

CORPORATE RECORD RETENTION AND DESTRUCTION POLICY

Metadata

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Introduction

This policy gives retention periods for the different records created and used by Wirral Council. The periods are listed at the end of the policy in a table that also details what action should be taken at the end of a record's retention. Whilst the list of records covers Council operations comprehensively, should there be additions, deletions or amendments, please inform the Records Manager at recordsmanagement@wirral.gov.uk.

The policy's early sections give general guidance on administering Council records, reflecting the change to a more digital, agile/home working environment and the challenges this poses to compliance with information legislation.

The policy is based on the Local Government (Functional) Classification Scheme and the Retention Guidelines for Local Authorities, both produced by the Information and Records Management Society of Great Britain.

Many of the retention periods are laid down by statute, whilst others constitute guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the UK GDPR, Data Protection Act 2018, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Furthermore, the retention periods have been agreed by a period of consultation with representatives from all departments.

The Corporate Records Retention and Destruction Policy should be used as a point of reference by all staff with regards to the day-to-day management of their records.

A record's recommended retention period applies regardless of its format: paper, multimedia or digital (including emails).

This Policy will be reviewed regularly, at least every two years, in line with any changes in legislation and business practices.

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Records Retention and Data Protection Compliance

Many applications and documents used within the Council contain personal data, i.e. information relating to identified or easily identifiable individuals. Personal data are protected by the **UK GDPR** and **Data Protection Act 2018**, which together give individuals rights in law regarding how their data is processed.

A fundamental principle of Data Protection is that organisations must not keep personal data for longer than is necessary to undertake the purposes for which the data was initially collected. This policy constitutes an important part of compliance with this obligation by specifying the recommended periods for which different record types should generally be retained. After this their continued retention should be reviewed with regards to:

- Timely disposal or deletion;
- Transfer to Archives; or
- Retention extended, reflecting records' continued relevance to operations.

Digital and Paper Records

Council services and processes have been digitalised increasingly over recent years, and this has brought a corresponding transformation to its records. Previously, records existed on paper within physical files, but more recent activity has been recorded electronically. This transformation was occurring gradually but was essentially completed overnight with the COVID 19 pandemic. To enable staff to work from home during lockdown, paper processes were digitalised where possible and Microsoft Teams meetings replaced physical face-to-face meetings. Post-COVID, most processes produce digital records.

Digital information in the council is typically found across several locations, including:

- **On a shared drive or file share** – e.g. data in a range of file-types – Excel, Word, databases, PDFs etc. – organised into folders on a shared drive.
- **In a line-of-business (LOB) system (i.e. an application designed to process the data of a specific service area, matching its particular service delivery requirements)** – e.g. as proprietary files, as attached images, as data points within the application's database, etc.
- **In a corporate records system** – e.g. in SharePoint, Granicus (system managing web-form data collection) etc.
- **Within Teams or Outlook** – see *Digital Communication Records* section below.
- **On removable media** – e.g. data sticks, CDs, DVDs, floppy discs etc.

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Destroying / Deleting Records

The Data Protection Act applies to personal information regardless of format, so just as paper records containing personal data must be destroyed in line with retention policy, so must digital personal data. For records that do not contain personal data, and so are not subject to Data Protection, timely destruction in line with retention policy helps the Council practise lean file-retention, i.e. it retains just what it needs, thereby saving on storage costs, improving its carbon footprint and (along with data/record classification) helping more efficient organisation and location of its information in the future.

Paper Records

Paper records should be destroyed confidentially by depositing them in proprietary secure confidential waste bins in council buildings; these are serviced by our confidential-waste contractor.

Digital Records – Line of Business Systems, File Shares and SharePoint

Line-of-Business Systems and Records

Deletion of digital information is less straightforward than for paper records, and may be more challenging, depending on the particulars of the digital storage. For data held in a line-of-business (LOB) system, management within the application can vary significantly from system to system. Ideally, an LOB application should associate appropriate retention periods automatically with its different record types, and flag up when these records have reached the end of their retention period. This 'lifecycle management', however, is rare, and the onus is more often on users with admin rights to undertake periodic audits of records, to identify those that have been kept for their retention period, and to delete them. Furthermore, many LOB systems are now hosted services, with records held on the cloud and managed by the vendor acting in a data processor role. Contact the Records Manager via recordsmanagement@wirral.gov.uk for advice on how to administer file deletion in your LOB system.

Shared Drives / File Shares – Corporate Records and SharePoint

Shared drives / file shares offer no automatic lifecycle management for their content: files remain until deleted by an officer. In practice, this carries a high risk of non-compliance, and a project is underway to migrate from file-shares to more compliant storage in SharePoint, a managed system intended for 'corporate' records. Unlike LOB records, corporate records are *not* produced directly from service delivery or case processing, but instead from a more corporate, administrative task; these records are better stored outside LOB systems, in corporate record systems such as SharePoint.

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SharePoint

Part of Microsoft's M365 suite, SharePoint permits classification of its content and automates record lifecycle management. A project is underway to construct a SharePoint repository for corporate content currently stored on shared drives or within MS Teams; this content will be migrated to SharePoint in due course. In the meantime, service areas with content on file-shares should assign resources to its appraisal, with a view to deleting information (or transferring it to Archives for permanent preservation if appropriate) in line with the retention policies listed below.

Digital Communication Records – Messages and Content in Email and Teams

Digital communications such as emails and Teams chats sit generally in MS Outlook / Exchange account mailboxes. Both Exchange and Teams assemble messages into individual or group accounts with corresponding access permissions. In Teams, groups correspond to collaborative projects, organisational teams or meeting attendees; messages are 'chats' attached to either a named team, a meeting or a channel. For email, each account has a unique email address and its own mailbox.

Emails

Account mailboxes generally contain emails that are widely diverse in subject matter and in value; furthermore, these messages are usually unclassified by account holders. As a result, Outlook accounts typically comprise an undifferentiated mix of messages of organisational value (records) alongside items of a more social or private nature, the latter routinely containing personal, often sensitive information. Information can be either in the main body of the message or in an 'attached' file.

Currently, an employee's Outlook account and its content are deleted **3 months** after they leave Council employment – given the personal nature of many email messages, this policy is necessary to comply with Data Protection. A consequence of this, however, is that email records that exist only in an individual's account stand to be inaccessible and ultimately to be lost when the employee leaves.

To prevent the loss of email records in this way, the corporate policy is for users to move emails of value into alternative storage as soon as possible. The destination storage should have lifecycle management, e.g. an LOB system or SharePoint; a file share may be used, but only as an interim measure.

If an email is moved to an application with the option to assign a retention period to content manually, a policy should be selected from the retentions table below in line with the record's CONTENT and its area of work / subject matter. The fact that a record is an email has no bearing itself on its retention period and policy.

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Teams

Teams Chat

While Outlook is designed solely to receive, send and organise email messages, Teams facilitates communication and collaboration across a range of modalities, including:

- **Chats** – A chronological, ‘conversational’ sequence of messages between contributors formatted like phone texts, including emojis etc. Chats can also have shared files associated with them.
- **Audio and Video Calls** – Teams accommodates both one-to-one and wider group calls.
- **Meetings** – Less spontaneous than calls, meetings are prearranged with invitations, diary entries and reminders. Meetings also have their own associated chats, can be video recorded, create a transcription of what the various attendees said, and have an area to share files amongst attendees.
- **Teams** – A team in Teams is a basic group of officers (potentially internal and external) that shares Teams’ tools to facilitate collaborative work. Wirral has 3 types of team:
 - **Organisational** – Based on organisational structure with internal members only; used to manage day-to-day work, collaboration, and access to files and meetings.
 - **Project** – Used for projects with a defined start and end date; internal and external members can be added; also has a set project folder structure.
 - **Collaboration** – For cross-council collaboration; potentially has internal and external members; can be used for governance boards, cross service working, and staff-based initiatives.
- **Channels** – These are sections of a team dedicated to a particular theme or topic, each with its own areas for chat and file storage.

Content in Teams – Files

Except for *Audio and Video Calls*, Teams allows content to be stored against each of the above modalities, within the Shared / Files tab. As with Outlook, however, Teams is **not** to be used as a managed system for storing records. A file / chat that has value as a record of a decision or activity should be moved out

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of Teams to more long-term, managed storage¹, with a retention period that reflects its content / record type. As for email records, when assigning a retention period to content from Teams, a period should be selected from the retentions table below in line with the record's content and its area of work / subject matter.

Records of Historical Value – Archives

Many records have no value beyond their use to operations, and these records should be disposed of at the end of their retention periods. Some records, however, by nature of their subject matter or the level at which they document important operations, decisions or policies, potentially have long-term value beyond their original use – to researchers, for example. These records are potentially 'Archives', i.e. records of historical value.

Examples of potential Council Archives:

- Records that document important decisions or operations at a high level – e.g. minutes of meetings, important emails, reports, policies.
- Records of high-level projects in the council.
- Records to do with institutions, buildings, places or events of potential interest to the public – e.g. parks, schools, town hall, memorable events etc. (This would include photographs.)
- Records that the Council is required to keep indefinitely – e.g. the planning register.

Records of potential archive value should not be deleted or disposed of at the end of their retention period. Instead, they should be passed to Archives for appraisal. This applies regardless of format, i.e. both to paper and to digital records. If you are unsure how to pass digital potential archives to Archives, please contact archives@wirral.gov.uk for advice.

The above is by no means an exhaustive list. If you come across records that you feel may be archival, please contact Archives at archives@wirral.gov.uk for advice.

¹ SharePoint or an appropriate line-of-business system, for example.

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Implementing Retention Rules – The Trigger Event and the Review Stage

The Trigger Event

A record's retention policy comprises two elements: a retention period and a 'trigger event'. The **retention period** states how long a record should be kept before being reviewed; the **trigger event**, meanwhile, gives the point in time from which the retention period should start. Typical trigger points include:

- **Case closure** – The date at which a case, enquiry, complaint, project etc. is officially answered, stopped or closed.
- **Last action** – The last date that an action was taken on a case, enquiry, complaint, project etc. This acts as a closure date in the absence of an official closure date for a case etc.
- **Leaving date** – For example, the date an employee leaves the Council.
- **Date of death** – The date a data subject dies.
- **Date of birth** – The date a data subject is born.

To implement the retention rule **Leaving date + 6 years**, for example, the 6-year retention period should be considered to begin from the date that the employee leaves the Council. At the end of this period the file's continued retention should be reviewed.

The Review Stage

The review stage occurs at the end of a file's retention period. For more ephemeral or low-level records, a review is often not necessary – high volume records of phone calls received, for example. For many records, though, it is important to undertake a review at the end of the retention period to confirm that the record need not be retained for longer than its original retention policy. Examples of scenarios when a file should **not** be destroyed at the end of its initial retention period are listed below:

- Developments or complications with the case may require its records to be retained further in case of a future complaint, legal action etc. For example, the personal file of an employee with significant occupational health involvement may be kept longer than originally specified.
- A case may have developed to a different level of support than at first, requiring it to be retained for longer than originally specified.
- There may be a hold on the case or file, in light of litigation.
- The records may have archival value and so should not be destroyed but offered to Archives for permanent preservation. (This is almost never the case for records that contain personal data.)

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Again, the list above is not exhaustive. If you are unsure about what to do at a file's review stage, please contact recordsmanagement@wirral.gov.uk for guidance.

Using the Retentions Table

Retention policies are presented in the table below organised by function. For most departments it should be clear which section they need to refer to for their records. If it is unclear, a free text search (CTRL + F) will locate the relevant documents.

If moving emails or records from Teams to an application with lifecycle management, a policy should be selected from the retentions table below in line with the record's **content** and its area of work / subject matter. The fact that a record is an email or came from Teams has no bearing itself on its retention policy.

If unsure of the policy for a particular record type, please contact the Records Manager at recordsmanagement@wirral.gov.uk for guidance.

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ADULT CARE SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Asylum Seekers		Services for asylum seekers				
Asylum Seekers	Advice and Support	Individual Case File	Information on temporary accommodation, meals and other advice and support for asylum seekers	DESTROY – 8 years from last action or case closure	Transfer to Records Management	
	Nationality Checking	Individual Case File	Checking applications for British citizenship to ensure all the paperwork is correct before the application is submitted to the Home Office	DESTROY – 8 years from last action or case closure	Transfer to Records Management	
Carers		All matters relating to the help and support of adult individuals				
Carers	Financial Support	Individual Case File	Details of financial support provided to a carer	DESTROY - 3 years from end of financial year	Transfer to Records Management	Account and Audit Regulations 1974; Limitation Act 1980
Communications		Communication on adult services				
Communications	Complaints	Complaints	Complaint records	DESTROY – 6 years after complaint dealt with	Transfer to Records Management	
Community Support		Support for those who may be in need of community care				
Community Support	Day Centres	Individual Case File	Provision of day centres	DESTROY – 8 years from last contact or case closure	Transfer to Records Management	
	Groups	Individual Case File	Information on recognised groups and organisations that provide advice and support for those who may be in need of community care	DESTROY – 8 years from last contact or case closure	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Criminal Justice						
Services provided to individuals in the criminal justice system						
Criminal Justice	Court Orders	Individual Case File	Community reparation and community service orders	DESTROY – 8 years from last action or case closure	Transfer to Records Management	
	People on Bail	Individual Case File	Support to the courts and to people on bail	DESTROY – 8 years from last action or case closure	Transfer to Records Management	
Deceased						
Deceased service user case files						
Deceased	Service Users	Individual Case File	Case files for deceased service users, including financial information	DESTROY – 8 years from date of death Note: if there is a query after date of death, files should be destroyed 8 years after matter is resolved	Transfer to Records Management	
Residential Homes						
Information relating to residential homes						
Residential Homes	Operation of Homes	Activities	Details of home's activities	DESTROY - 25 years from file closure	Transfer to Records Management	RGLA 3.25
		Administration of Medicine	Documentation relating to the administration of medicine to an adult residing in a residential home	DESTROY – 25 years from last action	Transfer to Records Management	
		Diary	Details of home's diary	DESTROY - 25 years from file closure	Transfer to Records Management	RGLA 3.25
		Visitors Book	Record of visitors. To include full name	Destroy – 6 years from last entry	Transfer to Records Manager	
		Financial Savings	Documentation relating to money and valuables deposited by an adult residing in a home	DESTROY – 15 years from last action	Transfer to Records Management	
		Menu	Details of home's menu	DESTROY - 1 year from file closure	Retain in Office then recycle documents	RGLA 3.25
		Roster Sheet	Record of home's rosters	DESTROY - 25 years from file closure	Transfer to Records Management	RGLA 3.25

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Registration	Admissions Registers	Record of home's admissions	RETAIN – for 8 years from last entry, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Discharge Registers	Record of home's discharges	RETAIN – for 8 years from last entry, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Home Registers	Records of registration	RETAIN – for 3 years post period of currency, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Licensing	Any other related information, including Care Home Licence details	RETAIN – for 3 years post period of currency, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 3.24

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Social Issues						
Information on general support for individuals with issues such as alcohol or drug abuse						
Social Issues	Substance Misuse	Individual Case File	Individual case files relating to the provision of support to individuals with drug or alcohol misuse and related issues	DESTROY – 8 years from last contact or case closure	Transfer to Records Management	
		The Wirral Alcohol Harm Reduction Strategy	Documentation relating to the Wirral Alcohol Harm Reduction Strategy	RETAIN – for 8 years from creation, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		The Wirral Drug and Alcohol Action Team Three Year Strategic Plan	Strategic plan for DAAT	RETAIN – for 3 years post period of currency, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Supporting Adults						
Information relating to individual service users						
Supporting Adults	Assessment	Admissions	Documentation relating to the assessment of and admission of cases	DESTROY - 25 years from last action or 10 years from date of death if sooner	Transfer to Records Management	
		Care Plan	Assessment of whether an applicant is eligible for services and judgements about what services should be provided	DESTROY – 8 years from last contact or case closure	Transfer to Records Management	
		Contact Sheet	Contact details for both clients and carers	DESTROY – 8 years from last contact or case closure	Transfer to Records Management	
		Essential Information	Essential information relating to each service user, which may include: name, DOB, gender, address, ethnicity, religion, next of kin and support history of client	DESTROY – 8 years from last contact or case closure	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Exclusions	Documentation relating to the assessment and exclusion of cases	DESTROY - 25 years from last action or 10 years from date of death if sooner	Transfer to Records Management	
	Catering Services	Invoices	Management of catering services within social care	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
	Finance and Commissioning	Financial Assessments	Individual assessments carried out in order to determine care charges. Includes assessment records, financial statements, correspondence and diary sheets	DESTROY – 8 years after the debt has been repaid or after provision of support ended (whichever is later)	Transfer to Records Management	
		Financial Protection	Information relating to the financial protection of individual clients. Includes financial statements, inland revenue records, court orders, recording of decisions, diary sheets, benefit award notifications, copies of wills	DESTROY – 8 years after provision of support ended	Transfer to Records Management	
		Incentive Payments	Weekly record of payments made to individual clients	DESTROY – 8 years after provision of support ended	Transfer to Records Management	
		Individual Case File	Information relating to any financial support provided Note: Accounting information features under 'Finance'	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
		Grants	Application	Grants applied for clients	DESTROY - 8 years after provision of support ended	Transfer to Records Management
	Health	Individual Case File	The client's health details	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
	Legal	Legal Case Files	Details of any legal issues relating to service users	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
	Licensing	Disabled Parking Permit	The issue of Blue Badge Disabled Parking Permits (formally known as Orange Badges), for an individual	DESTROY - 3 years after service provision ended	Transfer to Records Management	
	Looked After in Care	Individual Case File	Details about any residential care	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
	Mental Health	Mental Health Files	Details relating to the assessment and provision of individual support for people with mental illness	DESTROY - 20 years from last contact or case closure, or 10 years from date of death if sooner	Transfer to Records Management	Records Management NHS Code of Practice (2021)

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Occupational Therapy	Individual Case File	Details of any Occupational Therapy received	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
	Referral	Individual Case File	Request for service or service transferred to another provider	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
		NFA/Contact	Details of referral requests with no further action	DESTROY – 3 years from case closure	Transfer to Records Management	
	Review	Individual Case File	Details of any review of services	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
	Safeguarding	Individual Case File	Case files relating to the safeguarding of adults	DESTROY – 8 years after last contact or case closure	Transfer to Records Management	
	Summary	Individual Case File	Summary case management of services or support to adults	DESTROY - 8 years after provision of support ended	Transfer to Records Management	
Supporting Disabilities Information on general support for individuals with disabilities						
Supporting Disabilities	Deaf	Individual Case File	Support for the deaf in communicating with those who can hear	DESTROY – 8 years after last contact or case closure	Transfer to Records Management	
	Employment	Individual Case File	Advice and support on training and employment	DESTROY – 8 years after last contact or case closure	Transfer to Records Management	
	Equipment Advice	Individual Case File	Advice on purchase and/or loan of specialist equipment	DESTROY – 8 years after last contact or case closure	Transfer to Records Management	
	Independence at Home	Individual Case File	Rehabilitation, advice to regain independence in the home or the provision of aids	DESTROY – 8 years after last contact or case closure	Transfer to Records Management	
	Learning Disabilities	Individual Case File	Support for those with learning disabilities	DESTROY - 8 years after last contact or case closure	Transfer to Records Management	
	Personal Transport	Transport Log Sheets	Information on the Motability scheme	DESTROY - 5 years from file closure	Transfer to Records Management	
	Physical Disabilities	Individual Case File	Support for those with physical disabilities	DESTROY - 8 years from last contact or case closure	Transfer to Records Management	
	Visual Impairment	CVI/BD8 Registration Forms	Details of CVI/BD8 registration forms for visual impairment	DESTROY – 2 years from date of death	Transfer to VI Team	
		Individual Case File	Details of support provided to individuals with visual impairments	DESTROY – 2 years from date of death	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Adoption, Fostering and Special Guardianship						
Documentation relating to carers of children						
Adoption, Fostering and Special Guardianship	Adoption Support	Support Reviews	Details relating to the review of adoption support	DESTROY – 100 years from date of adoption order	Transfer to Records Management	
	Adoptive Parent	Adoptive Parent Counselling Files	Documentation relating to adoptive parent counselling	DESTROY – 100 years from date of adoption order	Transfer to Records Management	
		Approved Adopters	Documentation relating to approved adopters	DESTROY – 100 years from date of adoption order	Transfer to Records Management	
		Assessment	Assessment on suitability of adopters; process involved in checking the suitability of people to become adoptive parents	DESTROY – 100 years from date of adoption order	Transfer to Records Management	
		Essential Information	Information about adoptive parents	DESTROY – 100 years from date of adoption order	Transfer to Records Management	Adoption and Children Act 2002 ss 56-65; Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
		Non Approved Files	Documentation relating to people that have not been approved as adopters	DESTROY – 10 years from case closure	Transfer to Records Management	Fostering Services Regulations 2002 – Statutory Instrument 57, section 32

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Financial Support	Records of financial support provided to adopters, foster carers, private foster carers, special guardians and people with assisted residence orders				
		Means Tests	Documentation relating to means tests carried out with carers	DESTROY – 6 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980
		Payments	Records relating to payments made to carers	DESTROY – 6 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980
	Foster Carer	Assessment	Assessment on suitability of foster carer; process involved in checking the suitability of people to become foster carers	DESTROY - 20 years from provider status ceases or 3 years from date of refusal or withdrawal Note: DESTROY after 75 years if there are allegations	Transfer to Records Management	Fostering Services Regulations 2002 reg. 32
		Foster Carer Reviews	Details of reviews of the foster carer	DESTROY - 20 years from provider status ceases or 3 years from date of refusal or withdrawal Note: DESTROY after 75 years if there are allegations	Transfer to Records Management	Fostering Services Regulations 2002 reg. 32
		Training	Documentation relating to training provided to foster carers	DESTROY - 10 years from provider status ceases or 3 years from date of refusal or withdrawal Note: DESTROY after 75 years if there are allegations	Transfer to Records Management	Fostering Services Regulations 2002 reg. 32

