



Data Protection &  
Freedom of Information

# **RETENTION AND DISPOSAL SCHEDULE GUIDELINES**

*A guide to the administrative functions that are commonly undertaken by Dartford Borough Council*

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# Retention and Disposal Schedule Guidelines for Dartford Borough Council

## 1. Explanation of Headings

These Retention and Disposal Schedule Guidelines are divided into sections of administrative functions that are undertaken by **Dartford Borough Council**.

### **Reference Number**

The function or entry reference number provides citation and ease of reference.

### **Function**

The name of each function is specified in this entry. This relates to a group of records that perform the same activity.

### **Function Description**

Schedule 2 provides notes that define each function in terms of related activities.

Schedule 2 may also include instructions or guidelines relating to weeding, sampling disposition provisions, information on duplication of record content in other classes and cross-references to other entries within Schedule 2.

## **Retention Action**

This entry provides the archival status of each process being either permanent or temporary. In relation to the temporary status of records, the entry also provides a retention period or sentence specifying how long the records should be kept prior to destruction and the activity, transaction or event to which the retention period or sentence should be tied.

## **Examples of Records**

This section provides common examples of the type of records included within the particular function and 'records' is any recorded information regardless of medium (paper, microfilm, electronic, audio-visual, copies of publications etc.) which are created, collected, processed, used, stored and/or disposed of by the Council, its employees and any other person/body/organisation acting for or on behalf of the Council as its agent.

## **Notes**

This indicates if the retention action is common practice or statutory.

## **Glossary of terms**

**Administrative Use:** When business use has been ended or the file has been closed.

**Archivist:** Officer appointed by Departments of the Council to administer their records management functions.

**Closure:** 'Destroy 'x' years from closure'. A record/file is closed when it ceases to be active. After closure, no new papers/information should be added to the record. Triggers for closure of a file include: reaching an unmanageable size; covering a period of 'x' years or more; no records added for 'x' period of time; no action taken after 'x' period of time.

**Closure Period:** Specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by local Departmental policies. Any closure period should comply with current legislation on access to local government information - including the Data Protection Act 1998 and Freedom of Information Act 2000.

**Common Practice:** Standard practice followed by Departments of the Council.

**Last Action:** 'Destroy 'x' years after last action'. Date of most recent amendment / addition / deletion of information.

**Permanent:** Records which must be kept indefinitely for legal and/or administrative purposes, and/or are of enduring value for historical research purposes and so suitable for transfer to the Council's/Departmental archive or place of deposit.

**Place of Deposit:** Usually, Departments' archives.

## 2. Introduction

1. These Retention and Disposal Schedule Guidelines (the RDS) supports **Dartford Borough Council** in the areas of data protection, freedom of information and access to local government information.
2. These RDS are intended to cover the continuum of records and information from creation through to destruction or for retention for historical or research purposes.
3. Records sentenced for destruction may be destroyed in accordance with the provisions of these RDS. Back up copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with requirements of Data Protection and Freedom of Information legislation.
4. Records for permanent preservation should be passed to the Department's nominated Archivist or the Department's place of deposit.

### 3. Objectives of these RDS

The aims of these RDS are to;

- (a) assist in identifying records that may be worth preserving permanently as part of Council/Departments' archives;
- (b) prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration;
- (c) provide consistency for the destruction of those records not required permanently after specified periods;
- (d) promote improved records management practices within the Council.
- (e) The Data Protection Act 1998 provides an exemption for information about identifiable living individuals (held for research, statistical or historical purposes), to be held indefinitely, provided specific requirements are met. It is the responsibility of Archivists to ensure that this is so.

(f) **Records identified in Schedule 2 to these RDS as "permanent" are marked "Offer to Archivist"**

Archivists may choose to select a sample of the records for permanent preservation in the archives; the remainder should be destroyed as specified in these RDS. The sample may be random, selective or purposeful.

(g) **Offer to Archivist for review"**

This term is used to indicate record classes where Archivists will not usually be interested in retaining the class records, but may wish to retain those concerning high profile or controversial policies/projects.

- (h) Records no longer required for administrative use may still contain sensitive information. Archivists should be informed of sensitivity at the time of transfer of the material to the archives and an appropriate closure period agreed.

## **4. Destruction of Records**

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

When records identified for disposal in these RDS are destroyed, a register of such records needs to be kept. For records not covered by these RDS, contact the Freedom of Information Officer for further advice. It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed.

## **5. Retention Periods**

In determining retention periods, Archivists must take into consideration that data may also fall within the definition of 'background papers' i.e. documents which have been relied upon in preparing a report to Cabinet etc. and that these background papers must be available for inspection until four years after the date of the meeting which considered the report. Excluded from the definition of 'background papers' are published works such as HMSO publications and most government departmental circulars and documents which disclose confidential or exempt information (refer to Standing Order 49 for further details).

## **6. Standard Operating Procedure (SOP)**

The Standard Operating Procedure (SOP) set out in Schedule 1 to these RDS applies to information that is duplicated, unimportant or only of short-term facilitative value. These records do not need to be kept at all and may be routinely destroyed in the normal course of business.

The SOP should not be applied to records or information that can be used as evidence – to prove something happened. If in doubt, consult with the Freedom of Information Officer.

## **7. Records Management Policy**

Staff must abide by Departmental written procedures/works instructions relating to records management.

## **8. Reviewing these RDS**

These RDS prescribe minimum and permanent retention periods. These RDS will be reviewed at regular intervals.

## **9. Authorisation of these RDS**

These Retention and Disposal Schedule Guidelines have been authorised by:

Managing Director

Date: 1 April 2006

# SCHEDULE 1

## STANDARD OPERATING PROCEDURE (SOP)

<b>UNIMPORTANT MATERIAL</b>
'with compliment' slips
Catalogues
Trade Journals
Telephone message slips
Non-acceptance of invitations
Trivial electronic messages or notes that are not related to Council business
Requests for stock information such as maps, plans or advertising material
Out -of- date distribution lists
Working (draft) papers which lead to a final report/policy etc
<b>DUPLICATED/SUPERSEDED MATERIAL</b>
Stationery
Manuals
Drafts
Forms
Address Books
Reference copies of Annual Reports
Diaries
<b>ELECTRONIC</b>
Electronic copies of documents where a hard copy has been printed and filed
<b>FACSIMILES</b>
Thermal paper facsimiles after making and filing a photocopy

## **CONTENTS OF SCHEDULE 2**

### **DEMOCRATIC PROCESSES**

#### **Elections**

Preparations

Results

#### **Council and Committee Meetings**

Councillors Register of Interests

Partnership and Agency and External Meetings

Political Parties Papers

### **MANAGEMENT AND ADMINISTRATION**

Corporate Planning and Reporting

Statutory Returns

Policy, Procedures, Strategy and Structure

Public Consultation

Information Management

CCTV

13 April 2010

Data Protection/Retention Periods/Retention Guidelines

Concessionary Fares

Correspondence

Criminal Records Bureau Check (CRB)

Data Matching

Images of Individuals

P V List

Freedom of Information (request approved/refused)

Enquiries and Complaints

Quality and Performance Management

## **Communications**

Publications

Media Relations

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## **Whistleblowing**

## **Other Records**

## **CLIENT SERVICES**

Housing Provision

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### **Contracts and Tendering**

Pre Contract Advice

Specification and Contract Development

Tender Issuing and Return

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Data Protection/Retention Periods/Retention Guidelines

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Human Resources Administration

Employee and Industrial Relations:

Equal Employment Opportunities

Occupational Health

Recruitment

Staff Monitoring

Termination

Training and Development

Appointment of Statutory Officers

## **FINANCIAL MANAGEMENT**

### **Accounts and Audit**

Reporting

Financial Transactions Management

Payroll

## **Financial Provisions**

Budgets and Estimates

Loans

Grants

Housing

Council Tax Valuation

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Property Acquisition and Disposal

