scheme	Paper Records	All personal details 2 years	Common practice
	Fair Trading	Seizures and Evidence	Various formats	Until court case concluded / forfeiture granted	Legal requirement
	Fair Trading	Licensing Complaints	Computer database and paper files	Computer database records kept on system for future reference Paper records including documentary evidence 6 years	Common practice
	Fair Trading	Occupation Health and Safety Records	Computer database and paper files	Indefinitely	Common Practice
23.2	Food Control	Inspection Records	Computer database and paper files	Computer database records kept on system for future reference Paper records 6 years	Common practice
	Food Control	Food complaints	Computer database and paper files	Computer database records kept on system for future reference Paper records 6 years	Common practice
	Food Control	Sampling results	Computer database and paper files	Computer database records kept on system for future reference Paper records 6 years	Common practice
	Food Control	Infectious Diseases Case records (sporadic and outbreaks)	Computer database and paper files	Computer database records kept on system for future reference Paper records 6 years	Common practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Food Control	Infectious Diseases Notifications	Computer database and paper files	Computer database records kept on system for future reference Paper records 6 years	Common practice
	Food Control	Premises Complaints	Computer database and paper files	Computer database records kept on system for future reference Paper records 6 years	Common practice
	Food Control	Animal Health Movement Orders	Computer database and paper files	Computer database records kept on system for future reference Paper records 6 years	Common practice
	Food Control	Food Register	Computer database and paper files	Updated	Common practice
	Food Control	Statutory Notices	Paper records	Updated	Common practice
23.3	Private Sector Housing and Neighbourhood Renewal	House Renovation Grant Records and Statutory Register	Computer database and paper files	Computer database records kept on system for future reference Paper records 5 years	Common practice
	Private Sector Housing and Neighbourhood Renewal	Home Owners Advice Service	Computer database and paper files	Computer database records kept on system for future reference Paper records 5 years	Common practice
	Private Sector Housing and Neighbourhood Renewal	Records of houses in multiple occupation	Computer database and paper files	Computer database records kept on system for future reference Records of statutory notices and survey reports indefinitely Letters 6 years	Common practice
	Private Sector Housing and Neighbourhood Renewal	Housing Complaints	Computer database and paper files	Computer database records kept on system for future reference Records of statutory notices and survey reports indefinitely Letters 6 years	Common practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	Private Sector Housing and Neighbourhood Renewal	Registration of Houses in Multiple Occupation Special Control Scheme	Computer database and paper files	Computer database and register updated Paper files 6 years	Common practice
	Private Sector Housing and Neighbourhood Renewal	Landlords Accreditation Scheme List of accredited Landlords and accredited properties	Computer database and paper files	Updated	Common practice

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
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24	EUROPEAN FUNDING				
24.1	ERDF	'Building' Records Project Documentation including: <ul style="list-style-type: none"> • Project bids • Project briefs and business cases • Project logs, risk logs etc., 	Paper Records (MUST BE ORIGINALS)	Minimum 3 years after end of Objective 2 Programme BUT... Currently to be kept for 16 years minimum.	European Directive
	ERDF	Prime Finance Records including: <ul style="list-style-type: none"> • Invoices • Receipts • Banks Statements / Reconciliation • Relevant finance documents relating to claims 	Paper Records (MUST BE ORIGINALS)	Minimum 3 years after end of Objective 2 Programme BUT... Currently to be kept for 7 years from date of document.	European Directive
	ERDF	Personnel Records	Paper Records (MUST BE ORIGINALS)	Minimum 3 years after end of Objective 2 Programme BUT... Currently to be kept for 5 years.	European Directive
	ERDF	Legal Documents	Paper Records (MUST BE ORIGINALS)	In perpetuity	European Directive
	ERDF	Public Funding records	Paper Records (MUST BE ORIGINALS)	As for Prime Finance Records	European Directive
24.2	SRB / NOF / NRF	Building records (Plans etc)	Paper Records (MUST BE ORIGINALS)	16 years minimum	SRB Criteria
	SRB / NOF / NRF	Financial Records including: <ul style="list-style-type: none"> • Invoices • Receipts • Claims information 	Paper Records (MUST BE ORIGINALS)	7 years from date of document	SRB Criteria
	SRB / NOF / NRF	Personnel Records	Paper Records (MUST BE ORIGINALS)	5 years	SRB Criteria

Ref No	Type of Record	Description of Record and Examples	Storage Media	Retention and Disposal	Legislation or Regulations
	SRB / NOF / NRF	Legal Documents	Paper Records (MUST BE ORIGINALS)	In perpetuity	TBC
24.3	ESF	All records	Paper Records (MUST BE ORIGINALS)	Currently until 2014	ESF Criteria