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Legal	Legal Files	Documentation relating to legal cases, including adoption orders, residence orders, special guardianship orders and court papers	DESTROY – 100 years from case closure	Transfer to Records Management	
	Licensing	Care or Care Licence	Care or care licence	RETAIN – for 3 years post period of currency, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 9.18
	Private Fostering	Assessment	Assessment on suitability of private foster carers; process involved in checking the suitability of people to become private foster carers	DESTROY - 20 years from provider status ceases or 3 years from date of refusal or withdrawal Note: DESTROY after 75 years if there are allegations	Transfer to Records Management	
	Special Guardianship	Assessment	Assessment on suitability of special guardians; process involved in checking the suitability of people to become special guardians	DESTROY – 100 years from DOB	Transfer to Records Management	
		Support Review	Details relating to the review of special guardianship support	DESTROY – 100 years from DOB	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Adoption, Fostering and Special Guardianship, Looked After Children (formerly 2.1)						
Adoption, Fostering and Special Guardianship, Looked After Children (formerly 2.1)	Adoption	Access to Information / Counselling	Records relating to an adopted individual's request to access their records and trace their natural birth parents (also known as Section 51 records), including details of any counselling provided	DESTROY – date of adoption order + 100 years	Transfer to Records Management	
		Child's Case File	Records relating to the adoption of a child	DESTROY – date of adoption order + 100 years	Transfer to Records Management	
	Birth Parents	Legal bundles, medical records, general records relating to access	Records relating to parent from another authority or medical records of parent, retained for background in looked after care proceedings of child – youngest child's 18th birthday + 6 years	Retain till 18 th birthday of youngest child + 6 years then destroy confidentially, OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
	Private Fostering	Assessment	Assessment of child's needs	DESTROY – DOB + 100 years OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
		Visits and Review	Documentation relating to visits made to the child and review of circumstances	DESTROY – DOB + 100 years OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
	Special Guardianship	Assessment	Assessment of child's needs	DESTROY – DOB + 100 years OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Looked After Children (Children in Care) (2.1)	Essential Information	Summary information relating to looked after children, may include: name, DOB, gender, address, ethnicity, religion, next of kin and support history	DESTROY – DOB + 100 years OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	Children (Leaving Care) (England) Regulations (2001) (SI 2874)
		Movement Notices	Form used when child moves placement	DESTROY – DOB + 100 years OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	Children (Leaving Care) (England) Regulations (2001) (SI 2874)
		Placements	Details relating to Placement Plans, agreements	DESTROY – 100 years from DOB OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	Children (Leaving Care) (England) Regulations (2001) (SI 2874)
		Register	Consolidated listing of children looked after in care	PERMANENT	Retain until age of 23 or 5 years after date of death if this is before age of 23 in RM Facility then offer to Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
		Reviews	Details relating to reviews of looked after children	DESTROY – 100 years from DOB OR if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	Children (Leaving Care) (England) Regulations (2001) (SI 2874)

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Child Protection (formerly 2.2)			Information retained by the child protection unit / Safeguarding Unit - separate from child's case files			
Child Protection (formerly 2.2)	Child Protection Investigations	Minutes of Meetings and Outcomes of Reviews	Records of decisions made about child	DESTROY – DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
	Enquiries	Enquiries – Child Protection Register	Documentation relating to enquiries made to the Child Protection Register through the Safeguarding Unit	DESTROY – 5 years from case closure	Transfer to Records Management	
	General records	Child's case file – Child Protection	Records relating to intervention and the provision of social care.	Retain with child's Social Care File – destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
	Investigations - Allegations Against Staff	Minutes of Meetings	Documents relating to investigations of allegations against staff, volunteers, foster and adoptive carers who work with children	DESTROY - 75 years from completion of investigation	Transfer to Records Management	
	Professional Advice	Record of Advice Given	Process involving provision of advice with regards to child protection	DESTROY – 5 years from case closure	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Registration	Child Protection Register	Consolidated listing of children requiring protection	DESTROY – 75 years from child's DOB.	Transfer to Records Management	
	Risk to Children	Case files, records of allegations – founded and unfounded	Records of adults that may pose a risk to children, including allegations. If accusation is found to be malicious, destroy immediately. For other allegations and records, keep till retirement age or for 10 years, whichever is the longer. . This applies to protection / concerns in an employment context. For more social protection, argument to keep records for lifetime of accused	If accusation is found to be malicious, destroy immediately. For other allegations and case files, retain for the period in which the person is assessed to pose a continued risk to children or until notification of death		
	Young Offenders	Case Files – Sexual Offences	Case files relating to young offenders (under the age of 20) who pose a risk to children, with offences resulting in a Section 53(1) or a Section 53(2) disposal of 30 months or more	DESTROY – 25 years from date of closure Note: this retention period applies to young offenders who were under the age of 18 at the time of disposal/conviction	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Offences on the Sex Offenders Register	Details relating to offences recorded on the Sex Offenders Register	RETAIN – in line with length of time on Register	Transfer to Records Management	
Children's Social Care General records resulting from the process of assessment for and provision of social care services to a child. Records held in child's case file.						
Children's Social Care	Advice	Advice – No Further Action	Help offered to assist a child but no further action required	DESTROY – 3 years from case closure	Transfer to Records Management	
		Family Support	Cases where there are no child protection concerns or risk assessments carried out but where general support is given usually resource / activity based	DESTROY – 10 years from date of last contact	Transfer to Records Management	
	Assessment whether applicant is eligible for services or judgement about what service should be provided					
	Assessment	Carer Details	Details of involved carers	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Chronology	Details of important issues in child's life	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
		Common Assessment Framework	Assessment of needs and child concern meeting records	DESTROY – 10 years from last action if falls below threshold for Child in Need social care; If Child in Need , DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Contact Sheet	Details of contact details for family/child and care staff	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
		Core Assessments	Detailed assessment of needs and further actions	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Correspondence	Letters between social worker and clients, letters to other professionals	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years.	Transfer to Records Management	
		Diary sheets	Details of social work visits etc	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years.	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Essential Information	Summary information, may include: name, DOB, gender, address, ethnicity, religion, next of kin and support history	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years.	Transfer to Records Management	
		Initial Assessments	Assessment of need	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
	Diaries	Staff Diaries	Diaries for members of social services staff	DESTROY – 6 years from end of current year	Transfer to Records Management	
	Financial	Section 17 Payments	Payments relating to children in need	DESTROY – 3 years from end of financial year	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Joint Police and Social Care Investigations	Case Files	Details relating to the investigation	DESTROY – 100 years from case closure	Transfer to Records Management	
	Life-Story Books	Compiled books of personal memories, photographs, drawings, cards etc. put together by a child	A book of personal items compiled by a child during therapeutic life story work to tell the child's story	Retain in line with the child's main social care case file records. RETURN TO CHILD at the end of this period or earlier if requested	Transfer to Records Management	
	Major Enquiries	Case Files	Details relating to major enquiries investigations	DESTROY – 100 years from case closure	Transfer to Records Management	
	Original / Official Documents	Birth Certificates, photographs, passports, other legal documents etc.	Original official documents relating or belonging to a data subject (usually a child)	Retain in line with the child's main social care case file records. RETURN TO CHILD at the end of this period or earlier if requested and appropriate to do so.		
	Plans	Care Plans, Children in Need Plans (2.3)	Choice of services offered and action to be taken	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Child Permanency Report	Summary information of child in order to assess future placement	DESTROY – DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
	Request for service or service transferred to another provider					
	Referral	Initial Contact – No Referral	Records of initial contact to Central Advice and Duty Team/Emergency Duty Team that does not result in a referral	TRANSFER information to case file and DESTROY 3 years from transfer	Transfer to Records Management	
		Initial Contact - Referral	Records of initial contact to Central Advice and Duty Team/Emergency Duty Team that results in a referral	TRANSFER information to case file and DESTROY 3 years from transfer	Transfer to Records Management	
		Referral – No Further Action	Documentation relating to a request for service or service transferred to another provider, where there is no further action	DESTROY – 3 years from case closure	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Referral – Services Provided	Documentation relating to a request for service or service transferred to another provider which was accepted	TRANSFER information to case file and DESTROY – 10 years from last action if falls below threshold for Child in Need social care. If progresses to Child in Need , DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Reports	Court Reports	Court reports relating to children	DESTROY - DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
		Reports for Child Protection Case Conferences	Reports relating to Child Protection case conferences	DESTROY – DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Reports from other professionals	Reports from other professionals	DESTROY - DOB + 25 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If progresses to child protection , destroy DOB + 75 years, or if child dies before age of 18, date at which all inquests completed + 8 years. If becomes looked after child , DOB + 100 years from DOB, or if child dies before age of 18, date at which all inquests completed + 15 years	Transfer to Records Management	
	Social Workers' Notes	Social workers' notebooks	Social workers' hand-written contemporaneous notes on case meetings etc.	DESTROY – 6 years from the date of note or date of last entry in notebook		
Communications						
Communications	Complaints	Complaints – General	Complaint records of a general and relatively insignificant nature	DESTROY – 6 years from case closure	Transfer to Records Management	
		Complaints – Ombudsman	Complaint record	DESTROY – 6 years from case closure	Transfer to Records Management	
Contracted Services						
Contracted Services	Adoption Support	Financial Information	Documentation relating to adoption support services provided to children by an authority other than Wirral Council	DESTROY – 7 years from date of transaction	Transfer to Records Management	
	Foster Carers	Financial Information	Documentation relating to foster carer services provided to children by an authority other than Wirral Council	DESTROY – 7 years from date of transaction	Transfer to Records Management	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Independent Residential Homes	Financial Information	Documentation relating to residential home services provided to children by an authority other than Wirral Council	DESTROY – 7 years from date of transaction	Transfer to Records Management	
	Family Support Services	Financial Information	Documentation relating to respite/ support/outreach services for children and their carers	DESTROY – 7 years from date of transaction	Transfer to Records Management	
Management			Information relating to the management of children and families related issues within the Council			
Management	Adoption and Fostering Panel Meetings	Recommendations for the approval of adopters, matching of children to adopters, and changes of status of foster placements				
		Agendas	Agendas for the Adoption and Fostering Panel	PERMANENT	Offer to Archivist	
		Minutes	Minutes of meetings held by the Adoption and Fostering Panel	PERMANENT	Offer to Archivist	
	Local Safeguarding Children' s Board	Documentation relating to the Local Safeguarding Children's Board, previously known as the Area Child Protection Committee				
		Agendas	Agendas for the Local Safeguarding Children's Board	PERMANENT	Offer to Archivist	
		Minutes	Minutes for the Local Safeguarding Children's Board	PERMANENT	Offer to Archivist	
		Part 8/Serious Case Reviews	Reports of case reviews when a child dies (or sustains serious injury) as a result of abuse	DESTROY – 75 years from case closure	Transfer to Records Management	
Programme Management and Development			Programme management and development of services for children and families			
Programme Management and Development	Services for Children	Service Level Agreements	Process involved in the development of services or programmes for children	DESTROY – 7 years from case closure	Transfer to Records Management	RGLA 3.20
	Strategy	Children and Young People's Plan	Strategic and overarching plan for all services affecting children and young people	PERMANENT	Offer to Archivist	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Residential Homes						
Residential Homes	Children' s Records	Child's Case Records	Records relating to children resident in the setting, gathered in individual child's case-files	DESTROY – 75 years after DOB. In the event of death before age 18, retain till date of death + 15 years	Retain in setting while child is resident there and in a secure place thereafter. If provider ceases to operate a residential service for children, transfer records to Wirral Council Records Management	Children's Homes Regulations 2015 reg. 37
		Activities	Information about activities in the home	DESTROY – 15 years from date of last entry	Transfer to Records Management	Children's Homes Regulations 2015 reg. 37
	Operation of Homes	Administration of Medicine	Documentation relating to the administration of medicine to children in residential homes	DESTROY – 15 years from last action	Transfer to Records Management	Children's Homes Regulations 2015 reg. 37
		Diary	The home's diaries, or listing of daily occurrences within the home	DESTROY – 15 years from last action	Transfer to Records Management	Children's Homes Regulations 2015 reg. 37
		Financial Savings	Documentation relating to money and valuables deposited by a child residing in the home	DESTROY – 15 years from last action	Transfer to Records Management	Children's Homes Regulations 2015 reg. 37
		Menu	Menu information	DESTROY – 15 years from last action	Retain in Office then recycle documents	Children's Homes Regulations 2015 reg. 37

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Roster Sheet	Roster sheets and arrangements	DESTROY – 15 years from last action	Transfer to Records Management	Children's Homes Regulations 2015 reg. 37
		Secure Unit Records	Documentation relating to the management of secure units	DESTROY – 15 years from last action	Transfer to Records Management	Children's Homes Regulations 2015 reg. 37
		Visitor Books	Summary information of visitors to the home	DESTROY – 15 years from last action	Transfer to Records Management	Children's Homes Regulations 2015 reg. 37
	Registration	Admissions Registers	Registers recording admissions to residential homes	PERMANENT	Retain for 50 years from closure in RM Facility then offer to Archivist	RGLA 3.1
		Children’s Home Register	Systems, which manage children, looked after by the local authority, in summary form	PERMANENT	Retain for 50 years from closure in RM Facility then offer to Archivist	RGLA 3.1
		Discharge Registers	Registers recording discharges from residential homes	PERMANENT	Retain for 50 years from closure in RM Facility then offer to Archivist	RGLA 3.1
Social Issues						
Social Issues	Substance Misuse	Information on social issues				
		The use of drugs for non-medical purposes, including alcohol				
		Case Assessments	Assessments of young people with regards to substance misuse	DESTROY – 25 years from DOB or 10 years from last contact	Transfer to Records Management	
		Care Plan	Client details including family history, criminal history, mental health issues etc	DESTROY – 25 years from DOB or 10 years from last contact	Transfer to Records Management	
		Incidents	Information relating to drug related incidents in schools	DESTROY – 6 years from case closure	Held electronically	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Questionnaires	Questionnaires completed by individuals during one to one assessments	DESTROY – 25 years from DOB or 10 years from last contact	Transfer to Records Management	
		Referrals	Referrals to outside agencies for support	DESTROY – 25 years from DOB or 10 years from last contact	Transfer to Records Management	
		Reviews	Supporting documents and notes following regular reviews with clients	DESTROY – 25 years from DOB or 10 years from last contact	Transfer to Records Management	
		The Wirral Alcohol Harm Reduction Strategy	Documentation relating to the Wirral Alcohol Harm Reduction Strategy	PERMANENT	Offer to Archivist	
		The Wirral Drug and Alcohol Action Team Three Year Strategic Plan	Strategic plan for DAAT	PERMANENT	Offer to Archivist	
		The Wirral Identification and Screening Tool	Documents relating to the early identification of issues relating to substance misuse within young people	DESTROY – 6 years from file closure	Transfer to Records Management	
		The Young Persons Substance Misuse Needs Assessment	Documentation informing the development of the Young Persons Substance Misuse Plan	RETAIN one copy permanently and DESTROY all other copies once superseded	Retain in Office then confidentially destroy/offer to Archivist	
		The Young Persons Substance Misuse Plan	Documentation relating to the Substance Misuse Plan	RETAIN one copy permanently and DESTROY all other copies once superseded	Retain in Office then confidentially destroy/offer to Archivist	
		Training and Awareness	Documentation relating to educational visits to schools to raise awareness about substance misuse	DESTROY – 6 years from file closure	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Special Education						
Records of support to children with special educational needs						
Special Education	Children with Disabilities	Consultation and Working Files – successful applications	Consultation and working files relating to special education services provided to children with disabilities – those applications that result in an Education and Health Care Plan (EHCP)	DESTROY – on child's 30 th birthday. In the event of death, retain till date of death + 10 years if this is sooner	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1
		Consultation and Working Files – unsuccessful applications	All documents relating to unsuccessful applications for special educational support – those that do not result in an EHCP	DESTROY – 3 years from last action	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1
		EHCP Reviews	All records relating to the review of a child's current Education and Health Care Plan	DESTROY – date of agreed review + 6 years or child's DOB + 31 years if this is sooner	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1
		Pupil Funding Arrangements	Records relating to financing a child's special educational support	DESTROY – 6 years from last action	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1
		Statutory Case Files	Statutory case files relating to the provision of special educational needs to children with disabilities	DESTROY – on child's 30 th birthday. In the event of death, retain till date of death + 10 years if this is sooner	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Educational Psychology	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident				
		Consultation and Working Files	Consultation and working files relating to educational psychology needs	DESTROY – on child's 30 th birthday. In the event of death, retain till date of death + 10 years if this is sooner	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1
		Statutory Case Files	Statutory case files relating to the provision of educational psychology	DESTROY – on child's 30 th birthday. In the event of death, retain till date of death + 10 years if this is sooner	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1
		Educational arrangements for those with learning difficulties, and support for other special cases, e.g. talented or gifted children, or those disadvantaged by language or gender				
	Learning Support	Consultation and Working Files	Consultation and working files relating learning support	DESTROY – on child's 30 th birthday. In the event of death, retain till date of death + 10 years if this is sooner	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1
		Statutory Case Files	Statutory case files relating to the provision of learning support	DESTROY – on child's 30 th birthday. In the event of death, retain till date of death + 10 years if this is sooner.	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 1

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Supporting Children in Schools Information on services provided for the benefit of individual children						
Supporting Children in Schools	Admission Appeals	Appeal Files	Information in regard to appeals on admission to a specific school	DESTROY – 6 years from child's 18 th birthday. In the event of death, retain till date of death + 10 years if this is sooner	Transfer to Records Management	The Education (School Records) Regulations 1989
	Attendance	Attendance Records	Attendance records of children at school	DESTROY – 6 years from child's 18 th birthday Note: Registers containing summary information about attendance at schools should be offered to Wirral Archives Service	Transfer to Records Management	The Education (School Records) Regulations 1989
	Child Employment	Employment Licences	Details of any licences for a child to take part in performing arts, sports or modelling activities, work or other employment	Retain until DOB of child + 25 years then destroy confidentially	Transfer to Records Management	Children and Young Persons Act 1963 Section 37
		Chaperones	Records of chaperones for children taking part in performing arts etc. (see above)	Retain until date of last contact with child + 6 years	Transfer to Records Management	
	Continuing Care	Student Details	Details relating to the child as a student	DESTROY – 6 years from child's 18 th birthday	Transfer to Records Management	The Education (School Records) Regulations 1989
		Student Profile	Student profile details	DESTROY – 6 years from child's 18 th birthday	Transfer to Records Management	The Education (School Records) Regulations 1989

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Work Experience	Details about any work experience offered or undertaken	DESTROY – 6 years from child's 18 th birthday	Transfer to Records Management	The Education (School Records) Regulations 1989
	Educational Achievement	Educational Achievement Assessments and Course Reports	Education history	DESTROY – 6 years from child's 18 th birthday	Transfer to Records Management	The Education (School Records) Regulations 1989
	Educational Welfare	Case Files	Case files of children who are educated at home	DESTROY – on child's 27 th birthday	Transfer to Records Management	
		Case Files (Referred)	Case files of children referred to the Educational Social Welfare Service from other agencies	DESTROY – on child's 27 th birthday	Transfer to Records Management	
	Financial Support	Clothing Grant	Clothing grants provided	DESTROY – 3 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980
		School Meals	Meals provided for pupils within schools	DESTROY – 3 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980
		Student Award	Any student awards made	DESTROY – 3 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980
		Student Loan	Student loans provided	DESTROY – 3 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Travel Pass	Information relating to travel passes	DESTROY – 3 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980
	Grants	The Young People's Partnership Support Grant	Documentation relating to The Young People's Partnership Support Grant	DESTROY – 3 years from end of financial year	Transfer to Records Management	Accounts and Audit Regulations 1974; Limitation Act 1980
	Hospital and Home Tuition	School Records	Tuition for sick children and pregnant schoolgirls in the home or a hospital environment	DESTROY – on child's 21 st birthday	Transfer to Records Management	
	Looked After Children Education Service (LACES) / Children in Care Education Team (CICET)	Personal Education Plans	Personal Education Plans supporting the education of looked after children	DESTROY – 100 years from DOB OR 15 years from date of death if child dies before age of 18	Transfer to Records Management	Children (Leaving Care) (England) Regulations (2001) (SI 2874)
		Reports	Reports detailing the educational support provided to and the educational progress of looked after children	DESTROY – 100 years from DOB OR 15 years from date of death if child dies before age of 18	Transfer to Records Management	Children (Leaving Care) (England) Regulations (2001) (SI 2874)
	School Exclusions	Exclusion Files	Permanent or temporary exclusions from schools	DESTROY – 6 years from child's 18 th birthday	Transfer to Records Management	The Education (School Records) Regulations 1989

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Supporting Disabilities		Information on general support for individuals with disabilities				
Supporting Disabilities	Children with Disabilities	Occupational Therapy Services	Documentation relating to integrated occupational health services provided to children with disabilities by Wirral Council and Wirral Hospital NHS Trust	DESTROY – on child's 26 th birthday OR DESTROY – on child's 29 th birthday if the child was aged 19 or over at conclusion of treatment	Transfer to Records Management	
		Service Provision Agreement	Agreement encompassing children and carer needs	DESTROY – 10 years from date of last contact	Transfer to Records Management	
	Visual Impairment	CVI/BD8	Details of CVI/BD8 registration forms for visual impairment	DESTROY – 2 years from date of death	Transfer to VI Team	
Targeted Services						
Targeted Services	Family Support	Family Support Case File	Cases where there are no child protection concerns or risk assessments carried out but where general support is given usually resource / activity based	DESTROY – 10 years from date of last contact	Transfer to Records Management	
Training		Training provided to individuals working with children				
Training	Support Training	Attendance Certificates	Certificates of individuals who work with children, attending training	DESTROY – 50 years from date of leaving	Transfer to Records Management	
		Course Information	Course information for training provided to employees working with children	DESTROY – 50 years from date of leaving	Transfer to Records Management	
		Employee Details	Details of staff working with children and their training history	DESTROY – 50 years from date of leaving	Transfer to Records Management	
Youth Justice						
Youth Justice	Youth Offending Service	Case Files	Youth Offending Service dealing with statutory cases of young people prosecuted for offences and prevention cases of young people at risk of offending	DESTROY – 25 years from DOB or 10 years from last contact	Transfer to Records Management	RGLA 3.12
		Case Files	Youth Offending Service support for victims and young of crime	DESTROY – once order is completed	Retain in Office then confidentially destroy	