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Leasing and Occupancy

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Systems Management

Transport Management

### **Insurance**

Policy Management

Claims Management

## **GENERAL PUBLIC SERVICES**

### **Health and Safety**

Inspections and Assessments

Emergency Planning

Major Incident

Enforcement, Certification and prosecution

Registration, Certification and Licensing

Notification

Investigation Inspection and Monitoring

Prosecution

### **Bye-laws**

Enactment

Administration and Enforcement

**Car Parking**

**Cemeteries and Crematoria**

**Land Charges**

**Waste Management**

The Orchard Theatre

## **PLANNING AND LAND USE**

Planning Scheme Development and Amendment

Planning Scheme Regulation

## **INFRASTRUCTURE AND TRANSPORT**

Planning and Development

Traffic Management

Design and Construction

Infrastructure Management and Maintenance

Road Maintenance

## SCHEDULE 2

### DEMOCRATIC PROCESSES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Elections (an ERO function)</b>				
<b>Preparation</b>				
1.1	Summary certification of those eligible to vote	<b>15 years. Offer to Archivist.</b> after administrative use is concluded	<ul style="list-style-type: none"> <li>Electoral Register</li> </ul>	Statutory
1.2	Voting (local elections only)	Destroy <b>6</b> months from close of poll	<ul style="list-style-type: none"> <li>Ballot papers</li> </ul>	Statutory
<b>Results</b>				
1.3	Declaration of results (local elections only)	<b>Permanent. Offer to Archivist.</b> Destroy supporting <b>6</b> months from date of election	<ul style="list-style-type: none"> <li>Declaration sheets read out by Returning Officer at Count</li> </ul>	Statutory and Common Practice
<b>Council and Committee Meetings</b>				
1.4	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	<p><b>(Minutes) Permanent. Offer to Archivist.</b></p> <p>(Agendas, kalamazoos and other documents) Transfer to place of deposit. Destroy <b>6 years</b> after date of meeting</p>	<ul style="list-style-type: none"> <li>Council minutes</li> <li>Council agenda and business papers</li> <li>Council notice papers and proceedings</li> <li>Indexes</li> <li>Committee minutes</li> <li>Terms of Reference</li> <li>Scheme of Delegations to Officers</li> </ul>	Statutory and Common Practice

## SCHEDULE 2

### DEMOCRATIC PROCESSES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
1.5	Minute Taking Committee Administrator notes	Destroyed following confirmation of the minutes	<ul style="list-style-type: none"> <li>Draft/rough minutes</li> <li>Audio tapes</li> </ul>	Common Practice
<b>Councillors Register of Interests</b>				
1.6	The process of managing ex-Members' register of interests (Borough and Parish/Town)	Destroy <b>18</b> months after ceasing to be a councillor	<ul style="list-style-type: none"> <li>Register of Interests (ex-Members)</li> </ul>	Common Practice and Ethical Standards Officer/Monitoring Officer Investigations
<b>Councillors – Complaints under the Member Code of Conduct</b>				
1.7	The process of managing complaints against Borough Councillors, Parish/Town Councillors and Co-opted Members	Destroy 4 years after outcome of hearing or result of further action	<ul style="list-style-type: none"> <li>Investigation reports</li> <li>Standards Committee/Sub-committees/SBE reports/decisions</li> <li>Adjudication Panel decisions</li> <li>Register of Member Complaints</li> </ul>	Common Practice and Ethical Standards Officer/Monitoring Officer Investigations
	Assessment Sub-committee decisions not to investigate	Destroy 12 months after the outcome on any review	<ul style="list-style-type: none"> <li>Assessment Sub-committee decisions not to investigate and associated documents</li> </ul>	Common Practice SBE guidance
<b>Partnership, Agency and External Meetings</b>				
1.8	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the Council legally owns the	Destroy <b>6</b> years after last action	<ul style="list-style-type: none"> <li>Documents establishing the committee</li> <li>Agendas</li> <li>Minutes</li> <li>Council reports</li> </ul>	Common Practice

## SCHEDULE 2

### DEMOCRATIC PROCESSES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	record		<ul style="list-style-type: none"> <li>• Recommendations</li> <li>• Supporting documents such as Council briefing and discussion papers</li> </ul>	
<b>1.9</b>	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the Council does not own the record	Destroy <b>3</b> years after last action	<ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing and discussion papers.</li> </ul>	Common Practice
	<b>Political Parties Papers</b>			
	The process of undertaking representation of the Council - Council representatives	Destroy <b>3</b> years after last action	<ul style="list-style-type: none"> <li>• Leader of Opposition papers</li> <li>• Leader of Council papers</li> </ul>	Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Corporate Planning and Reporting</b>				
2.1	The corporate planning and reporting activities of the Council	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Corporate Plans</li> <li>• Strategy Plans</li> <li>• Business Plans</li> <li>• Annual Reports</li> </ul>	Common Practice
2.2	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Destroy 1 year from creation	<ul style="list-style-type: none"> <li>• Management Team minutes</li> </ul>	Common Practice
2.3	The process of preparing business for cross Departmental consideration and making the record of discussion, debate and resolutions	Destroy 1 year from creation	<ul style="list-style-type: none"> <li>• Departmental Team minutes</li> </ul>	Common Practice
<b>Statutory Returns</b>				
2.4	The process of preparing information to be passed on to central government as part of statutory requirements	Destroy 6 years from closure	<ul style="list-style-type: none"> <li>• Reports to central government</li> </ul>	Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>Policy, Procedures, Strategy and Structure</b>			
2.5	Activities that develop policies, procedures, strategies and structures for the Council	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Policy, procedure, precedent, instructions</li> <li>• Organisation charts</li> <li>• Records relating to policy implementation and development</li> <li>• Asset Management Plan</li> <li>• Community Strategy</li> <li>• Community Plan</li> <li>• Community Safety Plan</li> </ul>	Common Practice
2.6	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Destroy 2 years from closure		Common Practice
	<b>Public Consultation</b>			
2.7	The process of consulting the public and staff in the development of significant policies of the Council	Destroy 2 years from closure	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Statistics</li> </ul>	Common Practice
2.8	The process of consulting the public and staff in the development of minor policies of the Council	Destroy 1 year from closure		Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Information Management</b>				
2.9	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Classification Schemes</li> <li>• Registers</li> <li>• Indexes</li> <li>• Authorised lists of file headings</li> </ul>	Common Practice
2.10	The management of collections of records transferred to the archives	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Accession Registers</li> <li>• Depositor files</li> </ul>	Common Practice
2.11	The process that records the disposal of records	Destroy <b>12</b> years after last action	<ul style="list-style-type: none"> <li>• Disposal Certificates</li> </ul>	Common Practice based on Limitation Act
<b>CCTV</b>				
2.12	The process of managing CCTV images	Destroy after <b>31 days</b> of recording unless required for evidential purposes	<ul style="list-style-type: none"> <li>• Tapes</li> </ul>	Common Practice and CCTV Code of Practice
<b>Concessionary Fares</b>				
2.13	The process of managing concessionary fares	Destroy <b>6</b> years after date of application	<ul style="list-style-type: none"> <li>• Computerised records</li> </ul>	Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>Correspondence</b>			
2.14	The process of managing correspondence (paper and electronic medium)	Destroy 1 year after creation (unless otherwise stated in these RDS)	<ul style="list-style-type: none"> <li>Letters, memos, notes etc of a routine nature</li> </ul>	Common Practice
	<b>Data Protection</b>			
	<b>Criminal Records Bureau (CRB)</b>			
2.15	Disclosures and records of Disclosure Information	Destroy 6 months after the date on which the recruitment or other relevant decisions have been taken, or after the date on which any dispute about the accuracy of the Disclosure Information has been resolved		Code of Practice for Registered Persons and other Recipients of Disclosure Information
	<b>Data Matching</b>			
2.16	Process involving data matching	Destroy 6 years after action		Common Practice
	<b>Images of Individuals</b>			
2.17	The process of managing images of	In accordance with the	<ul style="list-style-type: none"> <li>Photos</li> </ul>	Guidelines for Officers

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	individuals	consent granted by the individual	<ul style="list-style-type: none"> <li>• Slides</li> <li>• Posters</li> </ul>	on the Use of Photographic Material
	<b>P V List</b>			
2.18	The process of managing the potentially violent persons list	Update every 6 months	<ul style="list-style-type: none"> <li>• P V List</li> </ul>	Staff Safety
	<b>Freedom of Information</b>			
	<b>Requests Approved</b>			
2.19	The process of acceding to an application for information	Destroy 1 year after last action	<ul style="list-style-type: none"> <li>• Application</li> <li>• Correspondence</li> <li>• Decision</li> </ul>	Common Practice and Information Commissioner
		<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Indexes</li> <li>• Registers</li> </ul>	Common Practice
	<b>Requests Refused</b>			
2.20	The process of managing a refusal for information	Destroy after limitation period for complaints/litigation proceedings expired otherwise destroy 1 year	<ul style="list-style-type: none"> <li>• Application</li> <li>• Refusal Notice</li> <li>• Correspondence</li> <li>• Emails</li> </ul>	Common Practice and Information Commissioner