CHILDREN AND FAMILIES SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Youth and Play Service		Youth services				
Youth and Play Service	Youth Service Provision	Youth Service Client Files	Case/Client files from youth services, including alcohol support, counselling, housing advice, welfare rights advice	DESTROY – 25 years from DOB or 10 years from last contact	Transfer to Records Management	RGLA 3.12

COMMUNITY SAFETY AND EMERGENCIES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Advice						
Advice supplied to the public on community safety and emergencies						
Advice	Contingency Planning	Contingency Plan	Activities in relation to the requirement of local authorities to provide advice on contingency planning to business	DESTROY – 2 years after advice superseded	Transfer to Records Management	
Community Safety						
Activities to make the community safer						
Community Safety	CCTV Surveillance	Compact Discs	Compact discs featuring CCTV images	OVERWRITTEN – 28 days from date of filming	Retain in Office then recycle or confidentially destroy	
		CCTV Records	Records relating to CCTV Surveillance	DESTROY – 6 years from date of recording	Transfer to Records Management	
	Community Wardens	IRIMS Database	Information on actions of community wardens. Including information shared with police and other agencies	DESTROY – 6 years from file closure	Transfer to Records Management	
	Activities designed to reduce the impact and fear of crime					
	Crime Reduction	Alleygating	Documentation relating to the Alleygating Scheme which encourages occupiers and owners of properties which are served by alleys to get them gated	DESTROY – 6 years from file closure	Transfer to Records Management	
		Funding Information	Documentation relating to funding through the CIF/CS Budget	DESTROY – 6 years from file closure	Transfer to Records Management	
	Investigation of Anti-Social Behaviour	Case Files	Case Files including, where applicable, interview records, legal orders, log/Incident Diary sheets, information provided by other services, etc.	DESTROY – 6 years from enforcement of order / closure of case	Retain in Office then confidentially destroy	
		Electronic Evidence	Video, sound and photographic evidence relating to the investigation of anti-social behaviour	DESTROY – 10 years from closure of case	Retain in Office then confidentially destroy	

COMMUNITY SAFETY AND EMERGENCIES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Investigation of Domestic Violence and Hate Crime	Documentation relating to the investigation of domestic violence, as carried out by Wirral Family Safety Unit				
		Case Files – Domestic Violence	Case files, including, where applicable, interview records, legal orders, Log/Incident Diary sheets, information provided by other services, etc.	REVIEW – 10 years from case closure; if incident involves children, retain until DOB of child + 25 years	Retain in Office for 12 months then Transfer to Records Management	
		Electronic Evidence – Domestic Violence	Video, sound and photographic evidence relating to the investigation of domestic violence	REVIEW – 10 years from case closure; if incident involves children, retain until DOB of child + 25 years	Retain in Office for 12 months then Transfer to Records Management	
		Case Files – Hate Crime investigations	Case files, including, where applicable, interview records, legal orders, Log/Incident Diary sheets, information provided by other services, etc.	REVIEW – 10 years from case closure; if incident involves children, retain until DOB of child + 25 years	Retain in Office for 12 months then Transfer to Records Management	
		Electronic Evidence – Hate Crime investigations	Video, sound and photographic evidence relating to the investigation of domestic violence	REVIEW – 10 years from case closure; if incident involves children, retain until DOB of child + 25 years	Retain in Office for 12 months then Transfer to Records Management	
	Neighbourhood Watch	Operation Feelsafe	Council involvement in Neighbourhood Watch schemes	DESTROY – 6 years from closure	Transfer to Records Management	
Emergency Planning						
Emergency Planning	Emergency Agencies	Agency Contact Details	List of public contacts for emergency agencies	DESTROY – when superseded	Retain in Office then confidentially destroy	
	Emergency Call-Outs	Emergency Contact Details	List of council contact numbers to use in case of any emergency or major incidents	DESTROY – when superseded	Retain in Office then confidentially destroy	

COMMUNITY SAFETY AND EMERGENCIES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Emergency Plan	COMAH Plan	Control of Major Accidents and Hazards	RETAIN – for 3 years post period of currency, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 9.11
		Development	Document containing council's plans and procedures for dealing with emergencies	RETAIN – for 3 years post period of currency, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 9.11
		Tests	Information on tests of the emergency plan	DESTROY – 10 years from file closure	Transfer to Records Management	RGLA 9.12
	Emergency Warnings	Flood Watch Alerts and Weather Watch Alerts	Weather, security, incident warnings etc. made to the public	DESTROY – 12 months after date of alert	Retain in Office then recycle all documents	
	Vulnerable People	Contact Details and Requirements	Documentation relating to vulnerable people in the community, including their addresses and their specific requirements in case of emergency	REVIEW details every 2 years and DESTROY when superseded	Retain in Office then confidentially destroy	
Enforcement						
Enforcement	Fire Safety Legislation	Prohibition/Improvement Notices	Enforcement of fire safety legislation	DESTROY – 2 years after matter is concluded	Transfer to Records Management	RGLA 9.19
		Prosecution/Sanction Files	Prosecutions for breach of fire safety legislation	DESTROY – 7 years from last action	Transfer to Records Management	Police and Criminal Evidence Act; RGLA 9.21

COMMUNITY SAFETY AND EMERGENCIES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Fire Prevention Activities to prevent fires occurring						
Fire Prevention	Fire Certification	Fire Certificate Applications	Documentation relating to applications from organisations for the granting of fire certificates	DESTROY – 7 years from last action	Transfer to Records Management	The Regulatory Reform (Fire Safety) Order 2005 abolished the requirements for Fire Certificates; RGLA 9.20
	Fire Hydrants Inspections	Fire Hydrant Inspections	Fire hydrant inspection records	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 9.20
	Fire Safety	Advisory Materials	Advice given to individuals	DESTROY – 2 years after advice superseded	Transfer to Records Management	
	Fire Safety Inspections	Fire Safety Inspections	Fire safety inspection records	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 9.20
	Fire Safety Risk Assessments	Risk Assessments	Documentation relating to fire safety risk assessments	DESTROY – once superseded	Retain in Office then recycle all documents	
	Incident Monitoring	Major Incident Records	Incident reports and frequency monitoring of all major incidents in the local community, whether the emergency plan has been invoked or not	RETAIN – for 7 years post incident / report, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management	RGLA 9.13
		Minor Incident Records	Incident reports and frequency monitoring of all minor incidents in the local community	DESTROY – 7 years from file closure	Transfer to Records Management	RGLA 9.14
	Inspections	Inspections Records	Other fire safety information	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 9.20
	Investigations	Investigations Records	Fire safety investigations records	DESTROY – once all issues have been resolved/corrected	Retain in Office then recycle all documents	

COMMUNITY SAFETY AND EMERGENCIES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Tests	Annual Fire Alarm Tests – Children’s Homes	Documentation relating to annual fire alarm tests carried out at Children’s Homes	DESTROY – 15 years from date of last entry	Transfer to Records Management	Children's Homes Regulations 2001 reg. 29
		Annual Fire Alarm Tests – Other Locations	Documentation relating to annual fire alarm tests carried out in Council properties, other than Children's Homes	DESTROY – 7 years from last action	Transfer to Records Management	
		Weekly Fire Alarm Tests – All Locations	Documentation relating to weekly fire alarm tests carried out in Council properties	DESTROY – 18 months from last action	Retain in Office then recycle all documents	
Measures Against VandalismReporting and measures against vandalism						
Measures Against Vandalism	Flyposting	Incident Reports	Removal of illegally posted advertisements, leaflets and similar items	DESTROY – 5 years from end of calendar year	Transfer to Records Management	
	Removal of Graffiti	Incident Reports	Information reporting on and the removal of graffiti	DESTROY – 5 years from end of calendar year	Transfer to Records Management	
TrainingTraining on how to deal with major incidents						
Training	Training Exercises	Training Exercise Records	Training exercises for major incidents and fire services	DESTROY – 10 years from file closure	Transfer to Records Management	RGLA 9.12

COUNCIL PROPERTY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Common Land			Open land owned by the local authority			
Common Land	Registration	Register	The local authority is responsible for maintaining a register of common land and village greens within its boundaries	PERMANENT – to be kept up to date and available for inspection	Retain in office while current. Should register become redundant, offer to archivist	
Maintenance of Council Property			Maintenance records			
Maintenance of Council Property	Regular Maintenance	Cleaning	Information relating to cleaning undertaken at council properties	DESTROY – 10 years from last action	Transfer to Records Management	RGLA 7.27
		Garden Maintenance	Information relating to garden maintenance undertaken at council properties	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.27
		Instruction Manuals	Instruction manuals related to council property	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.27
		Painting	Information relating to painting undertaken at council properties	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.27
	Planned Maintenance	Cabinet Approvals	Documentation relating to approvals made by Cabinet for renovations and the development of property	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.27
		Tenders	Documentation relating to tenders for renovation and developments to property	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.27
	Planned Refurbishment	Contracts	Refurbishment contracts	DESTROY – 7 years from conclusion of transaction	Transfer to Records Management	RGLA 8.7
		Tenders	Documentation relating to tenders for refurbishment	DESTROY – 7 years from conclusion of transaction	Transfer to Records Management	RGLA 8.7

COUNCIL PROPERTY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Responsive Maintenance	Cabinet Approvals	Documentation relating to approvals made by Cabinet for emergency maintenance of property	DESTROY – 10 years from last action	Transfer to Records Management	
		Contracts	Emergency maintenance contracts	DESTROY – 10 years from last action	Transfer to Records Management	
		Schedules of Rates	Schedules of rates for emergency maintenance	DESTROY – 10 years from last action	Transfer to Records Management	
Property Acquisition and Disposal						
Information on the acquisition and disposal of property						
Property Acquisition and Disposal	Acquisitions	Documents Relating to the Purchase of Assets Over £50000	Any papers concerning the management of the acquisitions (by finance lease or purchase) process for real property council property	DESTROY – 12 years after all obligations/entitlements concluded	Transfer to Records Management	Limitation Act 1980; RGLA 7.29
		Documents Relating to the Purchase of Assets Under £50000	Any papers concerning the management of the acquisition (by finance lease or purchase) process for real property council property,	DESTROY – 6 years after all obligations/entitlements concluded	Transfer to Records Management	Limitation Act 1980; RGLA 7.29
	Deeds	Deeds	Deeds and associated documentation	RETAIN – 12 years after property disposed of, then offer to archivist for permanent preservation	Transfer to Records Management Offer to Archivist	
	Disposal	Conditions of Contracts	Contract conditions relating to property sold by the council	DESTROY – 15 years after all obligations/entitlements concluded	Transfer to Records Management	RGLA 8.3
		Documents Relating to the Sale of Assets Over £50000	Documents relating to the management of the disposal (by sale or write off) process for real property	DESTROY – 12 years after all obligations/entitlements concluded	Transfer to Records Management	RGLA 8.3
		Documents Relating to the Sale of Assets Under £50000	Documents relating to the management of the disposal (by sale or write off) process for real property	DESTROY – 6 years after all obligations/entitlements concluded	Transfer to Records Management	Limitation Act 1980; RGLA 7.29
		Legal Documents Relating to the Sale or Write-Off of Property	Legal documents relating to the disposal of property	DESTROY – 15 years after all obligations/entitlements concluded	Transfer to Records Management	RGLA 8.3

COUNCIL PROPERTY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Particulars of Sale	Particulars of sale for property sold by the council	DESTROY – 15 years after all obligations/entitlements concluded	Transfer to Records Management	RGLA 8.3
		Tender Documents	Documentation relating to tenders in the sale or write-off of council property	DESTROY – 15 years after all obligations/entitlements concluded	Transfer to Records Management	RGLA 8.3
Property and Land Management						
Management of council land and property						
Property and Land Management	Accessibility	Requests for Access	Documentation and information relating to the access of property owned by the council	DESTROY – 7 years from file closure	Transfer to Records Management	
	Building Surveys	Surveys	Data collected from surveys conducted on council buildings	PERMANENT	Held electronically	
	Energy Management	Site Reports and Audits	Site reports and audit reports in relation to energy management in Council property	RETAIN – for the life of the building	Transfer to Records Management	
	Equipment Disposal	Disposal Files	Process involved in the disposal of council equipment	DESTROY – 7 years after disposal of equipment	Transfer to Records Management	
	Facilities Management	Job Requests	Process involved in the management of council facilities	DESTROY – 2 years from job closure	Transfer to Records Management	
	Fleet Management	Allocation of Vehicles	Information relating to the allocation and use of vehicles throughout the Council	RETAIN on electronic database for at least 7 years	Transfer any paper records to Records Management	RGLA 8.15
		Approvals as Drivers	Documentation relating to approvals of drivers	DESTROY – 1 year from date of leaving	Retain in Office then confidentially destroy	
		Fleet Authorisation Numbers	Fleet authorisation numbers of vehicles – information kept on Authorities Operators licence	DESTROY – 7 years after disposal of the vehicle	Transfer to Records Management	RGLA 8.14
		Maintenance	Information relating to the maintenance of vehicles	DESTROY – 7 years after disposal of the vehicle	Transfer to Records Management	RGLA 8.15
		Vehicle Contracts	Documentation relating to vehicle contracts	DESTROY – 7 years after disposal of the vehicle	Transfer to Records Management	RGLA 8.14
		Vehicle Disposals	Documentation relating to the disposal of vehicles	DESTROY – 7 years after disposal of the vehicle	Transfer to Records Management	

COUNCIL PROPERTY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Vehicle Leases	Documentation relating to vehicle leases	DESTROY – 7 years after disposal of the vehicle	Transfer to Records Management	RGLA 8.14
		Vehicle Log Book	Information on drivers usage of vehicles	DESTROY – 7 years after disposal of the vehicle	Transfer to Records Management	RGLA 8.17
		Vehicle Purchases	Documentation relating to vehicle purchases	DESTROY – 7 years after disposal of vehicle	Transfer to Records Management	
		Vehicle Quotes	Documentation relating to vehicle quotes	DESTROY – 7 years after disposal of the vehicle	Transfer to Records Management	RGLA 8.14
	Health and Safety	Health and Safety File	Documentation relating to all maintenance, refurbishment, new build etc for a structure	RETAIN permanently unless structure is sold and information is passed on	Offer to Archivist	
		Log Books	Log books for council properties/structures, identifying all hazards and controlling them through the life of the building	RETAIN – for the life of the building then DESTROY after 12 years	Transfer to Records Management	
		System Processes	Health and safety issues specific to property owned by the council	DESTROY – 3 years after process ceases or is superseded	Transfer to Records Management	
	Land and Property History	Plans	Any plans of council owned property or land	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.2
	Leasing - Managing Leased Property	Applications for Leases	Documentation relating to the leasing of council property	DESTROY – 15 years after expiry of lease	Transfer to Records Management	RGLA 8.8
		Lease Agreements	Lease agreements for council property	DESTROY – 15 years after expiry of lease	Transfer to Records Management	RGLA 8.8
		Licences and Rental Revision	Documentation relating to licences and the revision of rent	DESTROY – 15 years after expiry of lease	Transfer to Records Management	RGLA 8.8
		Rental Expenditure Authorities	Documentation relating to rental expenditure authorities	DESTROY – 15 years after expiry of lease	Transfer to Records Management	RGLA 8.8
		Valuation Queries	Documentation relating to queries over valuations	DESTROY – 15 years after expiry of lease	Transfer to Records Management	RGLA 8.8

COUNCIL PROPERTY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Leasing - Managing Occupancy of Property	Occupancy Surveys	Documents relating to the process of managing the occupancy of the property	PERMANENT	Held electronically	
		Request for Works	Documents relating to any request for work to be carried out within the property, e.g. cleaning	DESTROY – 7 years after conclusion of transaction	Transfer to Records Management	RGLA 8.9
	Management	Certificates of Approval	Certificates of approval for estates of special interest, owned by the council	RETAIN – 12 years after property disposed of, then offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.5
			Certificates of approval for all other buildings or estates owned by the council	RETAIN – for the life of the building then DESTROY after 12 years	Transfer to Records Management	
		Installation Manuals	Installation manuals relating to estates of special interest, owned by the council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.5
			Installation manuals relating to all other buildings or estates owned by the council	RETAIN – for the life of the building then DESTROY after 12 years	Transfer to Records Management	
		Plans	Plans of estates of special interest, owned by the council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.5
			Plans of all other buildings or estates owned by the council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.6

COUNCIL PROPERTY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Project Specifications	Project specifications relating to estates of special interest owned by the council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.5
			Project specifications relating to all other buildings or estates owned by the council	RETAIN – for the life of the building then DESTROY after 12 years	Transfer to Records Management	
	Maps and Directions	Maps and Directions	Maps and directions relating to council property	DESTROY – once administrative use is concluded	Retain in Office then recycle all documents	
	Property Strategy	Consolidated Property and Buildings Annual Reports	Annual reports on council property	RETAIN while of use to operations. Once no longer of use, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.1
		Register of Leases	Register of all leases	RETAIN while of use to operations. Once no longer of use, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.1
		Site Register	Register of sites	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.1
		Summary of Leased Property	Summaries of leased property	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 8.1
		Summary of Local Authority's Owned Property	Summaries of owned property	RETAIN while relevant to operations. Once no longer relevant,	Transfer to Records Management OFFER TO	RGLA 8.1

COUNCIL PROPERTY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
				offer to archivist for permanent preservation	ARCHIVIST	
	Scheduling	Inventories	Inventories of specific properties or assets contained within them	DESTROY – 2 years after disposal of property	Transfer to Records Management	
	Valuations	Valuations on Disposal	Valuations documentation and statistics	DESTROY – 6 years from end of financial year after disposal of property	Transfer to Records Management	
Property Use and Development Information on how the property was developed and how it is being used						
Property Use and Development	Car Parking	Plans and Development Files	Any documentation regarding the process of managing and undertaking renovations and developments specific to car parking	DESTROY – 7 years from completion	Transfer to Records Management	
	Design and Construction	Contract Files	Documentation relating to contracts for the design and construction of Council buildings	DESTROY – 15 years from case closure	Transfer to Records Management	
		Drawings	Drawings relating to the design and construction of Council buildings	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Specifications	Specifications for the design and construction of Council buildings	DESTROY – 10 years from case closure	Transfer to Records Management	

CREMATORIA AND CEMETERIES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Maintenance of Burial Grounds		Maintenance records for burial grounds				
Maintenance of Burial Grounds	Planned Maintenance	Action Plans and Work Sheets	Program of maintenance to cemeteries and crematoria over the next maintenance period	DESTROY – 21 years after maintenance completed	Transfer to Records Management	
	Redundant Churchyards	Transfer Documents/Agreements	Documentation relating to disused churchyards, specifically their upkeep	DESTROY – 21 years after maintenance completed	Retain in Office then confidentially destroy	
	Responsive Maintenance	Maintenance Files	Emergency or unplanned maintenance to cemeteries and crematoria	DESTROY – 21 years after maintenance completed	Transfer to Records Management	
Burial Identity and Location		The location of burials and identity of who has been buried				
Burial Identity and Location	Registration	Burial Plot Layout	Documentation regarding the layout of burial space in crematoria and cemeteries	PERMANENT	Retain in Office	RGLA 9.24; Local Authorities Cemeteries Order 1977
		Burial Register/Register of Interments	Register of burials, plan of plot ownership and occupation	PERMANENT	Retain in Office	RGLA 9.24; Local Authorities Cemeteries Order 1977
		Cemetery Plans	Documentation regarding the layout of burial space in crematoria and cemeteries	PERMANENT	Retain in Office	RGLA 9.24; Local Authorities Cemeteries Order 1977
		Cemetery Register	Register of cemeteries	PERMANENT	Retain in Office	RGLA 9.24; Local Authorities Cemeteries Order 1977
		Commemoration Register	Register of commemorations, plan of headstones/shrubs and ownership	PERMANENT	Retain in Office	RGLA 9.24; Local Authorities Cemeteries Order 1977
		Crematorium Register	Register of cremations, plan or ownership of interment of ashes	PERMANENT	Retain in Office	RGLA 9.24; Cremation Regulations 1930

CREMATORIA AND CEMETERIES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Summary Management Systems	Any other summary form of information relating to burials, commemorations, cremations, cemeteries and crematoria	PERMANENT	Retain in Office	RGLA 9.24
	Bookings	Applications - Burials	Documentation relating to bookings made for a burial	PERMANENT	Retain in Office	
		Applications – Cremations	Documentation relating to bookings made for a cremation	DESTROY – 15 years from last action	Retain in Office then confidentially destroy	
		Applications - Memorials	Documentation relating to bookings made for a memorial	PERMANENT	Retain in Office	
	Exhumations	Application and Licences	Documentation regarding the process of regulation of exhumation	PERMANENT	Retain in Office	RGLA 9.24
	Internment Service	Regulation of Burials and Cremations	Process relating to the burial or cremation of an individual	PERMANENT	Retain in Office	
	Licensing	Permits	Documentation regarding cemetery and crematoria licensing	PERMANENT	Retain in Office	
	Memorial Management	Applications and Safety Inspections	Records relating to the ordering of a memorial	PERMANENT	Retain in Office	

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Decision Making						
Information on decisions taken						
Decision Making	Council and Committee Meetings	Agendas and Business Papers	Council agendas and business papers, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4
		Audio Tapes	Audio taped recordings from Council or Committee meetings	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.5
		Committee Clerks Notebooks	Notebooks containing any draft or rough minutes from Council or Committee meetings	DESTROY – after date of confirmation of the minutes	Retain in Office then confidentially destroy	RGLA 1.5
		Draft/Rough Minutes	Draft or rough minutes taken at Council or Committee meetings	DESTROY – after date of confirmation of the minutes	Retain in Office then confidentially destroy	RGLA 1.5
		Indexes	Indexes for Council and Committee Meetings	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4
		Minutes	Minutes taken at Council and Committee meetings	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4
		Notice Papers and Proceedings	Documentation relating to the notification and proceeding of Council and Committee meetings, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Delegations	Registers of Delegations	The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4
	Independent Remuneration Panel	Agendas and Minutes	Documentation relating to the Independent Remuneration Panel	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Meeting – Cabinet	Minutes	Agendas, meetings and minutes relating to the executive board of members, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4
	Member Panels	Minutes	Agendas, meetings and minutes relating to member panels, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4
	Scrutiny Panel	Agendas and Business Papers	Agendas, meetings and minutes relating to the scrutiny panel, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4
	Strategic Partnership Meetings	Agendas and Business Papers	Agendas and business papers, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Petitions	Petitions and associated paperwork	Petitions submitted to the authority and their processing	DESTROY – 6 years from closure of petition	Transfer to Records Management	
ExecutiveInformation on the Council Executive						
Executive	Statutory Appointments - Appointment	Appointment Files	List of statutory appointments of the Council	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 6.24
	Statutory Appointments - Selection	Applications	Applications for statutory appointments	DESTROY – 6 years from date of appointment	Transfer to Records Management	
		Interview Notes	Notes from interviews for statutory appointments	DESTROY – 6 years from date of appointment	Transfer to Records Management	
		Prospective Staff Records	Prospective staff records	DESTROY – 6 years from date of appointment	Transfer to Records Management	
		Registers of Applicants	Registers of applicants for statutory appointments	DESTROY – 6 years from date of appointment	Transfer to Records Management	
		Unsuccessful Applications	Unsuccessful applications for statutory appointments	DESTROY – 6 years from date of appointment	Transfer to Records Management	
		Vacancy Files	Vacancy files for statutory appointments	DESTROY – 6 years from date of appointment	Transfer to Records Management	
GovernanceInformation on how the Council is governed						
Governance	Constitution	Constitution	The constitution of the council	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.4

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Honours and Awards		Honours and awards				
Honours and Awards	Honours Submissions	Honours Nomination Form	Nomination forms for individuals to be considered for honours	DESTROY – 5 years from last action	Transfer to Records Management	RGLA 1.8
		Covering Documentation	Covering documentation for honours submissions	DESTROY – 5 years from last action	Transfer to Records Management	RGLA 1.8
		Letters of Support	Letters of support for honours submissions	DESTROY – 5 years from last action	Transfer to Records Management	RGLA 1.8
	Lord Lieutenancy	Referral for Comment for Lord Lieutenant	Documentation relating to Lord Lieutenancy	DESTROY – 5 years from last action	Transfer to Records Management	RGLA 1.8
Member Support		Support to council members				
Member Support	Gifts and Hospitality	Register	Register of gifts and hospitality	PERMANENT	Transfer to Records Management	
	Register of Interests	Register	Members' disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members	DESTROY – 2 years after resignation / retirement / non election of member	Transfer to Records Management	
Planning		Council plans				
Planning	Cross Departmental Consideration	Change Board	Reports and Minutes from meetings concerning the Change Board	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Corporate Equality and Inclusion Group	Reports and Minutes from meetings concerning the Corporate Equality and Inclusion Group	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Corporate Improvement Group	Reports and Minutes from meetings concerning the Corporate Improvement Group	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Multi-Agency Research Group	Reports and Minutes from meetings concerning the Research Group	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Forward Plan	Forward Plan	The list of items to be considered by the cabinet over the next four months	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.1
	Strategic Planning	Chief Officers Improvement Group	Documentation and minutes relating to the Chief Officers Improvement Group meetings, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Chief Officers Management Team	Documentation and minutes relating to the Chief Officers Management Team meetings, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Departmental Management Team	Documentation and minutes relating to the Departmental Management Team meetings, including all Financial Statements, Budget Planning and Financial Monitoring	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.2
		Reviews	Monitoring and reviewing strategic plans, policies or procedures to assess their compliance with guidelines, including all Financial Statements, Budget Planning and Financial Monitoring	DESTROY – 5 years from case closure	Transfer to Records Management	RGLA 2.7
		Strategic Change Programme Board	Reports and decision records from meetings concerning the SCPB	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Representation						
Information on representation						
Representation	Constituencies	Maps and Street Indices	Ward names, numbers and boundaries	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Elections	The activities carried out in the process of electing representatives at parish, district, county, parliamentary and European constituency level				
Ballot Papers – European Elections		European election ballot papers	DESTROY – 1 year after election	Retain in Office then confidentially destroy	European Parliamentary Elections Regulations 1999	

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Ballot Papers – Local Elections	Local election ballot papers	DESTROY – 1 year from close of poll	Retain in Office then confidentially destroy	Rule 54 of The Local Elections (Principal Areas) (England & Wales) Rules 2006
		Ballot Papers – Parliamentary Elections	Parliamentary election ballot papers	DESTROY – 1 year from close of poll	Retain in Office then confidentially destroy	Rule 57 Parliamentary Election Rules, Schedule 1 of the Representation of the People Act 1983
		Consolidated Returns of Votes Received	Local election results	DESTROY – 1 year from close of poll	Retain in Office then confidentially destroy	Rule 54 of The Local Elections (Principal Areas) (England & Wales) Rules 2006
		Electoral Register	Summary certification of those eligible to vote	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	Representation of the People Regulations 1986; RGLA 1.1
	Lists of Councillors	Council Diaries, Members Details	Public contact details of your local representative of the council	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Lists of Meetings	Lists of Meetings	List of meetings of Council and committees	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

DEMOCRACY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Nominations	Lists of Nominations	Listing of members and others representing the council on external bodies; official delegation to represent councils' interests; includes membership of other bodies	RETAIN while relevant to operations. Once no longer relevant, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	The process of undertaking representation of the local authority – local authority representatives					
	Political Parties' Papers	Leader of Council Papers	Political papers relating to the Leader of the Council	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 1.9
		Leader of Opposition Papers	Political papers relating to the Leader of the Opposition	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 1.9

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Business Intelligence Information relating to businesses in the local area						
Business Intelligence	European Development	Information collected regarding European funding, including copies of all supporting financial information required for audit of any grants				
		European Funding Streams	Files relating to the management of European Funding Streams, for example, Priority 4 Pathways Management Board Meeting Minutes	DESTROY – 10 years after the last funding payment	Transfer to Records Management	
		European/Objective 1 Funded Project	Records relating to European/Objective 1 funded project files	DESTROY – 10 years after the last funding payment	Transfer to Records Management	
		European Programme Monitoring and Evaluation	Files and reports relating to European Programme Monitoring and Evaluation	DESTROY – 10 years after collected	Transfer to Records Management	
	Marketing	Economic Data	The collection and management of the economic and social data about the local area	DESTROY – 10 years after collected	Transfer to Records Management	New census info only arrives every 10 years and updated indices of deprivation data every 4-5 years, need to retain to analyse time series
Promotion Management of activities to promote and examine the local economy						
Promotion	Advice to Business	Grants	Information on providing advice to new or existing businesses	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority	Transfer to Records Management	

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Business Awards	Grants	Information regarding business awards and grants, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
	Business Development	Fairs	Information about activities designed to develop and encourage business development in the local area; including externally funded projects and sustainability, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	
		Business Associations	Information about activities designed to develop and encourage business development in the local area; including externally funded projects and sustainability, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	International Relations	Sister City	Documentation relating to the Sister City Relationship between Wirral and Midland in Texas, since 2000	PERMANENT	Offer to Archivist	
		Twin Town – Gennevilliers	Documentation relating to Wirral's Twin Town, Gennevilliers in France, since 1963	PERMANENT	Offer to Archivist	
		Twin Town – Latina Province	Documentation relating to Wirral's Twin Town, Latina in Italy, since 1998	PERMANENT	Offer to Archivist	
		Twin Town – Lorient	Documentation relating to Wirral's Twin Town, Lorient in France, since 1957	PERMANENT	Offer to Archivist	
	List of Properties	Tractivity Database	Online web-based database holding information relating to available business properties in the area	RETAIN – until superseded	Held electronically	
	Markets	Promotional Material	Information about markets, including farmers markets. Also renting market stalls from the Council	DESTROY – once administrative use is concluded	Retain in Office then recycle all documents	
	Voluntary Sector Development	Grants	The information relating to the encouragement of the voluntary sector activity, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
		Joint Working	Files relating to joint working with voluntary sectors organisations and networks	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Regeneration						
Regeneration	Community Development	Grants	Information relating to revitalising a specific area or community, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
		Initiative Action Plans	Information and documentation relating to Initiative action plans	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	
	Private Finance Initiative (PFI) Projects	Project plans, records of activity, records of progress, finance records	Projects funded by a Private Funding Initiative	Retain all records until date of last action on project + 12 years then review. Consider offering to Archivist for appraisal for permanent preservation		
	Regional Development	Grants	Participation in regional activities, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Meetings and Negotiations with Regional and Sub-Regional Organisations	Files relating to meetings and/or negotiations with NWDA, GONW and other regional and sub-regional organisations	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	
	Rural Development	Grants	Information relating to reducing disadvantage and increasing access in rural areas, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
	Strategy	Grants	Information relating to revitalising a specific area or community, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
		Initiative Action Plans	Information and documentation relating to Initiative action plans	DESTROY – 10 years after the initiative is completed	Transfer to Records Management	
		Initiative Baseline Data Reports	Information and documentation relating to Initiative baseline data reports	DESTROY – 10 years after collected	Transfer to Records Management	
		Initiative Bidding Records	Regeneration Initiative bidding documents and/or proposals	DESTROY – 10 years after the initiative is completed	Transfer to Records Management	

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Initiative Delivery Plans	Information relating to Regeneration Initiative delivery plans	DESTROY – 10 years after the initiative is completed	Transfer to Records Management	
		Initiative Evaluation Reports	Information and documentation relating to Initiative evaluation reports	DESTROY – 10 years after collected	Transfer to Records Management	
		Initiative Operational Management	Regeneration Initiative operational management files, for example, minutes and papers of Board meetings, Theme groups, community/neighbourhood partnerships, other management groups	DESTROY – 10 years after the initiative is completed	Transfer to Records Management	
		Initiative Project Files	Regeneration Initiative project files	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	
	Town Centre Management	Case Files	Information relating to the management of business community in the town centres, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Sustainability Information about sustainability						
Sustainability	Sustainable Development	Local Agenda 21	Information and documentation looking at sustainable development, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
Tourism Information relating to tourism						
Tourism	The information relating to the development of tourism, including copies of all supporting financial information required for audit of any grants					
	Tourism Development	Annual Events Research Projects	Documentation relating to annual events research projects which take place at supported and core events	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
		Bid Documents	Bid documentation submitted to government office	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Market Research Reports	Market research documentation in relation to a 12-month perception research project completed in conjunction with Ipsos MORI	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
		Offer Letters	Offer letters received from government office	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
		Strategy	Strategies and plans relating to Wirral's tourism and marketing activities (for example, Wirral's Destination Marketing Implementation Plan)	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	

ECONOMIC DEVELOPMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Training						
Information on training to support economic growth						
Training	Workforce Support	Grants	Information about activities to support continued employment in the area, including copies of all supporting financial information required for audit of any grants	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	Related Grant Agreements
		Strategies	Documentation relating to strategies for supporting employment in the area	If the grant is funded by UK Government, DESTROY 6 years after scheme to which the grant relates is completed and audited. If European funded, DESTROY – 10 years after date final ESF claim is paid by the ESF Managing Authority.	Transfer to Records Management	

EDUCATION AND SKILLS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Access and Inclusion			Activities relating to educational access and inclusion			
Access and Inclusion	Project Management	Project Files	Educational access and inclusion related projects	DESTROY – 7 years after closure of project	Transfer to Records Management	
	Traveller Sites	Project Files	Activities aimed at ensuring access to education for travellers	DESTROY – 7 years after closure of project	Transfer to Records Management	
Admissions and Exclusions			Information on school admissions and exclusions			
Admissions and Exclusions	Admissions	Admissions Papers	The process of admitting students to schools	DESTROY – 25 years from last action	Transfer to Records Management	RGLA 3.19
		Admissions Registers	Summary records of admissions	RETAIN - for 6 years then offer to Archivist	Retain in Office then offer to Archivist	RMS Retention Guidelines for Schools
	Appeals	Correspondence	The process to question a decision or allocation which has been given	DESTROY – 6 years from child's 18 th birthday	Transfer to Records Management	The Education (School Records) Regulations 1989
	Applications	Successful	Application forms for entry to a school that have been accepted	DESTROY – 25 years from last action	Transfer to Records Management	RGLA 3.19
		Unsuccessful	Application forms for entry to a particular school that have not been accepted	DESTROY – 7 years after decision made OR DESTROY – 6 years from child's 18 th birthday if there is an appeal	Transfer to Records Management	
	Exclusions	Exclusions Records	Records relating to school exclusions	DESTROY – 6 years from child's 18 th birthday	Transfer to Records Management	
	Parental Choice	School Directory	Information specifically concerning school directories	PERMANENT	Offer to Archivist	

EDUCATION AND SKILLS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Advice Process in providing advice on education						
Advice	Advisory Services	Advice	Advice and information to parents regarding educational needs	DESTROY – 12 years from case closure	Transfer to Records Management	Special Educational Needs and Disability Act 2001 Section 2; RMS Retention Guidelines for Schools
Arts Services Information on education relating to the arts						
Arts Services	Music Services	Classes/Tuition	Music tuition provided for individuals or groups within schools or music centres	DESTROY – after 7 years	Transfer to Records Management	
	Provision in Schools	Orders and Bookings	Orders and bookings made for arts services made by schools	DESTROY – after 7 years	Transfer to Records Management	
	Performances	Bookings	Organisation and management of bookings for arts performances	DESTROY – after 7 years	Transfer to Records Management	
Curriculum Development Information about developing the curriculum						
Curriculum Development	International Projects	Projects	Information on international projects	DESTROY – after 7 years	Transfer to Records Management	
	National Curriculum	National Curriculum Information	Helping schools and teachers develop the curriculum within schools	DESTROY – after 7 years	Transfer to Records Management	RMS Retention Guidelines for Schools
	Out of Schools Projects	Projects/Outings	Data and information on out of schools projects, i.e. after school clubs, outings etc	DESTROY – after 7 years	Transfer to Records Management	
	Outdoor Education	Outings/Visits	Documentation on the countryside	DESTROY – after 7 years	Transfer to Records Management	
	Schools Curricula	Schools Curricula Information	Helping schools and teachers develop the curriculum within schools	DESTROY – after 7 years	Transfer to Records Management	RMS Guidelines for Schools

EDUCATION AND SKILLS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Early Years Provision Records relating to early years provision (i.e. pre schools, play groups, day nurseries, independent schools, nursery schools)						
Early Years Provision	Achievements	Individual Child Case Files	Case files containing details of portfolio of work, observations and so on	TRANSFER – to the parents of the child once the child has left the setting	Transfer to Parents	
	Administration of Medicine	Medicine Records	A record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself, together with a record of parent's consent	For minor medication or short term treatment – retain for 1 year then destroy confidentially; For long term conditions, retain until DOB + 25 years	Transfer to Records Management	The Day Care and Child Minding (National Standards) (England) Regulations 2003 NHS Records Retention Schedule
	Applications	Application Forms	Application forms for children claiming their entitlement to nursery education	DESTROY – 7 years after child has left the setting	Transfer to Records Management	
	Attendance	Attendance Records	A daily record of the names of children looked after on the premises, their hours of attendance and the names of the persons who looked after them	DESTROY – 50 years after closure of setting	Transfer to Records Management	
	Contact Details / Registration	Contacts – Children	The name, home address and date of birth of each child who is looked after on the premises	DESTROY – 50 years after closure of setting	Transfer to Records Management	
		Contacts – Parents	The name, home address and telephone number of a parent of each child who is looked after on the premises	DESTROY once the child has left the setting	Retain in office then confidentially destroy	
	Health and Safety	Accidents relating to children	A record of accidents occurring on the premises and incident books relating to other incidents involving children	DESTROY – 25 years from DOB of the child	Transfer to Records Management	The Day Care and Child Minding (National Standards) (England) Regulation Limitation Act 1980
		Accidents relating to adults	A record of accidents occurring on the premises and incident books relating to other incidents involving adults	DESTROY – 7 years from date of incident	Transfer to Records Management	The Day Care and Child Minding (National Standards) (England) Regulation Limitation Act 1980

EDUCATION AND SKILLS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Identification	Birth Certificates	Copies of birth certificates required for identification purposes	DESTROY – once administrative use is concluded (originals to be returned to parents)	Retain in office then confidentially destroy	
	Transfer	Transfer Records	Records to be transferred to the child's primary school	TRANSFER - one copy to the parents and one copy to the Primary School	Transfer to Parents and Primary School	
Education Welfare Information on education welfare						
Education Welfare	Attendance and Truancy	Attendance Registers	Data collected by student services on behaviour and attendance	DESTROY – 6 years from child's 18 th birthday Note: Registers containing summary information about attendance at schools should be offered to Wirral Archives Service	Transfer to Records Management	The Education (School Records) Regulations 1989
		Fixed penalty notices	Records of fines applied to guardians for their children's not attending school	RETAIN – until child's 18 th birthday + 6 years	Transfer to Records Management	
	Home Schooling	Support and management	All records relating to the management and support of pupils schooled at home	RETAIN – until child's DOB + 25 years or cessation of service + 6 years if later, then destroy confidentially	Transfer for Records Management	
	Student Welfare Service	Advice	Documentation regarding student services and the support they provide	DESTROY – after 7 years	Transfer to Records Management	
Employment Skills Information on providing job skills						
Employment Skills	Careers Advice	Advice	The provision of careers advice	DESTROY – after 7 years	Transfer to Records Management	
	Workplace Training	Training Records	The process of developing the workforce skill	DESTROY – after 7 years	Transfer to Records Management	

EDUCATION AND SKILLS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Information Management General information and data held about individual pupils and schools						
Information Management	Annual Reporting	Statutory Data Returns	Annual statutory data reporting	RETAIN – for 15 years and then offer to Archivist	Retain in office then offer to Archivist	
		Statutory Assessment	Confirmation of compliance with regulations and accuracy of submission. (Headteachers' Declaration Forms)	DESTROY - 5 years from submission / collection	Transfer to Records Management	
	Emergency Contacts	Contact Details	Details of emergency contacts	DESTROY – once superseded	Retain in Office then confidentially destroy	
	General Information	General Information	General information involved regarding the school's holidays etc	DESTROY – after 7 years	Transfer to Records Management	
	Governing Bodies	Agendas	Agenda items set by the local authority each term	DESTROY – after 7 years	Transfer to Records Management	
		Governor Contacts	Contact details of school governors	DESTROY – 5 years after governor leaves	Transfer to Records Management	
		Governor Correspondence	Correspondence between external parties and the governors	DESTROY – after 7 years	Transfer to Records Management	
		Governor Minutes	Minutes of all business meetings of the governing body and also committee meeting minutes. Example: Finance, H&S etc	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Governor Reports	Reports of the school governors	DESTROY – 7 years after date of report Note: these reports should be offered to the Archivist for sampling	Offer to Archivist	RMS Retention Guidelines for Schools
		Headteacher's Report to Governors	Headteacher's termly reports to Governing Body	DESTROY – 7 years after date of report Note: these reports should be offered to the Archivist for sampling	Offer to Archivist	
		Schools Instrument of Government	Instrument of Government stating constitution of the Governing Body	PERMANENT	Offer superseded documents to Archivist	

EDUCATION AND SKILLS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Health and Nursing	Leaflets	School nursing and health promotion	DESTROY – once superseded	Retain in Office then recycle all documents	
	Inspections	Inspections Reports	Details on inspections carried out within a school, specifically about dangerous structures	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Minutes	Minutes	Minutes of meetings, including those from meetings relating to schools causing concern or in the OFSTED category	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Parent's Meeting	Papers	General papers collated as a result of annual parent's meetings	DESTROY – 6 years from date of meeting	Transfer to Records Management	RMS Retention Guidelines for Schools
	Performance	Performance Attainment Data	Pupil, school and LA attainment and achievement assessment results at all stages of the National Curriculum	RETAIN – for 15 years and then offer to Archivist	Retain in Office then offer to Archivist	
	Plans and Policies	Action Plans	Action Plans of schools, including those schools causing concern or in the OFSTED category	RETAIN – while policy operational then offer to Archivist	Retain in Office then offer to Archivist	
		Retention Policies	Policies details the retention and disposal of records produced by the School	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Proposals	Proposals	Proposals relating to the establishment of schools as Specialist Status Schools	RETAIN – for 3 years then offer to Archivist	Retain in Office then offer to Archivist	RMS Retention Guidelines for Schools
	Pupil Level Data	EMS Database	Pupil personal records	DESTROY – 25 years from date of birth	Held electronically	RMS Retention Guidelines for Schools
	School Catering	Menu Plans	School meals and nutritional information	DESTROY – after 7 years	Transfer to Records Management	

EDUCATION AND SKILLS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Trusts and Endowments	Trusts/ Endowments Information	Information relating to trusts and endowments	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RMS Retention Guidelines for Schools
	Visits	Visit Reports	Records of visits when School Improvement Partners, Principal Managers, Consultants, Advisers etc, visit a school and report on their visit	DESTROY – after 7 years	Transfer to Records Management	
Life-Long Learning Learning for all ages						
Life Long Learning	Basic Skills Development	Case Files	Case Files for adults supported by Wirral Lifelong Learning Service	DESTROY – 7 years from provision of service end date	Transfer to Records Management	
		Course Directory	Information on the different courses available to adults	DESTROY – once superseded	Retain in Office then recycle all documents	
Supporting Children Documentation relating to educational support programmes for children and young people						
Supporting Children	ESF Wirral Wise Programme	Case Files	Case files for children and young people supported through the ESF Wirral Wise Programme	DESTROY – 6 years from child’s 18 th birthday or 7 years from provision of support end date, whichever is the later	Transfer to Records Management	
	Wirral Apprenticeship Programme	Case Files	Case files for children and young people supported through the Wirral Apprenticeship Programme	DESTROY – 6 years from child’s 18 th birthday or 7 years from provision of support end date, whichever is the later	Transfer to Records Management	
Teaching Documentation relating to teaching staff and their development programs						
Teaching	Mentoring	Teaching Plans	The provision of learning mentors	DESTROY – after 7 years	Transfer to Records Management	
	Teacher Development	Development Plans	Professional Development Plans	DESTROY – 5 years from closure	Transfer to Records Management	RMS Retention Guidelines for Schools