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		after date of refusal		
		<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Indexes</li> <li>• Registers</li> </ul>	Common Practice
	Enquiries and Complaints			
2.21	The management in summary form of enquiries and complaints directed to the Council	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Indexes</li> <li>• Registers</li> <li>• Annual reports</li> </ul>	Common Practice
		Destroy 2 years after last action	<ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Decision</li> </ul>	Common Practice and Ombudsman
2.22	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Returns</li> </ul>	Common Practice
2.23	The management of detailed responses on Council actions, policy	Destroy 3 years after administrative use is	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Returns</li> </ul>	Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	or procedures	concluded	<ul style="list-style-type: none"> <li>Correspondence</li> <li>Ombudsman</li> </ul>	
2.24	The management of routine responses on Council actions, policy or procedures <b>Quality and Performance Management</b>	Destroy <b>2</b> years after administrative use is concluded	<ul style="list-style-type: none"> <li>Printed material</li> <li>Form letters</li> </ul>	Common Practice
2.25	The process of monitoring or reviewing the quality, efficiency, or performance of a the Council service or Department	Destroy <b>5</b> years from closure	<ul style="list-style-type: none"> <li>Best Value Review</li> <li>CPA</li> </ul>	Common Practice
2.26	The process of assessing the quality, efficiency, or performance of the Council service or Department <b>Communications</b> <b>Publications</b>	Destroy <b>2</b> years from closure	<ul style="list-style-type: none"> <li>Assessment Form</li> </ul>	Common Practice
2.27	The published work of the Council <b>Media Relations</b>	Destroy after administrative use is concluded Note: One copy from the initial print run should go directly to the <b>Archive</b>	<ul style="list-style-type: none"> <li>Borough News</li> </ul>	Common Practice
2.28	Process of interaction with the media	Destroy <b>3</b> years from closure	<ul style="list-style-type: none"> <li>Press cuttings</li> </ul>	Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
			<ul style="list-style-type: none"> <li>Media reports</li> </ul>	
2.29	Media publications concerning the Council	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Press cuttings</li> <li>Media reports</li> </ul>	Common Practice
	<b>Marketing</b>			
2.30	The process of developing and promotion of Council campaigns and events	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded		Common Practice
	<b>Civic Events</b>			
2.31	The recording of ceremonial events and civic occasions	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Visitors' book</li> <li>Audio tapes</li> <li>Video tapes</li> <li>Photographs</li> </ul>	Common Practice
2.32	The process of organising a ceremonial event or civic occasions	Destroy <b>6</b> months after administrative use is concluded		Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Whistleblowing</b>				
2.33	The process of managing the whistleblowing procedure	Destroy 2 years after last action	<ul style="list-style-type: none"> <li>Correspondence</li> <li>Report of Investigation</li> </ul>	Common Practice Ombudsman
		<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Statistical Records</li> </ul>	Common Practice
<b>Other Records</b>				
2.34	Any record that is existing at the time that the Head of Legal Services receives written notice that Court action relating to the record has commenced	Destroy after limitation period for litigation proceedings expired		Statute of Limitations
2.35	A record that is known by the Manager and/or the Head of Legal Services to be relevant to litigation that is pending at the time that the record would otherwise be destroyed	Destroy after limitation period for litigation proceedings expired		Statute of Limitations
2.36	A record that is known to Internal Audit to be relevant to an audit that is pending at the time the record would	Destroy after conclusion of audit		Common Practice

## SCHEDULE 2

### MANAGEMENT and ADMINISTRATION

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	otherwise be destroyed			
2.37	Diaries including electronic	Destroy after one year		Common Practice
2.38	Census	Permanent Offer to Archivist		Common Practice & Historic
2.39	Emails	Destroy 6 months after use is concluded		Common Practice

## SCHEDULE 2

### CLIENT SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>Housing Provision</b>			
	The process of the allocation and management of housing by the Council and the associated issues of homelessness			Common Practice
3.1	The registration of individuals' housing applications	Destroy 1 year after termination	<ul style="list-style-type: none"> <li>Council Housing Register</li> </ul>	Common Practice
3.2	The process for applying for council housing (unsuccessful applications only, successful applications will generally be placed on the tenancy file)	Destroy 1 year after closure	<ul style="list-style-type: none"> <li>Council housing application forms and supporting material</li> <li>Application for transfer of tenancy and supporting papers</li> </ul>	Common Practice
		Destroy 6 months after closure of bids	<ul style="list-style-type: none"> <li>Unsuccessful bids under Choice Based Lettings Scheme</li> </ul>	Common Practice
3.3	The process for managing the tenancy of an individual tenant	Destroy 6 years after termination of tenancy	<ul style="list-style-type: none"> <li>Correspondence re tenancy</li> <li>Tenancy Agreement</li> <li>Tenancy files</li> <li>Council housing application forms and supporting material</li> <li>Application for transfer of tenancy and supporting papers</li> <li>Application for emergency housing or referral from another agency</li> </ul>	Common Practice. These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the Council

## SCHEDULE 2

### CLIENT SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		During the currency of an existing tenancy	<ul style="list-style-type: none"> <li>• Correspondence re tenancy – destroy after 3 years</li> <li>• Tenancy Agreement retain for duration of tenancy destroy after 3 years unless there are FTA's when retain indefinitely</li> <li>• Tenancy files – as above</li> <li>• Council housing application forms and supporting material – retain for duration of tenancy destroy after 3 years unless there are FTA's when retain indefinitely</li> <li>• Application for transfer of tenancy and supporting papers – as above</li> <li>• Application for emergency housing or referral from another agency – as above</li> </ul>	
	<b>Housing Repairs</b>			
3.4	The process of managing housing repairs	<p>Destroy <b>12</b> years from date of payment</p> <p>Destroy <b>6</b> years from date of payment</p>	<ul style="list-style-type: none"> <li>• Contract payment under seal</li> <li>• Contract payments under hand</li> </ul>	<p>Common Practice</p> <p>Common Practice</p>

## SCHEDULE 2

### CLIENT SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		<b>Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Job tickets</li> </ul>	Common Practice
	<b>Housing Rents</b>			
3.5	The process of managing housing rents	Destroy 3 years after audit	<ul style="list-style-type: none"> <li>• Collection/Subsidiary Records</li> <li>• Property File/Ledger</li> </ul>	Common Practice
	<b>Private Sector</b>			
3.6	The process of the management of private sector housing and associated issues	Destroy 2 years after closure	<ul style="list-style-type: none"> <li>• Caravan Site Licences</li> <li>• Closing Orders</li> </ul>	Common Practice
		Destroy 3 years after closure	<ul style="list-style-type: none"> <li>• Housing Enforcement Action</li> <li>• General Housing correspondence</li> <li>• Empty Homes</li> <li>• Immigration Inspections</li> </ul>	Common Practice
	<b>Tenants Participation</b>			
3.7	The process of managing the housing tenants participation and associated matters	Destroyed following <b>annual</b> review	<ul style="list-style-type: none"> <li>• Membership Records</li> <li>• Tenants Compact</li> </ul>	Common Practice

**SCHEDULE 2**

**CLIENT SERVICES**

Ref No.	Function Description	Retention Action	Examples of Records	Notes
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## SCHEDULE 2

### LEGAL AND CONTRACTS

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Litigation</b>				
4.1	The process of managing, undertaking or defending for or against litigation on behalf of the Council	Destroy <b>2</b> years after last action. Major litigation - <b>Offer to Archivist for review</b>	<ul style="list-style-type: none"> <li>• Criminal case file</li> <li>• Civil case file</li> <li>• Correspondence/emails</li> </ul>	Common Practice
<b>Advice</b>				
4.2	The process of providing legal advice on a point of law	Destroy <b>6</b> years after last action – unless a major precedent, then <b>Offer to Archivist for review</b>		Common Practice
<b>Agreements</b>				
4.3	Process of agreeing terms between organisations Note : this does not include contractual agreements	Destroy <b>6</b> years after agreement expires or is terminated	<ul style="list-style-type: none"> <li>• Concordat</li> </ul>	Common Practice Depends on value of agreement. Mainly to do with agreements between public bodies, not in regard to contracts
<b>Conveyance</b>				
4.4	(see also Property Acquisition and Disposal) The process of changing ownership of land or property	<b>Offer to Archivist for review</b>	<ul style="list-style-type: none"> <li>• Conveyancing files</li> </ul>	Statutory

## SCHEDULE 2

### LEGAL AND CONTRACTS

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>'Right to Buys'</b>			
4.5	Leasehold Properties	<b>Permanent. Offer to Archivist.</b>		Council as Landlord
4.6	Freehold Properties	Destroy 5 years after date of purchase		To satisfy charge on Discount and Money Laundering Regulations
4.7	Rent to Mortgage	Destroy 5 years after the Council's share is purchased by the tenant		Common Practice and Money Laundering Regulations
	<b>Contracts and Tendering</b>			
	<b>Pre Contract Advice</b>			
4.8	The process of calling for expressions of interest	Destroy 1 year after contract let or not proceeded with	• Expressions of Interest	Common Practice
	<b>Specification and Contract Development</b>			
4.9	The process involved in the development and specification of a contract	<p><b>Contracts not under seal</b> Destroy 6 years after the terms of contract have expired</p> <p><b>Contracts under seal</b> Destroy 12 years after the terms of contract have expired</p>	• Tender specification. For project files containing drafts leading to a final version these records can be destroyed	Statutory

## SCHEDULE 2

### LEGAL AND CONTRACTS

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Tender Issuing and Return</b>				
4.10	The process involved in the issuing and return of a tender	Destroy <b>1</b> year after start of contract	<ul style="list-style-type: none"> <li>Opening notice</li> <li>Tender envelope</li> </ul>	Common Practice
4.11	Evaluation of Tender	<ul style="list-style-type: none"> <li><b>Contracts not under seal</b> Destroy <b>6</b> years after the terms of contract have expired</li> <li><b>Contracts under seal</b> Destroy <b>12</b> years after the terms of contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation criteria</li> </ul>	Statutory
4.12	Successful tender document	<ul style="list-style-type: none"> <li><b>Contracts not under seal</b> Destroy <b>6</b> years after the terms of contract have expired</li> <li><b>Contracts under seal</b> Destroy <b>12</b> years after the terms of contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>Tender documents</li> <li>Quotations</li> </ul>	Statutory
4.13	Unsuccessful tender documents	Destroy <b>1</b> year after start of contract	<ul style="list-style-type: none"> <li>Tender documents</li> <li>Quotations</li> </ul>	Common Practice

## SCHEDULE 2

### LEGAL AND CONTRACTS

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Post Tender Negotiation</b>				
4.14	The process in negotiation of a contract after a preferred tender is selected	Destroy 1 year after the terms of contract have expired	<ul style="list-style-type: none"> <li>• Clarification of contract</li> <li>• Post tender negotiation</li> </ul>	Common Practice
<b>Awarding of Contract</b>				
4.15	The process awarding of a contract	<ul style="list-style-type: none"> <li>• <b>Contracts not under seal</b> Destroy 6 years after the terms of contract have expired</li> <li>• <b>Contracts under seal</b> Destroy 12 years after the terms of contract have expired</li> <li>• <b>(Potential for) Latent defects/damage</b> Destroy 15 years after the terms of the contract have expired</li> </ul>	<ul style="list-style-type: none"> <li>• Signed contract</li> </ul>	Statutory
<b>Contract Management</b>				
4.16	Contract operation and monitoring	Destroy 6 years (if under hand) or 12 years (if under seal) after the terms of contract have expired	<ul style="list-style-type: none"> <li>• Service Level Agreements</li> <li>• Compliance Reports</li> <li>• Performance Reports</li> </ul>	Common Practice and Statute of Limitations
4.17	Management and amendment of contract	(a) <b>Contracts not under seal</b> Destroy 6 years after the terms of contract	<ul style="list-style-type: none"> <li>• Minutes and papers of meetings</li> <li>• Changes to requirements</li> </ul>	Statute of Limitations and Common Practice

## SCHEDULE 2

### LEGAL AND CONTRACTS

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		have expired (b) <b>Contracts under seal</b> Destroy <b>12</b> years after the terms of contract have expired  (c) <b>(Potential for) Latent                      defects/damage</b> Destroy 15 years after the terms of the contract have expired	<ul style="list-style-type: none"> <li>• Variation forms</li> <li>• Extension of contract</li> <li>• Complaints</li> <li>• Disputes on payment</li> <li>• Default Notices</li> <li>• Correspondence relating to                      poor workmanship/service                      provision</li> </ul>	
	<b>Title Deeds</b>			
4.18	The process of managing registered and unregistered title to Council owned land	<b>Permanent. Offer to Archivist.</b> Transfer to Place of Deposit (Deed Room) after administrative use is concluded	<ul style="list-style-type: none"> <li>• Title Deeds</li> </ul>	Common Practice

## SCHEDULE 2

### HUMAN RESOURCES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.1	<p><b>Human Resources Administration</b> Summary management systems that allow the monitoring &amp; management of employees in summary form Note: The summary information that this record class attempts to capture is:-</p> <p>Name DOB Date of appointment Work history details Position/designation Titles &amp; dates held</p>	<p><b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Employment Register – Permanent Staff</li> <li>• Employment Register – Temporary Staff</li> <li>• Employment Register – Casual Staff</li> <li>• Registers of personnel files</li> <li>• Personal History cards</li> <li>• Superannuation history card</li> <li>• Salary master record</li> </ul>	Common Practice
5.2	<p>The process of administering employees to ensure that entitlements &amp; obligations are in accordance with agreed employment requirements</p> <ul style="list-style-type: none"> <li>• Records containing superannuation information</li> </ul>	<p>Destroy <b>6</b> years from date of last pension payment</p>	<ul style="list-style-type: none"> <li>• Medical clearance</li> <li>• Letter of appointment</li> <li>• Letter of acceptance</li> <li>• Details of assigned duties</li> <li>• Probation reports</li> <li>• Medical examinations</li> <li>• Personal particulars</li> <li>• Educational qualifications</li> <li>• Declarations of pecuniary interests</li> <li>• Secrecy undertakings</li> <li>• Employment contracts</li> </ul>	Common Practice
5.3	<p>Records relating to staff working with</p>	<p>Termination + <b>25</b> years</p>		Common Practice

## SCHEDULE 2

### HUMAN RESOURCES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	children			
5.4	All other records	Termination + 6 years		Common Practice
<b>Employee and Industrial Relations</b>				
5.5	Identification & development of significant directions concerning industrial matters	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Generic agreements and awards</li> <li>• Negotiations</li> <li>• Disputes</li> <li>• Claims lodged</li> </ul>	Common Practice
5.6	Processing of grievances	Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Grievances management</li> </ul>	Common Practice
5.7	Processing of disciplinary investigations where proved	Oral Warning – 6 months Written Warning - 1 year Final Warning - 18 months The above warnings to be removed & destroyed after the relevant time has 'spent'. Warnings Involving Children – Placed on personal file permanently	<ul style="list-style-type: none"> <li>• Disciplinary</li> </ul>	For all practical purposes this function would not be subject to records management, except for warnings involving children, which remain on the personal file permanently for reference purposes
5.8	Processing of disciplinary investigations where unfounded	Destroy <b>immediately</b> after the disciplinary has been found to be have been	<ul style="list-style-type: none"> <li>• Disciplinary</li> </ul>	Common Practice

## SCHEDULE 2

### HUMAN RESOURCES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		unfounded; or after appeal		
	<b>Equal Employment Opportunities</b>			
5.9	The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies	Destroy <b>5</b> years after action completed		Common Practice
	<b>Occupational Health</b>			
5.10	The process of checking and ensuring the health of staff	Destroy <b>75</b> years after DOB	<ul style="list-style-type: none"> <li>• Health questionnaire</li> <li>• Medical clearance</li> <li>• Adjustment to work place</li> <li>• Restrictions</li> <li>• Recommendations</li> </ul>	Common Practice
	<b>Recruitment</b>			
5.11	The selection of an individual for an established position	Destroy <b>1</b> year after recruitment has been finalised (For letter of appointment for successful candidate use employment	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Applications</li> <li>• Referee reports</li> <li>• Interview reports</li> <li>• Unsuccessful applicants</li> </ul>	Common Practice