ENVIRONMENTAL PROTECTION

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Advice Documentation relating to environmental protection advice given						
Advice	Biodiversity	Biodiversity Action Plan	Action plan relating to biodiversity	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Grants	Documentation relating to lottery funded schemes for implementing biodiversity action plans	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	
		Management Plans	Biodiversity management plans	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Register	Register of 'Wirral Sites of Biological Importance'	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Reports	Reports relating to biodiversity	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Statistics	Statistical information about biodiversity and species that are listed as of biological importance	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Surveys	Surveys relating to biodiversity	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

ENVIRONMENTAL PROTECTION

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Campaigns	Campaign Material and Leaflets	Documentation regarding campaigns specifically concerning environmental protection	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Conservation Information about conservation						
Conservation	Heritage Conservation	Case Files for Individual Conservation Areas	Documentation looking specifically at heritage conservation	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Nature Conservation	Countryside Stewardship Agreements	Documentation relating to and including the Countryside Stewardship Agreement	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Management Plans	Nature and countryside conservation management plans	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Woodland Management	Management Plans	Documentation relating to the management of woodland	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Monitoring Information on monitoring the environment						
Monitoring	Coastal Erosion	Contracts	Contractual information in relation to coastal erosion	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Drawings	Specific drawings, detailing coastal erosion	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

ENVIRONMENTAL PROTECTION

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		General Documentation	All general documents relating to coastal erosion	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Photographs	Photographs of coastal erosion	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Site Diaries	Coastal erosion site diaries	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Site Orders	Coastal erosion site orders	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Environmental Impact Assessment	Applications Files	Documentation relating to environmental impact assessments	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Environmentally Sensitive Areas	Case Files	Data held concerning environmentally sensitive areas	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Audit Information related to auditing						
Audit	Fraud	Prosecution Files	Activities relating to the detection, prevention and prosecution of financial irregularity	DESTROY – 6 years after conclusion (i.e. whichever is the later of disciplinary hearing/appeal/ court case/ report being issued)	Transfer to Records Management once activity has ceased	
	Internal Auditing	Annual Governance Statement	Documents produced by Internal Audit in reviewing the system of internal control	DESTROY – 2 years from end of current year	Retain in Office then confidentially destroy	
		Apace Management Information Records	Management Information System relating to work performed by Internal Audit	DESTROY – once administrative use is concluded	Retain in Office then confidentially destroy	
		Audit Plan	The Internal Audit Annual Plan prepared using a “risk based” method	DESTROY – 2 years after use is concluded	Retain in Office then confidentially destroy	
		Internal Audit Guidelines and Policies	Guidelines and Policies produced by Internal Audit	DESTROY – once superseded	Retain in Office then confidentially destroy	
		Referrals/ Investigations	Documents produced by Internal Audit during the course of a referral/ investigation	DESTROY – 6 years after conclusion (i.e. whichever is the later of disciplinary hearing/appeal/ court case/ report being issued)	Retain in Office then confidentially destroy	
		Routine Audits and Reports (including working papers)	Documents produced by Internal Audit during the course of a routine audit	DESTROY – 3 years after audit Note: Retain for longer if another audit has not been completed within 3 years	Retain in Office then confidentially destroy	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Routine Audits and Reports (including working papers) of Family Housing Association	Activities relating to internal auditing of Family Housing Association	Contract to provide this audit service ends 31.3.2011. All records relating to the audit of FHA will be destroyed 3 years after the end of the contract	Retain in Office then confidentially destroy	
		Routine Audits and Reports (including working papers) of Wirral Methodist Housing Association	Activities relating to internal auditing of Wirral Methodist Housing Association	Contract to provide this audit service ends 31.3.2011. All records relating to the audit of WMHA will be destroyed 3 years after the end of the contract	Retain in Office then confidentially destroy	
Asset Management						
Management of assets						
Asset Management	Maintaining Assets	Acquisition and Disposal Reports and Proposals	Process of reporting and reviewing assets status	DESTROY – 2 years after use is concluded	Transfer to Records Management	RGLA 7.26
		Asset Registers	Activities relating to collection of information about the authority's fixed assets for accounting purposes	PERMANENT	Offer to Archivist	RGLA 7.24
		Annual Reports	Annual summary of reports and financial statements	PERMANENT	Offer to Archivist	RGLA 7.24
		Consolidated Current Asset Reports	Summary management reporting on the consolidated current assets of the local authority	PERMANENT	Offer to Archivist	RGLA 7.24
		Inventories	Process of reporting and reviewing assets status	DESTROY – 2 years after use is concluded	Transfer to Records Management	RGLA 7.26
		Maintenance	Information on maintenance of other assets	DESTROY - 7 years from last action	Transfer to Records Management	RGLA 7.27
		Overall Assets	Summary management reporting on the overall assets of the local authority	PERMANENT	Offer to Archivist	RGLA 7.24
		Plant Files	Information on maintaining plant and equipment	DESTROY – 7 years from sale or disposal of asset	Transfer to Records Management	RGLA 7.28

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Routine Returns and Reports on Assets Status	Process of reporting and reviewing assets status	DESTROY – 2 years after use is concluded	Transfer to Records Management	RGLA 7.26
		Schedules of Acquisitions	Summary management reporting on the acquisitions of the local authority	PERMANENT	Offer to Archivist	RGLA 7.24
		Service Records	Information on maintaining plant and equipment	DESTROY – 7 years from sale or disposal of asset	Transfer to Records Management	RGLA 7.28
		Stocktaking	Process of reporting and reviewing assets status	DESTROY – 2 years after use is concluded	Transfer to Records Management	RGLA 7.26
		Subsidiary Asset Registers	Monitoring and management of assets in summary form	DESTROY – 7 years after conclusion of transaction	Transfer to Records Management	RGLA 7.25
		Surveys of Usage	Process of reporting and reviewing assets status	DESTROY – 2 years after use is concluded	Transfer to Records Management	RGLA 7.26
		Utility Invoice Information	Documentation relating to utility invoices for council property	DESTROY – 7 years after conclusion of transaction	Held electronically	
Financial Monitoring and ReportingInformation relating to financial monitoring and reporting						
Financial Monitoring and Reporting	Reporting	Activities relating to the consolidation of financial transactions and the production of financial statements				
		Accountancy Statutory Returns	Activities relating to the statutory reporting of financial performance and financial planning	RETAIN – for 12 years after last completed audit	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.1
		Accountants Working Papers	Activities relating to the consolidation of annual financial transactions and the production of annual financial statements	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	Audit Commission Act 1998; RGLA 7.1
		Annual Corporate Financial Reports including Consolidated Statements	The Annual Corporate Financial Report is presented annually to Council as a mandatory requirement	PERMANENT	Offer to Archivist	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.1

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Cashflow Statements	Activities relating to the planning and reconciliation and reporting of cash management, where produced	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.2
		Consolidated Monthly and Quarterly Financial Statements	The process of bringing together various financial activities into a single, Council report including comparison to budget for financial management purposes	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.2
		Creditor Listings and Reports	Produced as part of the monthly reconciliation of accounts and to support creditor control	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.2
		Debtor Listings and Reports	Produced as part of the monthly reconciliation of accounts and to support debtor control	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.2
		General Ledger Transactions and Balances	Transactions and balances are an integral result of operating a general ledger. These transactions summarise the effects all financial activities of the Council	RETAIN - for 12 years after last completed audit	Held electronically	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.1
		Monthly Accrual Statements	Monthly Accrual Statements, where produced	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.2
		Monthly Management Accounts	Monthly Management Accounts, where produced	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.1
		Operating Statements	Operating Statements, where produced	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.1
		Working Papers	Working papers in preparation for the consolidated monthly and quarterly reports or consolidated monthly and quarterly financial statements	DESTROY – when administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.2

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Financial Provisions Management Information on managing the finances of the authority						
Financial Provisions Management	Borrowing	Loan Files	Documentation relating to the borrowing of money by the local authority in order to perform its functions and exercise its powers	DESTROY – 7 years after the loan has been repaid	Transfer to Records Management	RGLA 7.14
		Loan Register	Summary management of loans	RETAIN – for 12 years after last completed audit	Transfer to Records Management	RGLA 7.15
	Budget	Annual and Longer Term Budget Setting Reports and Related Council Decisions	Activities involved in planning and monitoring the authority's annual budget, includes allocation of budget to administrative units within the authority. Setting the Annual Budget is a statutory requirement for the Council and is subject to its own, specific report	PERMANENT	Offer to Archivist	RGLA 7.11
		Departmental Estimates	A sub-set of the Annual and longer term budget setting reports	DESTROY – 2 years after budget adopted	Transfer to Records Management	RGLA 7.12
		Draft Budgets	Working documents produced as part of the Annual and longer term budget setting	DESTROY – 2 years after budget adopted	Transfer to Records Management	RGLA 7.12
		Draft Estimates	Working documents produced as part of the Annual and longer term budget setting	DESTROY – 2 years after budget adopted	Transfer to Records Management	RGLA 7.12
		Reporting Actual vs. Planned Financial Activity	The process of bringing together various financial activities into a single, Council report including comparison to budget for financial management purposes	DESTROY – once administrative use is concluded	Retain in Office then confidentially destroy	RGLA 7.13
	Debt Management	Debts	Activities involved in managing the debts owed to the council	DESTROY – 7 years after the debt has been repaid	Transfer to Records Management	
	Donations	Donations	Activities involved in the administration of donations to the authority Note: For administration of grant funding, see Funding Bids	DESTROY – 7 years after the transaction is concluded	Transfer to Records Management	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Funding Bids	Applications	Activities relating to applications by the authority for grant funding by external bodies Note: For applications to the authority for funding, see Funding Applications	DESTROY – 7 years after the grant had been audited for OR DESTROY – when administrative use is concluded if the bid was unsuccessful Note: RETAIN – all European Funded ERDF bids project files including applications for at least 20 years after the last financial claim	Transfer to Records Management OR Retain in Office then confidentially destroy	
Financial Transactions Management						
Information on financial transactions						
Financial Transactions Management	Expenditure and Income	Activities involved in the payment for goods and services by the authority, including expenses claims and honorariums Note: For records relating to benefits claims, see Benefits and Subsidies				
		Allowances	Prime documents relating to and including Allowances	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Bank Statements	Prime documents relating to and including Bank Statements	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Cash Books	Prime documents relating to and including Cash Books	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Cheque Counterfoils	Prime documents relating to and including Cheque Counterfoils	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Credit Card Statements	Prime documents relating to and including Credit Card Statements	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Direct Debit Mandates	Direct Debit mandates providing the organisation with the authority to transfer payment for goods/services from an individual's bank account	DESTROY – 7 years from the date of the last payment	Transfer to Records Management	
		Financial Sub-Ledger Systems Balances and Transactions	Including accounts payable, accounts receivable, inventory and procurement	RETAIN - for 12 years after the last completed audit	Held electronically	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.1
		Grants	Prime documents relating to and including Grants	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Income	Activities involved in the collection of money owed to the council, including rent payments and till rolls for income generated through leisure centres, libraries, museums, galleries, theatres, tourist information centres, school canteens, and so on	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
		Internal Recharging	The mechanism for recharging costs within the council	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	
		Investments	Activities relating to the investment of the authority's funds	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	
		Invoices	Prime documents relating to and including Invoices	Where Invoices are scanned and retained in the Corporate Repository, the original documents will be destroyed within 12 months of scanning unless related to an auditable European Grant. Scanned images will be deleted 7 years after the conclusion of the transaction. For Invoices that are not scanned or have been retained for European Audit purposes, DESTROY – 7 years after the conclusion of the transaction Note: RETAIN – all European ERDF invoices (and related project files) for at least 20 years after the last financial claim	Non-scanned invoices are to be transferred to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Journals	Information relating to journals that move funds internally (if held in paper form)	DESTROY – 1 year after the conclusion of the audit of that year's accounts	Retain in Office then confidentially destroy	Audit Commission Act 1998; RGLA 7.4
		Merchant Copies	Merchant copies of credit card transactions containing full card details	DESTROY – 3 months after conclusion of transaction	Retain in office then confidentially destroy	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Mobile Phone Bills – Summary Bill	Document showing summary usage and charge for mobile phone accounts	DESTROY – 7 years after the date of the bill	Transfer to Records Management	
		Mobile Phones – Detailed Bill	Document showing a breakdown of usage, detailing individual calls including numbers called and call durations	DESTROY – 2 years after the date of the bill	Transfer to Records Management	
		Receipts	Prime documents relating to and including Receipts	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Refunds	Prime documents relating to and including Refunds	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
		Travel Expenses	Prime documents relating to and including Travel Expenses	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.5
		Vouchers	Prime documents relating to and including Vouchers	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Work Orders	Prime documents relating to and including Work Orders	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.4
	Funding Applications	Applications	Activities relating to the process of considering and administering applications to the authority for grant funding Note: For applications by the authority for grant funding, see Funding Bids	DESTROY – 7 years after the grant had been audited for OR DESTROY - 7 years after refusal if the request was unsuccessful	Transfer to Records Management	
	National Insurance Numbers	Correspondence with NICO	Processes involved in the collection of National Insurance Numbers and correspondence with NICO	DESTROY – 6 years from the end of the current tax year	Transfer to Records Management	
	Reconciliation	Balance and Reconcile Financial Accounts	Activities involved in the reconciliation of accounts	DESTROY – 2 years after administrative use is concluded	Transfer to Records Management	RGLA 7.6
Local Taxation						
Local Taxation	Benefits and Subsidies	Activities involved in the administration of benefits payments including recovery of overpayments and detection/action taken against detected fraud				
		Claims Administration	Documentation relating to the administration of Housing Benefit claims	DESTROY – 6 years from case closure	Held electronically	
		Fraud Case Files	Fraud prosecution case files	DESTROY – 6 years after investigation	Transfer to Records Management	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Business Rates	Correspondence	Correspondence relating to business rates	PERMANENT	Held electronically	
		Payment and Refund Records	Direct debit files and prime records for refunds	DESTROY – 7 years after payment/refund date	Transfer to Records Management	
		Recovery Records	Liability orders, court listings and other recovery records	DESTROY – 7 years after debt cleared	Transfer to Records Management	Limitation Act 1980
		Write Off Records	Collated data for write off requests	DESTROY – 7 years after debt written off	Transfer to Records Management	
		Year End and Main Billing Records	Collated data and reports for main billing and year end statutory returns to Government	DESTROY – 7 years after main billing exercise/ Government submission	Transfer to Records Management	
	Council Tax	Account Records	Council tax information	RETAIN – for the life of the Valuation List	Held electronically	
	Property Valuation	Other Valuation Information	Valuation of assets other than property	DESTROY – 10 years after valuation was made	Transfer to Records Management	RGLA 7.20
		Rate Books	Rateable property information	PERMANENT	Offer to Archivist	RGLA 7.21
		Register of Rateable Properties	Documentation relating to property valuation	PERMANENT	Offer to Archivist	RGLA 7.21
		Valuation Lists	Documentation relating to property valuation	PERMANENT	Offer to Archivist	RGLA 7.20
National Taxation						

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Group Certificates	Activities involved in managing the payment of taxes by the authority	DESTROY – 6 years from the conclusion of transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.7
		Motor Vehicle Logs	Activities involved in managing the payment of taxes by the authority	DESTROY – 6 years from the conclusion of transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.7
		Notices	Notices relating to the payment of taxes by the authority	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.22
		Objections	Objections relating to the payment of taxes by the authority	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.22
		Rate Certificates	Rate certificates	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.22
		Rate Property Files	Rate property files	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.22
		Taxation Records	Activities involved in managing the payment of taxes by the authority	DESTROY – 6 years from the conclusion of transaction	Transfer to Records Management	Limitation Act 1980; VAT Act 1994; Taxes Management Act 1970; Audit Commission Act 1998; RGLA 7.7
		Tax Correspondence	Correspondence relating to the payment of taxes by the authority	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 7.22

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Payroll and Pensions Information on payroll and pensions NOTE: The following records MUST be retained until further notice due to ongoing pension claims: ALL Payroll Disbursement records ALL Employee Record Cards *Please also note that for all staff working with children or vulnerable adults, the records should be destroyed 50 years from employee leaving date						
Payroll and Pensions	Payment of Employees	AOE1	Attachment of earnings	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Authorisations	Authorisations to pay, alter the pay or cease paying employees	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	Limitation Act 1980
		BACS1	Bank, Building Society details	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CA4140	Certificate of Age exemption (formerly CF384)	RETURN – to employee after leaving	Transfer to Records Management	
		Employee Record Cards	Cards detailing weekly hours and rates of pay for all Council employees	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	Limitation Act 1980
		Employee Taxation Records	Taxation records including P6, P9, P45 and copy pay slips	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	Limitation Act 1980
		IB30	Incapacity benefit – over 60s	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		IB35	Incapacity benefit – no entitlement	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Notifications	Including notifications of new starters, post changes and leavers	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	Limitation Act 1980
		OP1	Overpayment correspondence	DESTROY – 50 years from employee leaving date	Transfer to Records Management	
		OP2	Overpayment pro-forma	DESTROY – 50 years from employee leaving date	Transfer to Records Management	
		OSP1	OSP Half Pay notification	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		OSP2	OSP Half Pay to No Pay notification	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		OSP3	OSP Full Pay to No Pay notification	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		P11D	Notification of benefits to employee	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		P14	Individual Year End return Amendment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		P35	Previous tax year overpayment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Payroll Deduction Authorities	Authorisations relating to AVC, student loans etc	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	Limitation Act 1980
		Payroll Disbursement	Records relating to the disbursement of pay, including Year End tabs, National Insurance/Pensions contributions and payroll reports	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	Limitation Act 1980
		Summary Employee Pay Reports	Non-accountable processes relating to payment of employees	DESTROY – 6 years from employee leaving date*	Retain in Office then confidentially destroy	RGLA 7.10
	Pensions	Activities involved in the administration of council employee membership of pension schemes; including current and former employees				
		Employee Pension Records	Individual case files for all employees within the pension scheme	DESTROY – 7 years from last pension payment	Transfer to Records Management	RGLA 6.2
		Estimates	Records relating to pension estimates	DESTROY – 7 years from last pension payment	Held electronically	RGLA 6.2
		Ill Health	Pension information for staff who have left due to ill health	DESTROY – 7 years from last pension payment	Held electronically	RGLA 6.2
		Leavers	Records relating to the payment of pensions to leavers	DESTROY – 7 years from last pension payment	Transfer to Records Management	RGLA 6.2
		Optent Out	Records relating to Council staff who have opted out of the pension scheme	DESTROY – 7 years from last pension payment	Transfer to Records Management	RGLA 6.2
		PEN2	LGPS Leaver notification	DESTROY – 7 years from last pension payment	Transfer to Records Management	
		Retirements	Records relating to the payment of pensions to employees who have resigned	DESTROY – 7 years from last pension payment	Transfer to Records Management	RGLA 6.2

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Starters	Pension information for new starters	DESTROY – 7 years from last pension payment	Held electronically	RGLA 6.2
		Activities involved in the administration of Merseyside Pension Fund, a shared scheme administered by Wirral Council				
	Merseyside Pension Fund	Records relating to pensioner and dependant benefits	Records of all members in relation to the accurate payment of pension or future payment of pension.	PERMANENT	Held Electronically	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014
		Scheme member correspondence / forms	Electronic copies of correspondence with members and employers in relation to the administration of their pension benefits	PERMANENT	Held Electronically	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014
		Audit log of changes to database records	System maintains auditable list of database changes to member records.	PERMANENT	Held Electronically	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014
		History of payroll payments and pensions increases	Records in regard the payment of pensioner members of the Fund	DESTROY – 10 years from last payment	Held Electronically	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014
		Tax related to payroll (P60)	Records in regard the payment of pensioner members of the Fund	PERMANENT	Held Electronically	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014

FINANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Employer correspondence and admission agreements	Related to the governance and liability management of participating employers	PERMANENT	Held Electronically and on Paper	Local Government Pension Scheme Regulations 2013
		Employer contributions	Records relating to the money paid by employers in relation to employee and employer contributions	DESTROY – 10 years from last payment	Held Electronically	Local Government Pension Scheme Regulations 2013
		Valuation reports	The results of statutory Triennial Actuarial Valuations, including interim valuations.	PERMANENT	Held Electronically	Local Government Pension Scheme Regulations 2013
		Documentation of procedures	Documentation of procedures, legislation and the application of legislation	RETAIN until obsolete	Held Electronically	Public Service Pensions (Record Keeping and Miscellaneous Amendments) Regulations 2014

HEALTH AND SAFETY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Compliance Information on compliance with health and safety legislation						
Compliance	Strategy and Planning	Committee Meetings and Minutes	Establishment of a strong health and safety work culture in order to ensure compliance with health and safety legislation and provide a safe and healthy working environment for employees	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Health and Safety Development Plan	Documentation relating to the Health and Safety development Plan	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Health and Safety Policy	Health and safety policies	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Training	Course Information	Documentation relating to health and safety training	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Environmental Management Documentation relating to the management of the environment						
Environmental Management	Environmental Management Systems	EMS Manual Documents and Procedures	Documentation relating to environmental management systems	DESTROY – 3 years after superseded	Transfer to Records Management	

HEALTH AND SAFETY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Health and Safety Risk Assessments						
Health and Safety Risk Assessments	Risk Assessments	M34	Risk Assessment Recording	RETAIN – for life of area assessed then DESTROY - 25 years after process ceases	Transfer to Records Management	Management of Health and Safety at Work Regulations 1999
		M40	Display Screen Equipment Regulations – Application for Eyesight Test and Corrective Appliance where necessary	DESTROY – 6 years from date of leaving	Transfer to Records Management	
		M41	Annual Return of Display Screen Equipment User Information	RETAIN – for life of area assessed the DESTROY - 4 years after process ceases	Transfer to Records Management	
Monitoring						
Monitoring	Accidents and Incident Reporting	Accident Reports – Adult	Reports of accidents and incidents (M13)	DESTROY – 6 years from termination of employment. For major injuries DESTROY 100 years from employee's date of birth For non-council staff DESTROY 4 years from closure	Transfer to Records Management	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; RGLA 9.9
		Accident Reports – Children	Reports of accidents and incidents	DESTROY – 25 years from closure	Transfer to Records Management	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; RGLA 9.10
		Exposure to Hazardous Substances Reports	Reports of exposure to asbestos or any other noxious substance	DESTROY – 100 years from DOB	Transfer to Records Management	