## SCHEDULE 2

### HUMAN RESOURCES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		conditions)		
	<b>Staff Monitoring</b>			
5.12	Performance and capability	Destroy 5 years after action Completed	<ul style="list-style-type: none"> <li>• Probation reports</li> <li>• Performance plans</li> </ul>	Common Practice
5.13	Process of monitoring staff leave and attendance	Destroy 2 years after action completed	<ul style="list-style-type: none"> <li>• Sick leave</li> <li>• Jury service</li> <li>• Study leave</li> <li>• Special and personal leave</li> <li>• Attendance books</li> <li>• Flexitime sheets</li> <li>• Leave applications</li> <li>• Clock on/off cards</li> <li>• Annual leave</li> </ul>	Common Practice
5.14	Financial Reward	Destroy 7 years after action completed		Common Practice. All records relating to actual payments are dealt with under Finance
5.15	Other Strategy	Destroy 3 years after action completed		Common Practice
	<b>Termination</b>			

## SCHEDULE 2

### HUMAN RESOURCES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
5.16	The process of termination of staff through voluntary redundancy, dismissal and retirement	<p>Destroy <b>6</b> years after Termination</p> <p>If a pension is paid then records should be destroyed <b>6</b> years after last payment of pension</p>	<ul style="list-style-type: none"> <li>• Resignation</li> <li>• Redundancy</li> <li>• Dismissal</li> <li>• Death</li> <li>• Retirement</li> </ul>	Common Practice
<b>Training and Development</b>				
5.17	Routine staff training processes, not occupational health and safety or children related	Destroy <b>2</b> years after action completed	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> </ul>	Common Practice
5.18	Training (concerning children)	Destroy <b>35</b> years after training completed, or last entry	<p>Course individual staff assessment</p> <ul style="list-style-type: none"> <li>• training register</li> </ul>	Common Practice
5.19	Training (occupational health and safety training)	<p>Destroy <b>50</b> years after training completed</p> <p>Individual course assessment records should be destroyed once the training has been renewed every 3 years</p>	<ul style="list-style-type: none"> <li>• OH&amp;S training register</li> </ul>	Common Practice
5.20	Training (materials)	Destroy <b>1</b> year after course		Common Practice

## SCHEDULE 2

### HUMAN RESOURCES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		is superseded		
5.21	Training (proof of completion)	Destroy 7 years after action completed	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Awards</li> <li>• Exam results</li> </ul>	Common Practice
<b>Appointment of Statutory Officers</b>				
5.22	The process of selection of an individual for a statutory position	Destroy 2 years after date of appointment	<ul style="list-style-type: none"> <li>• Vacancies &amp; applications records</li> <li>• Interview Notes</li> <li>• Prospective staff records</li> <li>• Registers of applicants</li> <li>• Unsuccessful applications records</li> </ul>	Common Practice

## SCHEDULE 2

### FINANCIAL MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Accounts &amp; Audit</b>				
<b>Reporting</b>				
6.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Consolidated annual reports</li> <li>• Consolidated financial statements</li> <li>• Statement of financial position</li> <li>• Operating statements</li> <li>• General ledger</li> </ul>	Common Practice
6.2	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Destroy when administrative use is concluded	<ul style="list-style-type: none"> <li>• Consolidated monthly &amp; quarterly reports</li> <li>• Consolidated monthly &amp; quarterly financial statements</li> <li>• Working papers for the preparation of the above</li> <li>• Monthly accrual statements</li> <li>• Cashflow statements</li> <li>• Creditor listings and reports</li> <li>• Debtor listings and reports</li> </ul>	Common Practice
<b>Financial Transactions Management</b>				
6.3	Management of the approvals process for purchase, including investigations	Destroy <b>7</b> years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> <li>• Appointments &amp; delegations</li> <li>• Audit investigations (physical, financial and IT controls)</li> <li>• Arrangements for the provision of goods and/or services</li> </ul>	Statutory

## SCHEDULE 2

### FINANCIAL MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
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Ref No.	Function Description	Retention Action	Examples of Records	Notes
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6.4	Identification of the receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports or 6 years after write off	<ul style="list-style-type: none"> <li>• Allowances</li> <li>• Work orders</li> <li>• Invoices</li> <li>• Credit card statements</li> <li>• Cash books</li> <li>• Petty Cash vouchers</li> <li>• VAT receipts</li> <li>• Receipts</li> <li>• Cheque counterfoils</li> <li>• Bank statements</li> <li>• Subsidiary ledgers (annual)</li> <li>• Journals (annual)</li> <li>• Vouchers</li> </ul>	Statutory and Common Practice
6.5	Process involving the provision and support for individuals using public transportation	Destroy 6 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> <li>• Applications</li> <li>• Card issue</li> <li>• Rail warrants</li> </ul>	Statutory
6.6	Processes that balance & reconcile financial accounts	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Reconciliation</li> <li>• Summaries of accounts</li> </ul>	Common Practice
6.7	Taxation Records	Destroy 5 years after the end of the financial year in	<ul style="list-style-type: none"> <li>• Taxation records</li> <li>• Motor vehicle logs</li> </ul>	Statutory

## SCHEDULE 2

### FINANCIAL MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.8	Processes involved in the collection of National Insurance Number	Destroy 2 years after the employee ceases employment	<ul style="list-style-type: none"> <li>Fringe benefits tax records</li> <li>Group certificates</li> <li>Notification &amp; input records</li> </ul>	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Payroll</b>				
6.9	Accountable processes relating to payment of employees	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> <li>Authority sheets</li> <li>Payroll deduction authorities</li> <li>Payroll disbursement</li> <li>Employee pay records</li> <li>Employee taxation records</li> </ul>	Statutory
6.10	Non-accountable processes relating to payment of employees	Destroy after administrative use is concluded	<ul style="list-style-type: none"> <li>Summary employee pay reports</li> </ul>	Common Practice
<b>Financial Provisions</b>				
<b>Budgets and Estimates</b>				
6.11	The process of finalising the Council's annual budget	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is	<ul style="list-style-type: none"> <li>Annual budget</li> </ul>	Common Practice Only the final version of the annual budget needs to be kept

## SCHEDULE 2

### FINANCIAL MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		concluded		
6.12	The process of developing the Council's annual budget	Destroy 2 years after annual budget adopted by the Council	<ul style="list-style-type: none"> <li>• Draft budgets</li> <li>• Departmental budgets</li> <li>• Draft estimates</li> </ul>	Common Practice
6.13	The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after next year's annual budget has been adopted by the Council	<ul style="list-style-type: none"> <li>• Quarterly statements</li> </ul>	Common Practice
<b>Loans</b>				
6.14	The activity of borrowing money to enable a Council to perform its functions and exercise its powers	Destroy 7 years after the loan has been repaid	<ul style="list-style-type: none"> <li>• Loan files</li> <li>• Copy Bond Certificates</li> <li>• Temporary Loans Register</li> </ul>	Statutory
	Summary management of loans	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Loans Registers</li> </ul>	Common Practice
<b>Grants</b>				
6.15	The process of managing grants (other than Housing Renewal Grants – see 6.19 below)	Destroy 2 years after date of application	<ul style="list-style-type: none"> <li>• Application Forms</li> <li>• Audit Memos</li> </ul>	Common Practice

## SCHEDULE 2

### FINANCIAL MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
				GOSE letter dated 25.05.06
	<b>EU Structural Funds Programme (Objective II: Interreg IIIa and Urban)</b> Grant Offer Letters (GOLs)	Destroy after 3 years following closure programme (as opposed to closure of projects themselves)	Application Forms and Business Plan Offer letters and revised version GOSE correspondence Invoices Cheques/BACS evidence	
<b>6.16</b>	Mortgages	Last payment + <b>6</b> years if signed Last payment + <b>12</b> years if sealed	<ul style="list-style-type: none"> <li>• Mortgage agreements</li> <li>• Correspondence</li> </ul>	Statutory
		<b>Permanent. Offer to Archivist.</b> Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Register of Mortgages</li> </ul>	Common Practice
<b>6.17</b>	'Right to Buy'	Destroy <b>12</b> years after sale of house	<ul style="list-style-type: none"> <li>• Sale documents</li> <li>• Agreement concerning sale</li> </ul>	Common Practice
<b>6.18</b>	Rent Payments	Destroy <b>7</b> years after the end of the financial year in which created	<ul style="list-style-type: none"> <li>• Rent books</li> <li>• Correspondence concerning payment</li> <li>• Requests for payment</li> </ul>	Statutory
<b>6.19</b>	Housing Renewal Grants	Withdrawn/refused applications – destroy <b>2</b> years after closure	<ul style="list-style-type: none"> <li>• Agreement to pay grant</li> <li>• Details of payments</li> <li>• Correspondence relating to</li> </ul>	Statutory