HEALTH AND SAFETY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Asbestos Inspections	Property Asbestos Files	Monitor the condition of known asbestos products within buildings	DESTROY – 40 years from last action	Transfer to Records Management	Control of Asbestos at Work Regulations 2006; RGLA 9.4
	Equipment	Maintenance	Process of maintaining equipment to ensure it is safe	DESTROY – 6 years after equipment is decommissioned or DESTROY – 12 years after equipment is decommissioned if there is a history of accidents concerning the equipment	Transfer to Records Management	
		Safety Inspections	Process of inspecting equipment to ensure it is safe	DESTROY – 6 years after equipment is decommissioned or DESTROY – 12 years after equipment is decommissioned if there is a history of accidents concerning the equipment	Transfer to Records Management	
	Hazardous Substances	COSHH Assessments	Control and monitor the use of hazardous substances at work	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	Control of Substances Hazardous to Health Regulations 2002
	Health and Safety Inspections and Audits	Accident Investigations	Activities relating to internal or external inspections	DESTROY – 6 years after end of year of inspection / audit	Transfer to Records Management	
	Radiation	Radon Monitoring	Monitoring of radiation	DESTROY – 40 years from last action	Transfer to Records Management	The Ionising Radiations Regulations 1995; RGLA 9.5

HOUSING

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Advice Provision of housing advice						
Advice	Supporting People	Provider Interface Files	Documentation relating to the providers of subsidies to fund support services	DESTROY – 6 years after entitlement ceases	Held electronically	
		Subsidy Application Forms	Documentation relating to applications and payments for subsidies to fund support services	DESTROY – 6 years after entitlement ceases	Held electronically	
	Support Services (BME)	Case Files and Support Plans	Documents relating to the provision of housing related support services delivered to the client by the team members	DESTROY – 6 years after service provision ends	Transfer to Records Management	
		Client Risk Assessments	Documents relating to client risk assessments carried out	DESTROY – 6 years after service provision ends	Transfer to Records Management	
		Contacts Information	Contacts information for those receiving housing related support services	DESTROY – 6 years after service provision ends	Transfer to Records Management	
Enforcement The enforcement of housing standards within the local area						
Enforcement	Assessment – Housing Standards	Inspection Reports	Assessment of housing standards	DESTROY – 6 years from file closure	Transfer to Records Management	
	Safety Inspections	Inspection Reports	Safety inspections on homes in multiple occupation	DESTROY – 6 years from file closure	Transfer to Records Management	
Housing Provision Information relating to the provision of housing						
Housing Provision	Assessment – Housing Needs	Reports & Strategic Housing Market Assessment Reports	Assessment of whether applicant is eligible for services or judgement about what service we should provide, including copies of complete reports detailing estimated number of properties required within the borough and type, tenure. Also details the specific housing needs of vulnerable groups such as older people, BME groups. Raw mapable data will also be available which can be re-analysed including household income, savings etc.	DESTROY – 5 years from last action	Transfer to Records Management	

HOUSING

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Disabled Persons Housing Register	Register	Services associated with letting properties suitable for disabled people, including application forms and files	PERMANENT	Held electronically	
	Equality and Diversity Issues	Teenage Pregnancy Steering Group and Better Support Minutes, G & T Forums, Wirral Ethnic Health Advising Group Meeting Minutes	Services or housing provision relating to diverse needs e.g. G&T (including needs assessment), asylum seekers, teenage pregnancy/parents	DESTROY – 6 years from last action	Transfer to Records Management	
	Homelessness and Housing Advice	Client Files	Process in assessing Council's statutory duty under homelessness legislation and providing interim, temporary and move-on accommodation, housing advice and homelessness prevention case work	DESTROY – 6 years from last action	Transfer to Records Management	
	Housing Applications	Wirralhomes Register	The register of individual housing applications	PERMANENT	Held electronically	RGLA 3.26
	Housing Intelligence	WAMP Budgets & Data Collection	Wirral Area Mapping Project & GIS. Could include homemovers surveys in the future	DESTROY – 6 years from last action	Held Electronically	
	Housing Stock Requirements	Reports	Information on amount and type of housing stock required, including copies of complete report detailing estimated number of properties required within the borough and type, tenure. Also details the specific housing needs of vulnerable groups such as older people, BME groups. Raw mapable data will also be available which can be re-analysed including household income, savings etc.	DESTROY – 5 years from last action	Transfer to Records Management	
	Housing Strategy 2011-2016 Consultation	Paper Questionnaire Responses, Survey Monkey, Spreadsheet Responses	Completed questionnaire responses from consultation process on draft Housing Strategy	DESTROY- 5 years from last action	Held electronically	

HOUSING

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Landlord Accreditation	Accreditation Approval Letter	Landlord accreditation schemes	DESTROY – once accreditation ceases	Retain in office then confidentially destroy	
Housing Stock Information relating to housing stock						
Housing Stock	Clearance	Notification of demolition	Demolition of housing stock	RETAIN – for 12 years after interest in property ceases. At the end of this period, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Energy Efficiency Grants	Grant Application Forms	Contact information for applicant and tenant & property information	DESTROY – 5 years from last action	Transfer to Records Management	
		HECA Progress Reports	Files relating to energy efficiency	DESTROY – 7 years from last action	Transfer to Records Management	
	Handyperson Application	Minor Repairs and Maintenance Files	Information relating to client details and jobs undertaken	DESTROY – 7 years from last action	Transfer to Records Management	
	HIP / HSSA	HSSA Data	Reporting information on housing stock	DESTROY – 6 years from last action	Transfer to Records Management	
	HMO Licensing	Licensing	HMO mandatory Licensing Scheme	DESTROY – once licence ceases	Held electronically	
	Housing Development Schemes	New Build Housing files	National Affordable Housing Programme files and previous housing development schemes	DESTROY – 6 years from last action	Transfer to Records Management	
	Housing Financial Assistance	Over £50,000	Documentation relating to housing financial assistance	DESTROY – 12 years from last payment	Transfer to Records Management	Limitation Act 1980; RGLA 7.19
		Under £50,000	Documentation relating to housing financial assistance	DESTROY – 6 years from last payment	Transfer to Records Management	Limitation Act 1980; RGLA 7.19
	Masterplanned Neighbourhood Options Approvals	Reports	Consultation information used to inform decisions	DESTROY – 10 years from file closure	Transfer to Records Management	
	Private Sector Housing Strategy	PSH Stock Condition Survey	Documentation relating to PSH Strategy and PSH Stock Condition Survey	DESTROY – 6 years from last action	Transfer to Records Management	

HOUSING

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Property Adaptations	Disabled Facilities Grant	Documentation relating to Disabled Facilities Grants and adaptations carried out	DESTROY – 7 years from last action	Transfer to Records Management	
		Information Held Electronically	Details of properties adapted to clients' needs	DESTROY – 7 years from last action	Held electronically	
	Repairs (WHIA)	Home Repair Assistance Grant	Documents relating to repairs	DESTROY – 7 years from last action	Transfer to Records Management	

HUMAN RESOURCES

***Note – for all staff working with children or vulnerable adults, the personnel file should be destroyed 50 years from employee leaving date**

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Administering Employees		The administration of personnel				
Administering Employees	Acting Up	M14A	Acting up allowances	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M14B	Honoraria Payment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M14End	Acting up end letter	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M14Ext	Acting up extension letter	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M14Start	Acting up start letter	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M99	Acting up (emergency)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Capability	CM1.1	Cap1: Capability Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM1.2	Notification of oral warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM2.1	Cap2: Capability Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM2.2	Cap2: Written warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM3.1	Cap3: Capability Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM3.2	Cap3: Final warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM4.1	Cap4: Capability interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

HUMAN RESOURCES

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		CM4.2	Cap4: Deferring Capability interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM4.3	Cap4: Notice of Dismissal	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM4.4	Cap4: Final warning and relegation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM4.5	Cap4: Final warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM5	Issue unsubstantiated	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM6	Dismiss some other substantiated reason	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CM7	Ill-Health termination	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		COT3	Compromise Agreement	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CRF1	Confidential Reporting Form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M43	Capability Interview Outcome	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Conduct	M15	Register of declared interest of employees in relation to anything being transacted or discussed by the authority	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M17	Gifts and Hospitality Declaration form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M18	Money Laundering Reporting form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M21	Gifts and Hospitality Register form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

HUMAN RESOURCES

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Discipline	Dg1	GMis: Send off site	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg2.1	GMis: Disciplinary interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg2.2	GMis: Further disciplinary interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg3	GMis: Deferring of decision	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg4.1	GMis: Dismissal	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg4.2	GMis: Final warning and relegation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg4.3	GMis: Final warning alt dismissal	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg5.1	GMis: Allegation unsubstantiated before interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg5.2	GMis: Allegation unsubstantiated after interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dg5.3	GMis: Allegation nature change	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		DI1	Investigating Officer's report	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm1.1	Mis1: Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm1.2	Mis1: Oral Warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm2.1	Mis2: Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm2.2	Mis2: Written warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

HUMAN RESOURCES

***Note – for all staff working with children or vulnerable adults, the personnel file should be destroyed 50 years from employee leaving date**

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Dm3.1	Mis3: Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm3.2	Mis3: Final warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm4.1	Mis4: Disciplinary interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm4.2	Mis4: Further Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm4.3	Mis4: Notice of dismissal	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm4.4	Mis4: Final warning and relegation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm4.5	Mis4: Final warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm5	Mis: Allegation unsubstantiated	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm6	Mis: Appeal Hearing	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Dm7	Mis: Deferring of decision	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds1.1	SMis1: Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds1.2	SMis1: Further Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds1.3	SMis1: Final warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds2.1	SMis2: Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds2.2	SMis2: Further Disciplinary Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

HUMAN RESOURCES

***Note – for all staff working with children or vulnerable adults, the personnel file should be destroyed 50 years from employee leaving date**

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Ds2.3	SMis2: Notice of Dismissal	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds2.4	SMis2: Final warning and relegation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds2.5	SMis2: Final warning	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds3	SMis: Allegation unsubstantiated	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Ds4	SMis: Deferring of decision	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M33	Notification of outcome of disciplinary interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M51	Disciplinary review form (gross misconduct only)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		MV92	Violence and Aggression report	DESTROY – 50 years from employee leaving date	Transfer to Records Management	
		Warnings Involving Children	Disciplinary warnings – behaviour to children	DESTROY – 50 years from employee leaving date	Transfer to Records Management	
	Employee Details	D740	Driver licence records held for those staff driving as part of their role	DESTROY – 6 years from employee leaving date*	Retain in Office then confidentially destroy	
		Employment Register	Both temporary and permanent employment registers which detail employees in summary form	RETAIN until leaving date + 6 years* then OFFER TO ARCHIVIST	Transfer to Records Management	RGLA 6.4
		M45	Notification of Change to Personal Data	RETAIN until leaving date + 6 years* then OFFER TO ARCHIVIST	Transfer to Records Management	
		Personal History Cards	Personal history cards for employees, detailing information such as name, date of birth, date of appointment, work history details, position/designation, titles and dates held	RETAIN until leaving date + 6 years* then OFFER TO ARCHIVIST *	Transfer to Records Management	RGLA 6.4

HUMAN RESOURCES

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Flexible Working/Work Life Balance		FLEX1	Time sheet / Flexitime sheet / Flexible Working Hours Time Recording Sheet	DESTROY – Year of sheet + 3 years	Transfer to Records Management	
		FW1	Application form for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW2	Confirmation of Receipt letter for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW3	Acceptance Letter for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW4	Rejection Letter for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW5	Appeal Form for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW6	Appeal Reply Letter for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW7	Extension of Time Limit Letter for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW8	Agreement to Time Extension Form for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW9	Notice of Withdrawal Form for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW10	Confirmation of Withdrawal Form for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		FW11	Application Considered Withdrawn Letter for the Flexible Working Scheme/Work-Life Balance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Grievances	M35	Documentation relating to grievances between the employer and employees	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.4
	Induction	Invitation to Induction Letters	Documentation relating to the process and undertaking of induction for new employees or councillors	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Job Evaluation	Scoring	Documentation relating to Job Evaluation scoring	RETAIN – for the period of time the job is in existence	Held electronically	
	Leave	Documentation related to requested employee leave: annual, study, carers, special, compassionate, unpaid etc				
		AL1	Notification of Intention to Take Adoption Leave	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		AL2a	Acknowledgement – Eligible to Take Adoption Leave	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		AL2b	Acknowledgement – Ineligible to Take Adoption Leave	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		AL3	Notification of Early Return to Work from Adoption Leave or Resignation plus Notification of Pension Intentions	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		AMC	Adoption Matching Certificate (provided for eligibility for statutory payment purposes)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Attendance Books	Records detailing attendance of staff	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Clock On/Off Cards	Clocking on/off cards	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M10	Applications for leave	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M10resp	Response to leave request	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M20	Request for Special Leave of Absence	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M26	Career break request	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M27	Career break record	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Documentation relating to the leaving process: resignation, termination other than pension					
	Leaving Process	Confirmations	Documentation relating to confirmations of leaving, i.e. confirmations of resignation, confirmations to Human Resources, Minimum Requirements Forms	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.16
		M71	Questionnaires completed by all leavers	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.16
		M71cypd	Questionnaires completed by all CYPD leavers	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M71dass	Questionnaires completed by all DASS leavers	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RED1	LGPS Redundancy notification	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RESIGN1	Letters of resignation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.16
	Long Service	M11	Long Service Award	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Maternity/ Paternity	M12	Notification of Maternity Form	DESTROY – 6 years from employee leaving date*		
		Maternity Scheme A	Documentation relating to Maternity Scheme A, including MAT1A 'Response to Initial Notification Letter', MAT2A 'Option Form', MAT3A 'Reserve Decision to Return to Work Form', MAT4A 'Intending to Return', MAT5A 'Intending to Resign', MAT6A 'Notice to Return/Resign'	DESTROY – 6 years from current tax year	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Maternity Scheme B	Documentation relating to Maternity Scheme B, including MAT1B 'Response to Initial Notification Letter', MAT2B 'Option Form', MAT3B 'Reserve Decision to Return to Work Form', MAT4B 'Intending to Return', MAT5B 'Intending to Resign', MAT6B 'Notice to Return/Resign'	DESTROY – 6 years from current tax year	Transfer to Records Management	
		Maternity Scheme C	Documentation relating to Maternity Scheme C, including MAT1C 'Response to Initial Notification Letter', MAT2C 'Option Form', MAT3C 'Reserve Decision to Return to Work Form', MAT4C 'Intending to Return', MAT5C 'Intending to Resign', MAT6C 'Notice to Return/Resign'	DESTROY – 6 years from current tax year	Transfer to Records Management	
		PAT3	Paternity Leave (Birth) application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PAT4	Paternity Leave (Adoption) application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PAT5	Paternity Leave (Adoption Abroad) application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PATA	Paternity Leave application acceptance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Statutory Adoption Maternity/Paternity Pay	Records documenting entitlements to, and calculations of, Statutory Adoption, Maternity and Paternity Pay	DESTROY – 6 years from current tax year	Transfer to Records Management	
	Overseas Visits	M38	Overseas visit authorisation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Retirement	M36	Early/III health retirement benefit request	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M37	Early/III health retirement application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		RT1	Notice of retirement	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Sickness	Statutory Sick Pay	Records relating to the administration of Statutory Sick Pay	DESTROY – 3 years from current tax year	Transfer to Records Management	
Employee RelationsInformation on employee relations						
Employee Relations	Trade Union Liaison	Documentation relating to liaison with unions and employee representative organisations				
		Outcomes	Documentation relating to outcomes of trade union liaison	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Routine Matters	Documentation relating to routine matters, involving trade unions	DESTROY – 2 years after use is concluded	Transfer to Records Management	RGLA 6.6
		Strategy	Matters relating to the relationship with recognised unions	PERMANENT	Offer to Archivist	RGLA 6.5
Equal OpportunitiesInformation on equal opportunities						
Equal Opportunities	Equalities and Diversity	Equality and diversity documents which include information on fair treatment of employees and general guidelines				
		ESLG1	Equality and Diversity monitoring	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Investigations	Investigation and reporting on specific cases	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
Monitoring EmployeesInformation on monitoring employees						
Monitoring Employees	Performance Appraisal – Key Issues Exchange	M16	Action Plan	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M16a	Validation for Action Plan	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Probationary Reports	Documentation relating to the performance appraisal of an employee	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Super1	Supervision notes recorded as part of staff performance appraisal	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Reporting	Statistics Reports	Staff statistic documentation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.12
	Reviewing	PL1	Temporary employment review reminder	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PL1supp	Documentation relating to the performance appraisal of an employee supporting PL1	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PL2	Probationary report completion	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PL2supp	Documentation relating to the performance appraisal of an employee supporting PL2	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PL3	Probationary report form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Staff Directory	Contact Details	Employee/sectional contact details	PERMANENT	Offer to Archivist	RGLA 6.1

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Occupational Health						
Occupational Health	Pre-employment health monitoring	M07	The monitoring of health of applicants for employment with the Council	For unsuccessful applicants, DESTROY – 6 months from closure of recruitment process If applicant is successful and no Occupational Health Assessment is needed, DESTROY – 6 years from employee leaving date. If applicant is successful and Occupational Health Assessment is carried out, DESTROY – 100 years from employee's date of birth	Transfer to Records Management	
	Absence Reporting	M44	Absence Return	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Major Injuries	M13	Documentation relating to major injuries – accident reports	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg 7; Limitations Act 1980

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Exposure to substances hazardous to health		Records relating to exposure to substances hazardous to health	DESTROY – 40 years from date of last entry	Transfer to Records Management	Control of Substances Hazardous to Health (COSHH) Regulations, 2002
	Exposure to asbestos	M13AER	Records relating to exposure to asbestos	DESTROY – 40 years from date of last entry	Transfer to Records Management	Control of Asbestos Regulations, 2012
	Exposure to ionising radiation		Records relating to exposure to ionising radiation	DESTROY – 50 years from a file's last entry, or 75 years from the employee's date of birth, whichever is the later.	Transfer to Records Management	Ionising Radiations Regulations, 1999
	Precautions taken by Authority in relation to conditions that are potentially hazardous to employees		Records documenting the precautionary measures taken by the Authority to protect employees facing conditions potentially damaging to health	DESTROY – 100 years from employee's date of birth. If stored in personal file along with other employee records, the whole personal file is not to be retained for this duration; remove and destroy other records as appropriate for their record type at earlier review dates.	Transfer to Records Management. NB – At transfer clearly indicate on file and on the transfer form that it contains records of precautions taken to protect employee health to be kept 100 years from DOB. Initially, allocate file a lesser retention period reflecting its other records, and weed out these records at file's review. When only health precaution records remain, apply retention period of 100 years from employee's DOB.	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Termination of employment due to health issue		Occupational Health records pertaining to health issue (including stress related illness) connected to termination of employment	If these are the only Occupational Health records for an individual, DESTROY – 3 years from termination date. If other Occupational Health records exist, retain along with those records.	Transfer to Records Management	Limitations Act 1980
	Occupational Health Assessments	Individual Assessments	Including restrictions i.e. cannot lift or desk work only	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	
	Sickness Monitoring	MED03	Doctor's Sick Notes detailing duration and cause of absence	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.4
		MED05	Hospital Sick Notes detailing duration and cause of absence	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.4
		SD1	Sickness Declaration Return to Work 1	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.4
	Staff Health Records	M29	Occupational Health Report	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	RGLA 6.10
		M31	Occupational Health Referral	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	RGLA 6.10
		M31supp	Documentation relating to counselling offered to an employee (M31 support)	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	
		M40	Eye Test application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		OHL1	Occupational Health Appointment – sample letter to employee	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		PPE1	Personal Protective Equipment issue	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	
	Training	OH&S Training Register	Occupational health and safety training	DESTROY – 100 years from employee's date of birth	Transfer to Records Management	
Recruitment						
Recruitment of staff						
Recruitment	Authorisation	M6	Application to Appoint and Advertise Departmental Vacancy form	DESTROY – 1 year after recruitment finalised	Retain in Office then confidentially destroy	
		M6SS	Director's Approval to Appoint and Advertise a Vacancy	DESTROY – 1 year after recruitment finalised	Retain in Office then confidentially destroy	
	Disclosure and Barring Service (DBS) (Formerly Criminal Records Bureau – CRB)	Certificate	Certificate resulting from a DBS check	DESTROY – 6 months after issue	Retain in Office then confidentially destroy	
		Records of DBS Application Process	DBS – Data Capture proforma; Application Form Continuation Sheet; Consent to Apply for DBS; DBS certificate reference; Satisfactory DBS completion; DBS sheet, to be issued with application forms for posts subject to a DBS check	DESTROY – once process complete	Retain in Office then confidentially destroy	
	Interviewing	M24a	Short-listing Scoring forms and explanatory notes	DESTROY – 1 year after recruitment finalised	Transfer to Records Management	
		M24b	Interview Selection forms and explanatory notes	DESTROY – 1 year after recruitment finalised	Transfer to Records Management	
		M25a	Interview Scoring forms and explanatory notes	DESTROY – 1 year after recruitment finalised	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		M25b	Appointment Selection forms and explanatory notes	DESTROY – 1 year after recruitment finalised	Transfer to Records Management	
		Notes	Notes taken by the selection panel at interview	DESTROY – 1 year after recruitment finalised	Transfer to Records Management	
		Presentations	Presentations and associated material assessed at interview stage	DESTROY – 1 year after recruitment finalised	Transfer to Records Management	
	Job Descriptions	M3	The job descriptions and person specifications for current posts	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Permissions	UK1	Permission to Work in the UK Data Capture Form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Recruitment	Advertisements	Advertisements for a vacant position	DESTROY – 1 year after recruitment finalised	Transfer to Records Management	
		D18	Occupational health clearance	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		D18supp	Occupational health clearance including restrictions	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		LGP1	Notification of starter to the Merseyside Pension Fund	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M5	Applications for a vacant position	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M5.2	Documents relating to unsuccessful candidates, including 'Unsuccessful Applicant Proforma' and job applications	DESTROY – 6 months after recruitment finalised	Retain in Office then confidentially destroy	
		M5a	Ready to Work Register employment application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		M5ced	Church of England Deputy application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M5ceh	Church of England Head application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M5ht	Heads/Deputy heads employment application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M5rch	Roman Catholic Heads/Deputy Heads employment application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M5rc	Roman Catholic Teacher employment application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M5t	Teachers employment application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M7	Statement of Medical History	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M7.1	Visual Display Unit (VDU) Operator medical questionnaire	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M22	Successful Candidate Checklist	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M22a	Temporary vacancy cover (Ready to Work Register)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M23	Employee Specification	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M50	References to support a successful candidate application for a vacant position	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M70	New starter checklist	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		POL1	Political restriction letter	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Secondment	Secondment Files	Documentation relating to the process of secondments to or from the authority	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	RGLA 6.4