## SCHEDULE 2

### FINANCIAL MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		Grant approval – destroy 10 years after closure	grant	
<b>Council Tax Valuation</b>				
6.20	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists - <b>Permanent. Offer to Archivist for review</b>  Destroy <b>10</b> years after the year in which the valuation was made	<ul style="list-style-type: none"> <li>• Valuation lists</li> <li>• Correspondence</li> <li>• Objections</li> <li>• Reports</li> </ul>	Common Practice

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Property History</b>				
6.21	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property. Note: Records containing accounting information primarily, and not being a source of property history, should be disposed of according to the appropriate record class within the Accounts & Audit function	<b>Permanent. Offer to Archivist for review.</b> Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Rate Books</li> <li>• Rate Cards</li> <li>• Register of Rateable Properties</li> </ul>	Common Practice
<b>Rates and Council Tax</b>				

## SCHEDULE 2

### FINANCIAL MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
6.22	<p><b>Correspondence</b></p> <p>The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters</p>	Destroy 3 years after last action	<ul style="list-style-type: none"> <li>• Notices</li> <li>• Objections</li> <li>• Applications</li> <li>• Correspondence</li> <li>• Rate certificates</li> <li>• Notices of acquisition and disposition</li> <li>• Rate property files</li> <li>• Statistics</li> <li>• Reports</li> <li>• Refunds</li> </ul>	Common Practice
		<p><b>Permanent. Offer to Archivist for review.</b> Transfer to Place of Deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• NNDR Valuation Lists</li> <li>• NNDR Valuation Officer Update Schedules</li> <li>• NNDR Primary Rate Records</li> </ul>	Common Practice
	<p><b>Summary Assets Management</b></p>			
6.23	See Property Management for real property assets. See Transport Management for vehicle assets			
6.24	Summary management reporting on	<b>Permanent. Offer to</b>	<ul style="list-style-type: none"> <li>• Schedules of acquisitions</li> </ul>	Common Practice

## SCHEDULE 2

### FINANCIAL MANAGEMENT

the overall assets of the Council

**Archivist.**  
Transfer to place of deposit after administrative use is concluded

- Consolidated current asset reports
- Annual reports
- Summary of current assets
- Asset registers

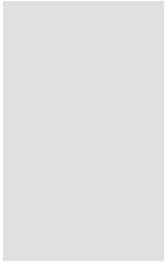
#### Asset Monitoring and Maintenance

6.25	Management systems that allow the monitoring & management of assets in summary form	Destroy <b>6</b> years after the conclusion of the financial transaction that the record supports	Subsidiary asset registers	Common Practice
6.26	Process of reporting and reviewing assets status	Destroy <b>2</b> years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Routine returns and reports on asset status</li> <li>• Inventories</li> <li>• Stocktaking</li> <li>• Surveys of usage</li> <li>• Acquisition and disposal reports &amp; proposals</li> </ul>	Common Practice
6.27	The process of maintaining assets	Destroy <b>7</b> years after last action	<ul style="list-style-type: none"> <li>• Grounds maintenance</li> <li>• Cleaning</li> <li>• Painting</li> </ul>	Common Practice
6.28	The process of maintaining plant and equipment	Destroy <b>7</b> years after sale or disposal of asset	<ul style="list-style-type: none"> <li>• Service records</li> <li>• Plant files</li> </ul>	Common Practice

#### Asset Acquisition and Disposal

6.29	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process	Destroy <b>6</b> years, if under £50 000 or <b>12</b> years if over £50 000, after all	<ul style="list-style-type: none"> <li>• Legal documents relating to the purchase/sale</li> <li>• Particulars of sale documents</li> </ul>	Statutory
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## SCHEDULE 2



for assets

## FINANCIAL MANAGEMENT

obligations/entitlements are  
concluded

- Board of survey
- Leases
- Applications for leases,  
licences & rental revision
- Tender documents
- Conditions of contracts
- Certificates of approval

## SCHEDULE 2

### PROPERTY AND LAND MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>Property and Land Management</b>			
7.1	Reports to management on overall property of the Council	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Consolidated property &amp; buildings annual reports</li> <li>• Summary of leased property</li> <li>• Summary of Council's owned property</li> <li>• Site register</li> <li>• Register of leases</li> </ul>	Common Practice
	<b>Property Acquisition and Disposal [see also Conveyance]</b>			
7.2	Management of the acquisition (by financial lease or purchase) process for real property	Retain for life of property or building + <b>12</b> years. Offer material re major/significant properties to <b>Archivist for review</b>	<ul style="list-style-type: none"> <li>• Plans</li> </ul>	Common Practice
7.3	Management of the disposal (by sale or write off) process for real property	Destroy <b>15</b> years after all obligations/ entitlements are concluded. Offer material re major/significant properties to <b>Archivist for review</b>	<ul style="list-style-type: none"> <li>• Legal documents relating to the sale</li> <li>• Particulars of sale documents</li> <li>• Board of Survey</li> <li>• Tender documents</li> <li>• Conditions of contracts</li> </ul>	Common Practice
	<b>Property Development and Renovation</b>			
7.4	The process of managing and undertaking renovations and development of property			

## SCHEDULE 2

### PROPERTY AND LAND MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.5	Management <ul style="list-style-type: none"> <li>buildings and estates of "special interest"</li> </ul>	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Project specifications</li> <li>Plans</li> <li>Installation manuals</li> <li>Certificates of approval</li> </ul>	Common Practice
7.6	Management <ul style="list-style-type: none"> <li>all other buildings and estates</li> </ul>	Retain for life of property or building	<ul style="list-style-type: none"> <li>Project specifications</li> <li>Plans</li> <li>Installation manuals</li> <li>Certificates of approval</li> </ul>	Common Practice For asbestos see health and safety under General Public Services
7.7	The action process involved in the development and renovation of property	Destroy <b>7</b> years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> <li>Work orders</li> <li>Tender documents</li> <li>Conditions of contracts</li> </ul>	Common Practice
<b>Leasing and Occupancy</b>				
7.8	The process of managing leased property	Destroy <b>15</b> years after the expiry of the lease	<ul style="list-style-type: none"> <li>Lease agreements</li> <li>Rental expenditure authorities</li> <li>Valuation queries</li> <li>Applications for leases, licences &amp; rental revision</li> </ul>	Common Practice
7.9	The process of managing the occupancy of property	Destroy <b>7</b> years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> <li>Requests for works, cleaning, etc.</li> </ul>	Common Practice
<b>Housing Provision</b>				

## SCHEDULE 2

### PROPERTY AND LAND MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.10	The process of managing Council housing estates	Destroy 4 years after last action	<ul style="list-style-type: none"> <li>• Stock monitoring records</li> </ul>	Common Practice
<b>Systems Management</b>				
7.11	The internal process to develop or extend the capabilities of a system used to support the activities of the Council	Retain for life of system then destroy		Common Practice
7.12	The process to implement a system used to support the activities of the Council	Destroy 7 years after last action	<ul style="list-style-type: none"> <li>• Implementation plan</li> </ul>	Common Practice
7.13	The process to support and administer a system used to support the activities of the Council	Destroy 5 years after last action		Common Practice
<b>Transport Management</b>				
7.14	The process of acquisition and disposal of vehicles through lease or purchase	Destroy 6 years after the disposal of the vehicle	<ul style="list-style-type: none"> <li>• Leases</li> <li>• Contracts</li> <li>• Quotes</li> <li>• Approvals</li> <li>• Fleet authorisation numbers</li> </ul>	Common Practice
7.15	The process of managing allocation & maintenance of vehicles	Destroy 6 years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> <li>• Approvals as drivers</li> <li>• Allocations &amp; authorisations for vehicles</li> <li>• Maintenance</li> </ul>	Common Practice