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Volunteers	VOL1	Documentation relating to an employee’s voluntary work elsewhere in the Council	DESTROY – 50 years from employee leaving date	Transfer to Records Management	
		Volunteer Files	Documentation relating to volunteers used by the council, including applications and risk assessments	Applications – if unsuccessful or does not progress to voluntary employment, retain for 6 months then destroy confidentially. If progresses to voluntary employment, retain records till last date of work + 6 years then destroy confidentially	Transfer to Records Management	RGLA
		Volunteer Files	Documentation relating to volunteers available to or used by the council, including risk assessments	DESTROY – 6 years from volunteer leaving date*	Transfer to Records Management	RGLA 6.4
Redeployment						
Redeployment of staff						
Redeployment	Administration	M55	Redeployment Register inclusion	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M56	Redeployment profile	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M56.1	Redeployment profile supplement	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M57	Redeployment trial period	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M58	Redeployment: Consider Priority Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M59	Redeployment: Priority Interview	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		M60	Redeployment training request	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M61	Redeployment trial period monitoring	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M61T	Redeployment temporary appointment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M62	Redeployment review	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD01	Redeployment organisational change	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD01A	Redeployment organisational change amended date	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD02	Redeployment occupational health	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD03	Redeployment fixed term	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD04	Priority interview notification	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD05	Trial period confirmation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD05A	Trial period extension	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD06	Trial period (satisfactory outcome)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD07	Trial period (unsatisfactory outcome)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD08	Employee request to end trial confirmation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD09	Decline first suitable offer	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		RD10	Decline second suitable offer	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD11	Redeployment M56 reminder	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD12	Redeployment job vacancy notification	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD13	Redeployment register removal confirmation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RD15	Redeployment training day	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RDF1	Redeployment vacancy log	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RDF2	Redeployee checklist	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		RDF3	Employee log sheet	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
Terms and Conditions of Employment		Terms and conditions for employees				
Terms and Conditions of Employment	Staff Benefits	CAR1	Car mileage claims	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CAR3	Assisted car purchase application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CAR4	Contract car hire scheme application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M19	Claim for Excess Travelling Expenses following a change of place of employment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M75	Payment of allowances application	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Staff Recognition	Praise1	Staff recognition documentation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

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ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Terms and Conditions	Appointment Letter	Letter confirming appointment of a candidate to a position, including brief details about the conditions of employment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Contract of Employment	Specific contract of employment offered to a successful candidate, detailing general and specific conditions of employment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		CONVAR	Contract Variation Confirmation	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		GOV1	Corporate Code of Governance – senior posts only	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		GSCCPAIVGEM	Conditional Job Offer subject to Medical and GSCC (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		GSCCPAIVGEMC	Conditional Job Offer subject to Medical, GSCC and CRB (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		GSCCPAIVIGM	Conditional Job Offer subject to Medical and GSCC (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		GSCCPAIVIGMC	Conditional Job Offer subject to Medical, GSCC and CRB (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOBOFEGM	Formal job offer/satisfactory medical (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOBOFEGC	Formal job offer/satisfactory medical and CRB (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOBOFIGM	Formal job offer/satisfactory medical (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOBOFIGC	Formal job offer/satisfactory medical and CRB (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOSTEGM	Formal job offer subject to training (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOSTEGMC	Formal job offer subject to training/satisfactory CRB (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

HUMAN RESOURCES

***Note – for all staff working with children or vulnerable adults, the personnel file should be destroyed 50 years from employee leaving date**

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		JOSTIGM	Formal job offer subject to training (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOSTIGMC	Formal job offer subject to training/satisfactory CRB (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		JOSTR	Confirmation from employee accepting terms and conditions of appointment	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M8	Statement of Particulars	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M8.2	Statement of Particulars (Chief Officers)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M8.2R	Signed Statement of Particulars (Chief Officers)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M9	Statement of Particulars (craft)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		M9R	Signed Statement of Particulars (craft)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PAITVEGM	Conditional Job Offer subject to Medical (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PAITVEGMC	Conditional Job Offer subject to Medical and CRB (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PAITVIGM	Conditional Job Offer subject to Medical (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		PAITVIGMC	Conditional Job Offer subject to Medical and CRB (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		SDSPEGM	Confirm start date including Statement of Particulars (external)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		SDSPEGMC	Confirm start date including Statement of Particulars (external CRB)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		SDSPIGM	Confirm start date including Statement of Particulars (internal)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

HUMAN RESOURCES

***Note – for all staff working with children or vulnerable adults, the personnel file should be destroyed 50 years from employee leaving date**

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		SDSPIGMC	Confirm start date including Statement of Particulars (internal CRB)	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
Training Training information						
Training	Driver Training	MIDDAS Training	Documentation relating to minibus awareness training	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
	Reporting	Validation/ Evaluation Forms and Reports	Performance management relating to training and development, including feedback statistics	DESTROY – 2 years after action completed	Transfer to Records Management	
	Training Courses	Awards	Documentation relating to proof of training course completion and awards given	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Certificates	Documentation relating to proof of training course completion and certificates awarded	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Course Administration	The administration of training courses	DESTROY – 2 years after action completed	Transfer to Records Management	RGLA 6.17
		Courses Concerning Children	Training courses concerning children	DESTROY – 35 years after course completed, or last entry	Transfer to Records Management	RGLA 6.18
		Equal Opportunities Forms	Equal Opportunities forms completed for courses attended	DESTROY – 2 years after action completed	Transfer to Records Management	
		Exam Results	Documentation relating to exam results and proof of training course completion	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		QUAL1	Evidence of required certificates	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		QUAL2	Qualification check statement	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		QUAL3	Documentation relating to proof of exam/training course completion and award/certificate given including induction	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	

HUMAN RESOURCES

***Note – for all staff working with children or vulnerable adults, the personnel file should be destroyed 50 years from employee leaving date**

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		T4	Training expense claim	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		TA1	Training Request form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		TA2	Training follow up form	DESTROY – 6 years from employee leaving date*	Transfer to Records Management	
		Training Course Materials	Training course materials	DESTROY – 1 year after course superseded	Retain in Office then recycle documents	RGLA 6.20
		Training Materials	Documentation relating to training courses and initiatives	DESTROY – 2 years after action completed	Transfer to Records Management	RGLA 6.17
		Training / Staff Learning	Records that show employees' learning is up to date	If learning updated periodically: Retain records for duration of one learning-update cycle, until replaced by new record then DESTROY. If learning not updated periodically: For training not essential to an officer's role, retain for 6 years then destroy. For training essential to demonstrating an officer's professional competence, retain for period of employment in position + 6 years then destroy.	Transfer for Records Management	
	Training Plan	Corporate Training Plan	List of corporate training initiatives and forward plans, including health and safety training	DESTROY – 2 years after action completed	Transfer to Records Management	

HUMAN RESOURCES

***Note – for all staff working with children or vulnerable adults, the personnel file should be destroyed 50 years from employee leaving date**

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Workforce Planning		Information on workforce planning				
Workforce Planning	Workforce Development Planning	Financial Rewards	Documentation relating to workforce management	DESTROY – 7 years after action completed	Transfer to Records Management	RGLA 6.14
		Strategy	Documentation relating to workforce management and salaries	DESTROY – 3 years after action completed	Transfer to Records Management	RGLA 6.15

INFORMATION AND COMMUNICATION TECHNOLOGY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Infrastructure Information relating to the infrastructure						
Infrastructure	Disposal	Assets Over £50,000	Documentation relating to the process of disposal of hardware and software belonging to this authority	DESTROY – 12 years after all obligations/entitlements concluded	Transfer to Records Management	Limitation Act 1980; RGLA 7.29
		Assets Under £50,000	Documentation relating to the process of disposal of hardware and software belonging to this authority	DESTROY – 6 years after all obligations/entitlements concluded	Transfer to Records Management	Limitation Act 1980; RGLA 7.29
	Fault Reporting	Help Desk System Records	Internal customer reporting of faults relating to council services	DESTROY – 2 years from job closure	Retain in Office then confidentially destroy	
	Licensing	Licensing Information	Documentation in relation to software licensing	DESTROY – 1 year after software no longer used	Retain in Office then recycle all documents	
	Help Desk Support	System Documentation/ User Manuals	Help desk support information relating to specific systems or pieces of software	DESTROY – once superseded	Retain in Office then recycle all documents	
	Information Security	ICT Security Policy	Data security information and documentation	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Network Maintenance	System Documentation/ User Manuals	Documentation relating to the maintenance and support of the network	DESTROY – 2 years after system no longer used	Transfer to Records Management	
	Server Maintenance	System Documentation/ User Manuals	Documentation relating to system servers and their maintenance	DESTROY – 2 years after system no longer used	Transfer to Records Management	
	Spatial Data Management	System Documentation/ User Manuals	Documentation relating to geographic information systems	DESTROY – 2 years after system no longer used	Transfer to Records Management	
	Storage	System Documentation/ User Manuals	Documentation relating to storage systems and servers	DESTROY – 2 years after system no longer used	Transfer to Records Management	
	Strategy	ICT Strategy	Documentation relating to an ICT Strategy	PERMANENT	Offer to Archivist	

INFORMATION AND COMMUNICATION TECHNOLOGY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Telephone Systems and Networks	System Documentation/ User Manuals	Documentation relating to the installation and configuration of individual systems and overall network design and configuration	DESTROY – 2 years after system no longer used	Transfer to Records Management	
	Web Development	System Documentation/ User Manuals	Includes development of internet, intranet and extranet	DESTROY – 2 years after system no longer used	Transfer to Records Management	
System Support						
Documentation relating to a specific application						
System Support	System Audit Trail Information (Records)	Documentum (ESCR) Audit Trail	Information generated for the purpose of recording system activity (where this relates to records). System Audit Trail data may be held within systems themselves, or be comprised of elements external to the system, for example server logs	RETAIN - at least until the disposal date of those records themselves. Thereafter, it may be appropriate to retain selected elements of this audit trail data to serve as a destruction log of the original records	Held electronically	
	System Life Cycle Management	Change Control	Documentation relating to planned changes to a specific system	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Configuration Management	Documentation relating to the configuration of the system	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Data Management	Documentation relating to the management of specific systems data which includes back ups, mirroring, and systems interfaces	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Design and Construction	Documentation relating to the design and construction of systems	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Development	Documentation relating to the development of systems and software, including web technology development, programming	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Disaster Recovery Plan	Documentation relating to business continuity actions to be carried out in the event of a disaster	DESTROY – once superseded	Retain in Office then recycle/confidentially destroy	

INFORMATION AND COMMUNICATION TECHNOLOGY

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Implementation	Documentation relating to systems implementation	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Integration and Interfaces	Documentation in relation to data conversion, data matching, data mapping and system interfacing	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Maintenance	Documentation relating to the maintenance and support of software and systems, including website	DESTROY – once system no longer used	Retain in Office then recycle/confidentially destroy	
		Manuals	Manuals and user information relating to specific systems and software	DESTROY – once system no longer used	Retain in Office then recycle all documents	
System Use Documentation relating to the use of systems within the Council						
System Use	Acceptable Use Policies	Internet & e-Mail Acceptable Use Policy	Policy relating to the acceptable use of the internet and e-mail by staff working within the Council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Mobile Phone Acceptable Use Policy	Policy relating to the acceptable use of mobile phones issued to staff working within the Council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Electronic Mail/ Internet/Intranet	Documentation relating to the access and use of electronic mail, the intranet and the internet				
		INET01	Application for Access to Internet/Electronic Mail	DESTROY – 1 year from employee's date of leaving	Transfer to Records Management	
		INET03	Application to Cancel Internet/Intranet/Email	DESTROY – 1 year from employee's date of leaving	Transfer to Records Management	

INFORMATION MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Access to Information			Providing access to Council information			
Access to Information	Access to Records	Applications	Details of all applicants making Access to Records requests, other than CAFCASS/OFTED	DESTROY – 10 years after request fulfilled or 2 years after request made if unable to process	Transfer to Records Management	
		Actions	Details of actions taken with regards to requests made, other than CAFCASS/OFTED	DESTROY – 10 years after request fulfilled or 2 years after request made if unable to process	Transfer to Records Management	
		CAFCASS/OFTED Requests	Requests made by CAFCASS and OFSTED for access to information	DESTROY – 3 years after request fulfilled	Transfer to Records Management	
	Data Protection	Notification	Process of notifying the Information Commissioner on data held	DESTROY – 1 year after previous notification	Transfer to Records Management	
		Subject Access Request	Process around the request under Data Protection	DESTROY – 2 years after request fulfilled	Retain in Office then confidentially destroy	
	Environmental Information	Access Status Records	Statistical data about the number of requests you answered and their outcomes etc; details of access decisions	DESTROY – 10 years after data created	Transfer to Records Management	TNA Retention and Disposal Guidance 14
		Individual Transaction Records	Case file records detailing the EIR request, the consideration of possible exemptions and subsequent appeals	DESTROY – 3 years after date of creation	Transfer to Records Management	TNA Retention and Disposal Guidance 14
		Information Scheduled for Destruction	Information subject to an EIR request but scheduled for destruction	DESTROY – 6 months after last correspondence	Retain in Office then confidentially destroy	TNA Retention and Disposal Guidance 14
		Policy Records	Procedures for handling EIR requests and other documents regarding practical implementation of EIR	DESTROY – 5 years after procedures have been superseded	Transfer to Records Management	TNA Retention and Disposal Guidance 14

INFORMATION MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Freedom of Information	Access Status Records	Statistical data about the number of requests you answered and their outcomes etc; details of access decisions	DESTROY – 10 years after data created	Transfer to Records Management	TNA Retention and Disposal Guidance 14
		Individual Transaction Records	Case file records detailing the FOI request, the consideration of possible exemptions and subsequent appeals	DESTROY – 2 years after date of creation	Transfer to Records Management	TNA Retention and Disposal Guidance 14
		Information Scheduled for Destruction	Information subject to an FOI request but scheduled for destruction	DESTROY – 6 months after last correspondence	Retain in Office then confidentially destroy	TNA Retention and Disposal Guidance 14
		Policy Records	Procedures for handling FOI requests and other documents regarding practical implementation of FOI	DESTROY – 5 years after procedures have been superseded	Transfer to Records Management	TNA Retention and Disposal Guidance 14
		Publication Scheme	The publication scheme that is required under the Freedom of Information Act 2000	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Archives Information on permanent storage of items						
Archives	Archives Management	Accessions – Deposits/ Donations	Completed Conditions of Deposit forms – accession forms	PERMANENT	Held by Archivist	
		Accession Register/Database	The consolidated listing of archival resources available to the public	PERMANENT	Held by Archivist	
		Archive Catalogue	The consolidated, structured listing of all archives held by the authority	PERMANENT	Held by Archivist	
		Collection Lists - ‘Box Lists’	Lists of uncatalogued records held within the Archives Facility	RETAIN until the collection is fully catalogued then destroy	Retain in Office	
		Environmental Control	Records of temperature and humidity conditions in the records store	RETAIN for current year + 2 years then destroy	Held by Archivist	
		Copyright Declaration Forms	Signed assertion that copy is only for personal use.	RETAIN until date of signing + 70 years	Held by Archivist	

INFORMATION MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Copyright – Permission to Publish	Details of permission to publish copy of a document in the archive	RETAIN until date of permission + 70 years	Held by Archivist	
		Document Retrieval Slips	Records of documents accessed in the search room and by whom	RETAIN until date of retrieval + 1 year	Held by Archivist	
		Loans of Archives (To Depositor)	Record of documents loaned to depositors	RETAIN until document returned then destroy	Held by Archivist	
	Archives Service	Enquires – Unpaid	Records of historical enquires processed by the service for which there is no charge – includes enquirers' basic personal details	Personal details of enquirer – RETAIN until date enquiry completed + 3 years; enquiry response (outcome of research) – RETAIN permanently	Held by Archivist	
		Enquires – Paid	Records of historical enquires processed by the service for which there is a charge – includes enquirers' basic personal details	Personal details of enquirer – RETAIN until date enquiry completed + 6 years; enquiry response (outcome of research) – RETAIN permanently	Held by Archivist	
		Finance – Petty Cash	Petty cash records – receipts etc.	RETAIN until end of financial year of transaction + 6 years then destroy	Held by Archivist	
		User Registration	Registration of visitors to use the archives service to access records; includes name, address, email, phone number.	REVIEW each registration after date of last visit + 3 years and renew or delete	Held by Archivist	
		Visitors to Search Room	Signing-in sheets	RETAIN until end of year in of visit + 1 year	Held by Archivist	

INFORMATION MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Knowledge Management						
Information related to knowledge management						
Knowledge Management	Information Asset Management	Information Asset Register	List of information assets	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Record Surveys/ Information Audit	Information relating to an audit of records of various types	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Records Management						
Information on managing the records of the authority						
Records Management	Compliance	Classification Schemes	Information and data standards as used by the authority	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.10
	Guidance	Service Guidelines and Procedures	Guidance on how to use the Records Management Facility	DESTROY – 2 years after superseded	Held in Records Management	
	Record Lifecycle Management	Documentation relating to the lifecycle management of Council records, ultimately ending either in confidential destruction or in transfer to the Archives				
		Certificates of Destruction	Evidence of records' confidential destruction, provided by external shredding companies	DESTROY – 12 years from last action	Held in Records Management	
		Records Review	Documentation relating to the review of records held within the Records Management Facility once they have reached the end of their retention period. Records Management Database holds metadata against each record logging its lifecycle journey through review and appraisal to either disposal or transfer to Archives	PAPER FORMS AND CORRESPONDENCE – Destroy 12 years after last action; ELECTRONIC LOGS IN RECORDS MANAGEMENT DATABASE – Retain permanently	Held in Records Management	

INFORMATION MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Record Retrieval and Returns	Records Retrieval Forms	Documentation relating to the request and retrieval of records held in the Records Management Facility	PAPER FORMS – Destroy 12 years after disposal of records; ELECTRONIC LOGS IN RECORDS MANAGEMENT DATABASE – Retain permanently	Retain in Office / on; Database data server	
		Records Retrieval Requests	Correspondence requesting the retrieval of records from the Records Management Facility	DESTROY – 1 year after records have been returned to the Facility	Retain in Office then confidentially destroy	
		Return of Retrieved Records	Working paperwork documenting that the correct procedure has been followed when records are returned to storage in the Facility	RETAIN until date records returned + 12 years	Retain in Office then confidentially destroy	
	Retention Scheduling	Corporate Retention Policy	The records retention policy for all documentation produced and held by the Council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Training	Records Management Training	Documentation relating to records management training and workshops held in the Council	Keep up to date. DESTROY – 2 years after administrative use is concluded	Retain in Office then recycle all documents	
	Transfers	Records Transfer Forms	Documentation relating to the transfer of records from departments/sections to the Records Management Facility	DESTROY – 12 years after disposal of records	Retain in Office then confidentially destroy	

INFORMATION MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Registration		Registers				
Registration	Statutory Registers	Register	Statutory data registers	PERMANENT	Offer to Archivist unless specific legislation requires otherwise	Limitation Act 1980

LEGAL SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Advice Information on advice provided						
Advice	Provision of Legal Advice	Correspondence	Providing advice to clients and services which are legally privileged relating to all aspects of the legal system	DESTROY – 6 years from last action Major precedent – offer to Archivist	Transfer to Records Management/Offer to Archivist	Limitation Act 1980; RGLA 4.2
	Witness Support	Correspondence and case files	Witness support schemes	DESTROY – 6 years from last action	Transfer to Records Management	
Byelaws Local byelaws						
Byelaws	The process of making local laws					
	Enactment	Correspondence	Correspondence relating to the process of making local laws	PERMANENT	Offer to Archivist	RGLA 9.22
		Master Set of byelaws	Master set of byelaws	PERMANENT	Offer to Archivist	RGLA 9.22
		Policy Development Documents	Documentation relating to the development of policies in relation to the process of making local laws	PERMANENT	Offer to Archivist	RGLA 9.22
		Submissions	Documentation relating to submissions made in relation to the process of making local laws	PERMANENT	Offer to Archivist	RGLA 9.22
	Enforcement	The process of administering and enforcing byelaws				
		Correspondence	Correspondence relating to the process of administering and enforcing byelaws	DESTROY – 2 years after matter is concluded	Transfer to Records Management	RGLA 9.23

LEGAL SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Land Registration		Land registration				
Land Registration	Land Charges	Enquiries	Enquiries relating to land charges	DESTROY – 6 years from file closure	Transfer to Records Management	
		Registers	Legal documentation relating to land charges	PERMANENT	Offer to Archivist	
		Searches	Searches and title investigations	DESTROY – 6 years from file closure	Transfer to Records Management	
Land and Highways		Information on land and highways				
Land and Highways	Acquisition	Documentation relating to the process of acquiring land in relation to roads				
		Road Adoptions Details	Specific information relating to road adoptions, as entered onto the database	PERMANENT	Held electronically	
		Road Adoptions Working Papers	General working papers relating to road adoptions	DESTROY – 2 years after administrative use is concluded	Transfer to Records Management	
	Disposal	Correspondence and formal documentation	Disposal of land associated with the highway	DESTROY – 12 years from disposal of land	Transfer to Records Management	
Litigation		Process dealing with civil and criminal litigation, debt recovery, commercial litigation				
Litigation	Civil	Civil Case File	Civil litigation	DESTROY – 7 years from last action Major litigation – offer to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 4.1
	Commercial	Commercial Case File	Commercial litigation	DESTROY – 7 years from last action Major litigation – offer to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 4.1
	Criminal	Criminal Case File	Criminal litigation	DESTROY – 7 years from last action Major litigation – offer to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 4.1