## SCHEDULE 2

### PROPERTY AND LAND MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
7.16	The process of recording vehicle usage	Destroy <b>3</b> years after the sale or disposal of the vehicle	<ul style="list-style-type: none"> <li>Vehicle usage reports</li> </ul>	Common Practice
7.17	The process of recording drivers usage	Destroy <b>6</b> years after closure	<ul style="list-style-type: none"> <li>Vehicle log book</li> </ul>	Common Practice
<b>Insurance</b>				
<b>Policy Management</b>				
7.18	The summary management of insurance arrangements	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Insurance register</li> </ul>	Common Practice
7.19	The process of insuring Council Officers, Members, property, vehicles and equipment against negligence, loss or damage	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Insurance policies</li> </ul>	Common Practice
7.20	The process of renewing insurance policies	Destroy <b>6</b> years after the relevant contract expires	<ul style="list-style-type: none"> <li>Insurance Policy Renewal records</li> <li>Correspondence</li> </ul>	Common Practice
<b>Claims Management</b>				
7.21	The process that records insurance claims against the Council or Council	Destroy <b>6</b> years after all obligations/entitlements are	<ul style="list-style-type: none"> <li>Claims records</li> <li>Correspondence</li> </ul>	Common Practice

## SCHEDULE 2

### PROPERTY AND LAND MANAGEMENT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
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	Officers and Members	concluded (allowing for the claimant to reach 25 years of age)	• Settled Claims	
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## SCHEDULE 2

### GENERAL PUBLIC SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Health and Safety</b>				
<b>Inspections and Assessments</b>				
8.1	Process of inspecting equipment to ensure it is safe	Destroy <b>6</b> years from destruction of the equipment	<ul style="list-style-type: none"> <li>Equipment inspection records</li> </ul>	Statutory
8.2	Processing the geotechnical assessments of a quarry	When quarry is no longer in use consult or refer to Health and Safety Executive (HSE) Statutory		
8.3	Process of carrying out monitoring to ensure that the process is safe	Destroy <b>3</b> years from last action	<ul style="list-style-type: none"> <li>Monitoring results</li> </ul>	Statutory
8.4	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Destroy <b>40</b> years from last action	<ul style="list-style-type: none"> <li>Property asbestos files</li> </ul>	Common Practice based on Statutory
8.5	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Destroy <b>50</b> years from last action or at age <b>75</b> years whichever is the greater	<ul style="list-style-type: none"> <li>Radon monitoring</li> </ul>	
8.6	Process to ensure safe systems of work	Retain until superseded or process ceases + <b>1</b> year		Common Practice
8.7	Process to assess the level of risk	Destroy <b>3</b> years from last assessment	<ul style="list-style-type: none"> <li>Risk assessment</li> </ul>	Statutory

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.8	Processes that permit work	Destroy 1 year from last action		Common Practice
8.9	Process that records injuries to adults	Destroy 3 years from closure	• Accident books	Statutory
8.10	Process that records injuries to children	Destroy 25 years from closure	• Accident books	Based on Statutory
<b>Emergency Planning</b>				
8.11	Process to develop the civil protection plan for the local community	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after superseded	• Civil Protection Plan	Common Practice
8.12	Process of recording the results of the test for emergency/disaster plan for the local community	Destroy 4 years after closure		Common Practice
<b>Major Incident</b>				
8.13	Activities that report on all major incidents in the local community, whether the civil protection plan has been invoked or not	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded		Common Practice
8.14	Activities that report on all minor incidents in the local community	Destroy 4 years after closure	• Logs of Incident • Correspondence	Common Practice

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>Enforcement Certification and Prosecution</b>			
	<b>Registration, Certification and Licensing</b>			
8.15	Summary management systems that allow the monitoring & management of registration, certification and licences registration requirements in summary form	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Visual impairment register</li> </ul>	Common Practice
8.16	The administration of applications, registration, certification and licences in relation to local authorities' registration requirements	Destroy <b>2</b> years after registration or entitlement lapses  Private Hire and Hackney Carriages registrations are updated on a regular basis. No historical data is retained	<ul style="list-style-type: none"> <li>• Applications for animal registration</li> <li>• Applications for registration of a business premises</li> <li>• Applications for release of animals impounded</li> <li>• Registers</li> <li>• Certificates of registration of:</li> <li>• door supervisors</li> <li>• taxi/private hire drivers</li> <li>• beauty therapists</li> <li>• Animal movement licences</li> <li>• Gaming</li> <li>• Fire certification</li> <li>• Disabled Parking permits</li> <li>• Blue badge</li> </ul>	Statutory Note: may want archival review in cases of licensing of children in entertainment

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.17	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical products or herbicides)	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded - <b>60</b> years after registration or entitlement lapses	<ul style="list-style-type: none"> <li>• Registration to sell poison</li> <li>• Hackney Carriages and Private Hire</li> <li>• Diesel licences</li> <li>• Petroleum licences</li> <li>• Health and safety licensing</li> <li>• Hazardous substances</li> <li>• Contaminated land register/pollution</li> </ul>	Common Practice
	<b>Notification</b>			
8.18	The process of issuing notices to citizens with respect to particular responsibilities	Destroy <b>2</b> years after the matter is concluded	<ul style="list-style-type: none"> <li>• Fire Prevention notices</li> <li>• Fire Prevention Infringement notices</li> <li>• Objections to notices</li> <li>• Appeals against notices</li> <li>• Registration of premises Infringement notices</li> <li>• Animal Impounding notices</li> </ul>	Common Practice
	<b>Investigation, Inspection and Monitoring</b>			
8.19	The process of investigation, monitoring or inspection of laws the responsibility of the Council	Destroy <b>7</b> years from last action and/or entries in Note Book.	<ul style="list-style-type: none"> <li>• Inspections records</li> <li>• Note Books</li> </ul>	Common Practice
	<b>Prosecution</b>			

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.20	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities <b>Bye-Laws</b>	Destroy 2 years from last action.	<ul style="list-style-type: none"> <li>Prosecution/sanction files</li> </ul>	Common Practice
	<b>Enactment</b>			
8.21	The process of making local laws <b>Administration &amp; Enforcement</b>	<b>Permanent. Offer to Archivist</b> for review. Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Master Set of bye-laws</li> <li>Policy Development documents</li> <li>Correspondence</li> <li>Submissions</li> </ul>	Common Practice
8.22	The process of administering and enforcing bye-laws <b>Car Parking</b>	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	<ul style="list-style-type: none"> <li>Applications and certificates</li> <li>Permits</li> <li>Licences</li> <li>Infringement notices (Parking)</li> <li>Correspondence</li> </ul>	Common Practice
	<b>Cemeteries &amp; Crematoria</b>			
	The process of managing car parking in the Borough	Destroy 2 years after last action	<ul style="list-style-type: none"> <li>Unpaid/written off fines</li> <li>Paid fines</li> </ul>	Common Practice

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
8.23	Summary management systems that record the location of burials and identity of deceased individuals	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Register of interments</li> <li>• Cemetery/graves register</li> <li>• Cemetery plans</li> <li>• Transfer of grave records</li> </ul>	Common Practice
	<b>Land Charges</b>			
8.24	Land Charges Searches	Destroy 7 years after last action	<ul style="list-style-type: none"> <li>• Searches</li> <li>• Certificates</li> </ul>	Common Practice
	<b>Waste Management</b>			
8.25	The provision of hard waste removal, destruction and waste reduction services by the Council to ratepayers			
	<b>Collection</b>			
8.26	The process of arranging the collection or transportation of household waste	Destroy 2 year after last action		Common Practice
8.27	The process of arranging the collection or transportation of controlled waste	Destroy 6 year after last action		Common Practice
	<b>Disposal of Waste</b>			
8.28	The summary management of sites used for the disposal of waste within the Council	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit		Common Practice

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

Ref No.	Function Description	Retention Action	Examples of Records	Notes
		after administrative use is concluded		
8.29	The process of the short term storage of household waste	Destroy <b>10</b> year after site closure	<ul style="list-style-type: none"> <li>Transfer sites</li> </ul>	Common Practice
8.30	The process involved in managing the use, type and amount of waste to be disposed at a specific site	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Waste site plans</li> </ul>	Common Practice
<b>The Orchard Theatre</b>				
8.31	The process of management of The Theatre	Destroy <b>5</b> years after last booking	<ul style="list-style-type: none"> <li>Box Office Customer Records</li> </ul>	Common Practice
		Destroy after <b>1</b> year	<ul style="list-style-type: none"> <li>User Drawer Reports</li> <li>Vouchers (cancelled and gift)</li> </ul>	Common Practice
	<b>Regulation of Investigatory Powers (RIPA) and Access to Communications Data (ACD)</b>			
8.31	The process of authorisation and inspections (excluding confidential information defined below)			

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

	RIPA	Destroy 3 years after cancellation of RIPA authorisation	<ul style="list-style-type: none"> <li>• Authorisation forms</li> <li>• Application forms</li> <li>• Supplementary documentation and notification of approval</li> <li>• Record of period over which surveillance took place</li> <li>• Frequency of reviews prescribed by the Authorising Officer</li> <li>• Record of result of each review</li> <li>• Renewal of authorisations together with supporting documentation submitted when the renewal was requested</li> <li>• Date and time when any instruction to cease surveillance was given</li> <li>• Date and time when any other instruction was given by the Authorising Officer</li> <li>• Inspection reports</li> <li>• Monitoring information</li> </ul>	Home Office Covert Surveillance and Property Interference Code of Practice and Covert Human Intelligence Sources Code of Practice
<b>8.32</b>	The process of authorisation			
	ACD	Destroy 3 years after receipt of ISP's response	<ul style="list-style-type: none"> <li>• ISP responses</li> <li>• Monitoring information</li> </ul>	Common Practice
<b>8.33</b>	<p>'Confidential material' is described by RIPA as being:</p> <p>(a) matters subject to legal privilege; (b) confidential constituent</p>	Destroy as soon as it is no longer necessary to retain the information for the specified purpose		Regulation of Investigatory Powers Act 2000 Criminal Procedures and Investigations Act 1996

## SCHEDULE 2

### GENERAL PUBLIC SERVICES

	information between the MP and a constituent in respect of constituency matters; (c) confidential personal information; or (d) confidential journalistic material.			
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## SCHEDULE 2

### INFRASTRUCTURE AND TRANSPORT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>Planning Scheme Development and Amendment</b>			
9.1	The activity of developing a vision and strategic directions regarding existing and future land use within the Council and the development of local and town centre plans and/or local development frameworks to ensure the implementation of the Structure Plan and/or Regional Spatial Strategy	<b>Permanent. Offer to Archivist</b> when plan superseded	<ul style="list-style-type: none"> <li>• Regional Spatial Strategy/Structure Plan</li> <li>• Local Plan</li> <li>• Local Development Framework</li> <li>• Town Centre Plans</li> <li>• Development Plans</li> </ul>	Common Practice
9.2	The activity of consultation to gain approval for the Regional Spatial Strategy, Structure Plan (Development Plans) or Local Plans and/or Local Development Frameworks	Until the completion of the next, subsequent review of the substantive document	<ul style="list-style-type: none"> <li>• Consultation documents and replies</li> <li>• Inquiries and objections made by members of public</li> <li>• Public Inquiry documents</li> </ul>	Common Practice
9.3	The activity of recording information on historical buildings, monuments and ecology at a specific site	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Sites and Monuments records</li> <li>• Ecological records</li> <li>• Species records</li> <li>• Historically listed buildings</li> <li>• Definitive map</li> <li>• Commons registration</li> </ul>	Common Practice

## SCHEDULE 2

### INFRASTRUCTURE AND TRANSPORT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.4	The activity of establishing planning scheme controls and providing for them to be amended	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Successful Waste Planning application</li> <li>• Successful Mineral Planning applications</li> <li>• Amendments to definitive map</li> <li>• Mineral Register</li> <li>• Applications for mineral extraction</li> <li>• Land Use surveys</li> </ul>	Common Practice
9.5	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy <b>15</b> years after decision. <b>Offer controversial/high profile schemes to Archivist</b>	<ul style="list-style-type: none"> <li>• Waste Planning application consultation</li> <li>• Mineral Planning applications consultation</li> <li>• Objections</li> <li>• Inquiries – Public etc</li> <li>• Archaeological: advice/conditions</li> </ul>	Common Practice
9.6	The process of controlling development of areas through applications for planning permission	Transfer planning application register to <b>Archivist</b> once the register has been completed (or at arranged intervals if it is held electronically)  Refer all other records to <b>Archivist</b> for sampling	<ul style="list-style-type: none"> <li>• Planning application files and plans</li> <li>• Correspondence relating to any objections</li> <li>• Hearing papers</li> <li>• Planning application register</li> </ul>	Common Practice

## SCHEDULE 2

### INFRASTRUCTURE AND TRANSPORT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.7	The process of maintaining the countryside and developing open spaces for public amenity	Refer all files relating to policy to the <b>Archivist</b>  Destroy other files <b>7</b> years after administrative use concluded	<ul style="list-style-type: none"> <li>• Tree Preservation Orders</li> <li>• Country parks and nature reserves development plans and correspondence, land purchase agreements</li> </ul>	Common Practice
<b>Planning Scheme Regulation</b>				
9.8	The summary management of planning scheme regulation	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Building Control Registers</li> </ul>	Common Practice
9.9	The process of regulating the planned use of land or buildings	Destroy <b>15</b> years after closure		Common Practice
9.10	The process of approving building applications in relation to listed or other significant buildings	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Building files</li> <li>• Plans</li> <li>• Specifications</li> <li>• Correspondence</li> <li>• Applications</li> <li>• Permits</li> </ul>	Common Practice

## SCHEDULE 2

### INFRASTRUCTURE AND TRANSPORT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
9.11	The process of approving building applications, for all other buildings	Destroy <b>15</b> years after construction completed	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Building files</li> <li>• Plans</li> <li>• Specifications</li> <li>• Correspondence</li> <li>• Applications</li> <li>• Permits</li> <li>• Certificates</li> <li>• Objections</li> </ul>	Common Practice
9.12	The process of inspecting building work for the purpose of insuring compliance	Destroy <b>10</b> years after the issue of a certificate of final inspection	<ul style="list-style-type: none"> <li>• Certificate of final inspection</li> <li>• Building Inspection records</li> <li>• Diaries</li> </ul>	Common Practice
9.13	The process of enforcing building or land regulations	Destroy <b>3</b> years after compliance with enforcement notice		Common Practice

## SCHEDULE 2

### INFRASTRUCTURE AND TRANSPORT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
<b>Planning and Development</b>				
10.1	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Structure Plan</li> <li>• Local transport plan</li> </ul>	Common Practice
10.2	The activity of recording location of highways, bridle paths and rights of way	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Definitive map</li> <li>• Correspondence concerning enquiries and disputes</li> </ul>	Common Practice
10.3	The activity of establishing planning scheme controls and providing for them to be amended and modified	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Amendments to definitive map</li> <li>• Road adoption</li> </ul>	Common Practice
10.4	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Destroy <b>7</b> years after decision. <b>Offer controversial/high profile schemes to Archivist</b>	<ul style="list-style-type: none"> <li>• Enquiries, consultation documents, objections and correspondence</li> </ul>	Common Practice
10.5	The process of enforcing infrastructure and transport regulations	Destroy <b>50</b> years after enforcement notice. Destroy <b>3</b> years after compliance		Common Practice

## SCHEDULE 2

### INFRASTRUCTURE AND TRANSPORT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
	<b>Traffic Management</b>	with enforcement notice.		
10.6	The activity of planning, and programming the continued flow, diversion or reduction of traffic	Destroy 7 years after action completed	<ul style="list-style-type: none"> <li>Traffic Orders</li> </ul>	Common Practice
	<b>Design and Construction</b>			
10.7	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded		Common Practice
	<b>Infrastructure Management and Maintenance</b>			
10.8	The activity of providing municipal services in relation to infrastructure within the Council	Destroy 7 years after last action	<ul style="list-style-type: none"> <li>Street files</li> <li>Street records</li> <li>Requests for:</li> <li>Hedge clipping</li> <li>Tree planting</li> <li>Naming of streets</li> <li>Numbering of houses</li> <li>Street load limits</li> <li>Street signs</li> <li>Bus shelters</li> <li>Applications to dig up pavements</li> </ul>	Common Practice  Common Practice

## SCHEDULE 2

### INFRASTRUCTURE AND TRANSPORT

Ref No.	Function Description	Retention Action	Examples of Records	Notes
10.9	<p><b>Road Maintenance</b></p> <p>The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels</p>	<p>Destroy <b>12</b> years after action completed</p>	<ul style="list-style-type: none"> <li>• HGV application</li> <li>• Advice / comment</li> <li>• Level crossings</li> <li>• Right of ways</li> <li>• Roundabouts</li> <li>• Traffic calming measures</li> <li>• Street lighting</li> </ul>	<p>Common Practice</p>