LEGAL SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Debt Recovery	Debt Recovery Case File	Debt recovery	DESTROY – 7 years from last action Major litigation – offer to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 4.1
	Precedent Cases	Transcripts	Judgments relied on to fight current cases – setting standards to work within	PERMANENT	Offer to Archivist	
Management of Legal Activities						
Management of Legal Activities	Archive Deposits	Agreements	Legal documentation relating to archive depositors	PERMANENT	Held by Archivist	
	Agreements	Agreements/Concordat	Non-contractual agreements between public bodies	DESTROY – 6 years after agreement ends	Transfer to Records Management	RGLA 4.3
	Conveyancing	Conveyance	Commercial and other leases, title investigations, disposal of freehold and leasehold properties etc	PERMANENT	Offer to Archivist	
		Easements	Private right of way, right to light (an easement benefits one piece of land by exercising rights over another piece of land owned by another), procedures are in place to ensure the efficient and lawful use of easements	PERMANENT	Offer to Archivist	
		Tenancy Agreements	Documentation relating to the rental agreements of council buildings, council houses, allotments, garages, commercial properties, wayleaves and land	DESTROY – 12 years from termination of tenancy	Transfer to Records Management	RGLA 3.28
	Right to Buy	Case files, correspondence, survey records, records of sale etc.	Records relating to the management of right-to-buy schemes and cases relating to individual rights-to-buy purchases pursuant of the Housing Act 1985	Retain until last action or date of purchase + 12 years then destroy confidentially	Offer to Archivist	Limitation Act 1980; Housing Act 1980, 1985; Housing (Right of First Refusal) (England) Regulations 2005; Housing (Right to Buy) (Prescribed Forms) (Amendment) (England) Regulations 2015; Limitation Act 1980

LEGAL SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Drafting	Pro-forma Agreements	A range of pro-forma legal agreements used in all areas of law	PERMANENT	Offer to Archivist	
	Trusts	Correspondence and Deeds	Documentation relating to legal services and trusts	PERMANENT	Offer to Archivist	
Planning Controls						
Information on planning controls						
Planning Controls	Certificate of Lawful Use or Development	Certificate	Lawful Development Certificate	PERMANENT	Offer to Archivist	Town and Country Planning Act 1990
		Other documentation	Files relating to Lawful Development Certificates	DESTROY – 12 years from date of agreement	Transfer to Records Management	Limitation Act 1980
	Section 106 Agreements	Agreement	Section 106 Agreement	PERMANENT	Offer to Archivist	Town and Country Planning Act 1990
		Other documentation	Files relating to a planning obligation or legal agreement made under Section 106 Town and Country Planning Act 1990	DESTROY – 12 years from date of agreement	Transfer to Records Management	Limitation Act 1980

LEISURE AND CULTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Allotments		Information relating to the provision of allotments				
Allotments	Allotments	Applications for Tenancy	Applications for allotments	RETAIN – for the life of the tenancy	Retain in Office then confidentially destroy	
		Correspondence	Correspondence relating to the provision of allotments	DESTROY – 5 years from closure	Transfer to Records Management	
		Tenancy Register	Summary information relating to allotment tenancies	RETAIN – for the life of the tenancy	Held electronically	
		Waiting List	Waiting lists for allotments	ONGOING – regularly updated and amended	Held electronically	
Arts		Information on services related to the arts				
Arts	Bookings	Booking Details	Booking details for events	DESTROY – once administrative use is concluded	Retain in Office then recycle all documents	
	Financial	Contractual Information	Contractual information relating to artists performing in local venues	DESTROY – 7 years after conclusion of transaction	Transfer to Records Management	
		Credit Card Receipts	Credit card receipts for booking transactions	DESTROY – 7 years after conclusion of transaction	Transfer to Records Management	
		Transaction (Till) Receipts	Till receipts for booking transactions	DESTROY – 6 months after conclusion of transaction	Retain in Office then confidentially destroy	
		Z Totals	Daily returns from credit card machines	DESTROY – 7 years after conclusion of transaction	Transfer to Records Management	
Community Facilities		Community centres and halls				
Community Facilities	Grants	Provision of grants to village halls and other local facilities				
		Application Forms	Application forms submitted for grants	DESTROY – 5 years from case closure	Transfer to Records Management	
		Monitoring	Documentation relating to the monitoring of grant applications	DESTROY – 5 years from case closure	Transfer to Records Management	
		Organisation Details	Details relating to all organisations who have applied for a grant	DESTROY – 5 years from case closure	Transfer to Records Management	

LEISURE AND CULTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Venues	Financial Information	Details on any venues the local authority may have available for private/business hire	DESTROY – once administrative use is concluded	Retain in Office then confidentially destroy	
Leisure Promotion						
Promotion of leisure activities and events						
Leisure Promotion	Countryside Events	Programmes and Events	Information related to countryside programmes and events	DESTROY – 2 years after administrative use is concluded RETAIN major events permanently	Transfer to Records Management or Offer to Archivist	
	Exhibitions	Programmes and Events	Exhibitions arranged by or held on Council premises	DESTROY – 2 years after administrative use is concluded RETAIN major events permanently	Transfer to Records Management or Offer to Archivist	
	Inclusion	Programmes and Events	Activities and events targeted at specific groups of people	DESTROY – 2 years after administrative use is concluded RETAIN major events permanently	Transfer to Records Management or Offer to Archivist	
	Parks and Gardens Events	Programmes and Events	Information related to parks and gardens events	DESTROY – 2 years after administrative use is concluded RETAIN major events permanently	Transfer to Records Management or Offer to Archivist	
	Play Scheme	Programmes and Events	Documentation related to play schemes	DESTROY – 2 years after administrative use is concluded RETAIN major events permanently	Transfer to Records Management or Offer to Archivist	

LEISURE AND CULTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Libraries						
Documentation relating to the general management of libraries						
Libraries	Book Ordering	EDI Computer Records	Documentation relating to book ordering	DESTROY – 1 year after the administrative use is concluded	Held electronically	
	Bookings	Event Listings/ Diary Records	Documentation relating to conventional library bookings	DESTROY – 5 years after administrative use is concluded	Transfer to Records Management	
	Catalogue	Stock Management	Documentation relating to the library catalogue	DESTROY – 2 years after administrative use is concluded	Transfer to Records Management	
	Documentation relating to library fines including guidelines and procedures					
	Fines	Financial	Financial documentation relating to library fines	DESTROY – 3 years from case closure	Retain in Office then confidentially destroy	
		Procedural	Procedural documentation relating to library fines	DESTROY – 3 years from case closure	Retain in Office then recycle all documents	
	Library Development	Reports and Surveys	Documentation relating to library development	DESTROY – 5 years from file closure	Transfer to Records Management	
	Loans	Issue Figures	Library loan statistics	PERMANENT	Held electronically	
		Loan Details	Details of all library loans	DESTROY – once membership ceases	Held electronically	
	Membership	Application Forms	Documentation relating to library membership	DESTROY – 5 years from closure	Retain in Office then confidentially destroy	
	Support for Schools	Loans History	School library services	PERMANENT	Retained by SLS	

LEISURE AND CULTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Parks and Open Spaces Information about parks and open spaces owned by the local authority						
Parks and Open Spaces	Maintenance	Job Tickets	Maintenance of parks and open spaces	DESTROY – once administrative use is concluded	Retain in Office then recycle all documents	
	Playgrounds	Inspection Sheets	Playgrounds and play areas	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Museums Documentation regarding museums						
Museums	Deposit	Transfer of Title Receipts and Entry Forms	Documentation relating to a depositor within a museum	PERMANENT	Retained by Museum	
	Exhibitions	Programmes and Events	Exhibitions arranged by or held in Wirral Museums and Galleries	PERMANENT	Retained by Museum	
	Loans	Loans Out/Exit Forms and Catalogues	Documentation regarding museum loans	PERMANENT	Retained by Museum	
	Museum Catalogue	Accessions Book and Record Cards	Documentation regarding museum catalogues	PERMANENT	Retained by Museum	
	Museum Development	Building Plans	Documentation regarding museum development	PERMANENT	Retained by Museum	
Sports Facilities Documentation attached to general sports facilities						
Sports Facilities	Bookings	Classes	Documentation related to membership of sports classes and training regimes	DESTROY – 5 years after closure	Held electronically	
		Facilities	Documentation related to the booking of specific sporting facilities	DESTROY – 5 years after closure	Held electronically	
	Equipment Hire	Lists of Equipment	Details of sports equipment that is available for hire	DESTROY – once administrative use is concluded	Retain in Office then recycle all documents	

LEISURE AND CULTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Membership	Leisure Centres	Information regarding leisure centre membership, including current, frozen and suspended memberships	DESTROY – 5 years after termination of membership	Held electronically	
Sports Information related to sports and recreation services						
Sports	Clubs and Societies	Applications for Tenancy	Applications for open spaces to be used for sports facilities, i.e. football clubs	RETAIN – for the life of the tenancy	Retain in Office then confidentially destroy	
		Correspondence	Correspondence relating to the provision of open spaces to be used for sports facilities, i.e. football clubs	DESTROY – 5 years from closure	Transfer to Records Management	
		Tenancy Register	Summary information relating to tenancies of open spaces used for sports facilities, i.e. football clubs	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Waiting List	Waiting lists for the use of open spaces as sports facilities, i.e. football clubs	RETAIN – for the life of the tenancy	Held electronically	
	Sports Development	Sports Development Programme	Information related to sport development programmes	DESTROY – 5 years from closure	Transfer to Records Management	
Tourism Information for tourists						
Tourism	Tourist Accommodation	Accommodation Information	Information about tourist facilities in the local area, including lists of visitors' accommodation available locally and information relating to the accreditation of such accommodation	DESTROY - once superseded	Held electronically	
	Visitor Information	Leisure and cultural services provided or supported by the council for the community, specifically includes visitor attractions				
		Maps and Directions	Maps, directions and locations available for public leisure	DESTROY – once superseded	Retain in Office then recycle all documents	

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Ceremonial Ceremonial events						
Ceremonial	Civic and Royal Events	Photographs	Photographs of civil functions or visits by royalty to the local area	PERMANENT	Offer to Archivist	RGLA 2.24
		Planning and Organising an Event	Information on planning and organising an event	DESTROY – 7 years after use is concluded	Transfer to Records Management	RGLA 2.25
		Tapes (Audio and Video)	Tapes of civil functions or visits by royalty to the local area	PERMANENT	Offer to Archivist	RGLA 2.24
Communication Support Supporting communication with and around the Council						
Communication Support	Interpreting and Translation	Translation	Language translation services	DESTROY – 2 years after use is concluded	Transfer to Records Management	
	Mail Processing	Mail Recording	Processes connected with handling mail and associated communications	DESTROY – once administrative use is concluded	Retain in Office then confidentially destroy	
	Publication	Publications	Guides, books and other publications that the council makes available on a chargeable basis	DESTROY – 5 years after use is concluded	Transfer to Records Management	
Corporate Communication Communication with the public						
Corporate Communication	Campaigns	Publicity and Marketing Materials	Documentation relating to the promotion of a business through publicity campaigns	DESTROY – 5 years from last action	Transfer to Records Management	
	Corporate Branding	Corporate ID Guidelines	Documentation relating to the process of creating and the use of a corporate image and relevant guidance within the authority	RETAIN – until superseded then offer to Archivist	Offer to Archivist	
	Corporate Publicity	Publicity and Marketing Materials	Documentation relating to corporate publicity	DESTROY – 5 years from last action	Transfer to Records Management	
	Graphic Design	Designing Setting Information	Documentation relating to graphic design requirements of the authority	DESTROY – 5 years from last action	Transfer to Records Management	
		Project Files	Specific project files relating to the graphic design requirements of the Council	DESTROY – 5 years from last action	Transfer to Records Management	

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Marketing	Marketing Planning and Campaigns	Documentation relating to the marketing of the council or a specific function or service	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.23
	Media Cuttings	Media Cuttings	Compilation of media in which the local area or authority is mentioned	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.22
	Media Liaison	Interaction with Media	Documentation relating to liaison between the council and local media	DESTROY – 5 years from closure	Transfer to Records Management	
	Media Releases	Press Releases	Documentation relating to media releases for the promotion of business	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Public Relations	Media Reports	Media reports	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Published Work	Published work such as 'Community Strategy Summary', 'Area Forum Progress Reports'	DESTROY – once use is concluded but send one copy to Archivist	Retain in Office then confidentially destroy/offer to Archivist	RGLA 2.20
		Statistics, Trends and Customer Satisfaction Data	Statistical information	DESTROY – 10 years after use is concluded	Transfer to Records Management	

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Enquiries and Complaints						
Enquiries and Complaints	Appeals	Correspondence	Appeals to statutory/regulatory bodies regarding Council responses to complaints	DESTROY – 6 years after use is concluded	Transfer to Records Management	
	Complaints	Complaints Book	Summary form of complaints	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Registers	Summary form of complaints	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.13
		Reports and Correspondence	Complaints which result in significant changes of policy	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.14
	Complaints to Ombudsman	Complaint Files	Documents related to Ombudsman complaints	DESTROY – 6 years after use is concluded	Transfer to Records Management	RGLA 2.15
	Compliments	Letters/Emails	Compliments and comments and response received and response to them	DESTROY – 6 years after use is concluded	Transfer to Records Management	
	Customer Profiling	Customer Profiles	Information provided by an individual or organisation that includes personal preferences	DESTROY – 6 years after use is concluded	Transfer to Records Management	
	Customer Satisfaction	Customer Satisfaction Surveys	Feedback on council performance in relation to services or other aspects of council business	DESTROY – 3 years after use is concluded	Transfer to Records Management	
	Enquiries	General Enquiry Files	General enquiries received by the local authority	DESTROY – 3 years after enquiry is completed	Transfer to Records Management	
	Stage 1 Complaints	Complaint Files	Documents related to Stage 1 complaints; the management of routine responses on council actions, policy or procedures	DESTROY – 6 years after use is concluded	Transfer to Records Management	

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Stage 2 Complaints	Complaint Files	Documents related to Stage 2 complaints; the management of detailed responses on council actions, policy or procedures	DESTROY – 6 years after use is concluded	Transfer to Records Management	RGLA 2.15
	Stage 3 Complaints	Complaint Files	Documents related to Stage 3 complaints; the review of detailed responses by the Chief Executive or a nominated officer	DESTROY – 6 years after use is concluded	Transfer to Records Management	
External Audits The external activities (usually carried out by district audit) associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period						
External Audits	Audits	Audit Commission Reports	Documentation on audits	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
Preparing Business Preparing business						
External Audits Preparing Business	Meetings	Correspondence	Information regarding meetings	DESTROY – once administrative use is concluded	Retain in Office then recycle/confidentially destroy	
	Partnership and Agency Working – External Ownership	Documentation relating to agency working where the local authority does not own the record				
		Recommendations	Documentation relating to recommendations for partnership working	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 1.7
		Reports	Reports relating to agency working	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 1.7
		Supporting Documents	Supporting documents such as briefing and discussion papers	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 1.7
	Partnership and Agency Working – Internal Ownership	Documentation relating to agency working where the local authority owns the record				
		Agendas	Agendas for agency meetings	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.6

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Away Day Notes	Notes from away days with partner agencies	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Champions Reports	Champions Reports	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Council Reports	Council reports relating to partnerships and agency working	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.6
		Documents Establishing the Committee	Documentation relating to the establishment of the Committee	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.6
		Membership Lists	Lists of members	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Minutes	Including LSP Minutes and Partnership Minutes	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.6
		Questionnaires	Questionnaires relating to partnership and agency working	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Recommendations	Documentation relating to recommendations for partnership working	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.6
		Supporting Documents	Supporting documents such as Council briefing and discussion papers	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 1.6
Project Management		Management of projects				
Project Management	Closure	Lessons Learned	Information obtained by reviewing the project	DESTROY – 6 years from project closure	Transfer to Records Management	
	Governance	Project Initiation Document	Document created at the start of the project to indicate how it will be run	DESTROY – 6 years from project closure	Transfer to Records Management	
		Unit/Team Plans	Planning documentation	DESTROY – 6 years from project closure	Transfer to Records Management	
	Initiation and Delivery	Issues Log	Unforeseen events requiring action	DESTROY – 6 years from project closure	Transfer to Records Management	
	Start Up	Business Case	Information related to planning a business operation or service	DESTROY – 6 years from project closure	Transfer to Records Management	
Quality and Performance		Information on quality and performance				
Quality and Performance	Assessments	Assessment Forms	The process of assessing the quality, efficiency, or performance of a local authority service or unit	DESTROY – 2 years from file closure	Transfer to Records Management	RGLA 2.18
	Inspections	Inspections Reports	Documentation relating to the external inspections received by the authority in relation to corporate or service specific performance management (see also above relating to external audit)	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Process Mapping	Process Maps	Information relating to specific quality initiatives such as ISO 9000	DESTROY – 5 years from file closure	Transfer to Records Management	

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Strategic Planning Information related to planning a business operation or service						
Strategic Planning	Business Cases	Business Case	Information related to identifying a need or requirement for a business or service process	DESTROY – 5 years from closure	Transfer to Records Management	
	Corporate Initiatives	Planning Documentation	Documentation relating to corporate initiatives	DESTROY – 5 years after initiative ends	Transfer to Records Management	
	Organisational Structure	Organisation Charts	Documentation relating to the organisational structure of the Council	PERMANENT	Offer to Archivist	
	Policies and Procedures	Equality Impact Assessments	Documentation relating to the production of Equality Impact Assessments relating to development / review of policies and procedures	PERMANENT	Offer to Archivist	
		Guidance Notes	Guidance notes on completing various forms, for example, M20G, M44G, M6G	RETAIN – until superseded	Offer to Archivist	
		M5CRB	Criminal Records Disclosure Policy	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Organisation Charts	Organisation charts of the council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.6
		Policy Implementation and Development Records	Documentation relating to the implementation and development of council policies and procedures	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.6
		Policy, Procedure, Precedent, Instructions	Established and agreed policies and procedures of the Council	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 2.6

MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
	Public Consultation – Minor Policies	Responses and correspondence	The process of consultation with the public regarding minor policies	DESTROY – 1 year from case closure	Transfer to Records Management	RGLA 2.9
	Public Consultation - Significant Policies	Area Forum/You Decide Questionnaires	Documentation relating to Area Forum/You Decide Questionnaires	DESTROY – 6 years from case closure	Transfer to Records Management	
		General and Residents Surveys	Documentation and results from general surveys carried out	RETAIN for 6 years from case closure then OFFER TO ARCHIVES	Transfer to Records Management / OFFER TO ARCHIVIST	
		Satisfaction Questionnaires	Documentation relating to Satisfaction Questionnaires	DESTROY – 6 years from case closure	Transfer to Records Management	
	Service Level Agreements	Internal SLAs	Information relating to agreements made between separate internal units or teams on a contractual basis Note: For external SLAs see Procurement	DESTROY – 2 years after the terms of the agreement/contract have expired	Transfer to Records Management	
Statutory Returns The process of preparing information to be passed on to central government as part of statutory requirements						
Statutory Returns	Reports to Government	National Indicators	Documentation relating to National Indicators	DESTROY – 7 years from file closure	Transfer to Records Management	
		Reports to Government	Reports to central government	DESTROY – 7 years from file closure	Transfer to Records Management	RGLA 2.5

PLANNING AND BUILDING CONTROL

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Building Control Documentation relating to the enforcing of building regulations						
Building Control	Application Processing	Application Files	Application files containing application, validation notice, correspondence, drawings, location plans, structural calculations, decision notices, record cards, inspection reports and contravention notices	DESTROY – after 3 years if rescinded, otherwise destroy after 15 years, unless relates to a building potentially of historical interest, in which case OFFER TO ARCHIVIST	Transfer to Records Management Offer to Archivist	Building Act 1984
	Registration	Building Control Register	The summary management of planning scheme regulation	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 10.8
	Unauthorised Works	Building Control Enforcement Module	Information relating to unauthorised works	DESTROY – 12 years from incident date	Held electronically	
Development Control Information on planning applications, enforcing restrictions, and maintaining public registers to enforce local strategy						
Development Control	Application Processing	Appeals	Documentation related to planning appeals	PERMANENT	Offer to Archivist	
		Applications	Application files containing application letters and forms, certificates, location plans, drawings, site correspondence, reports, photographs and section 106 agreements	PERMANENT	Offer to Archivist	
		Decision Notices	Decision notices on planning applications	PERMANENT	Offer to Archivist	RGLA 10.6
	Conservation Areas	Listed Building Consent Applications	Applications for Listed Building Consent for Alterations, Extension or Demolition of a Listed Building	PERMANENT	Offer to Archivist	
		Sites and Monuments Register	Information regarding specific sites and monuments	PERMANENT	Offer to Archivist	

PLANNING AND BUILDING CONTROL

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Enforcement	Enforcement Notices	The enforcement of demolition guidelines and laws	PERMANENT	Offer to Archivist	
	Hedges	Case Files	Actions to resolve disputes over evergreen hedges	PERMANENT	Offer to Archivist	
	Planning Obligations	Planning Obligations Records	Documentation relating to planning obligations	PERMANENT	Offer to Archivist	
	Registration	Planning Register	Register sheets including application register, decision register, consultation register, enforcement register, section 106 register, tree works register	PERMANENT	Offer to Archivist	RGLA 10.6
	Trees	S211 Notifications	Notifications for tree works in conservation areas	RETAIN – 5 years then offer to Archivist	Offer to Archivist	
		Tree Preservation Orders	Tree preservation orders	PERMANENT	Offer to Archivist	RGLA 10.7
		Tree Works	Records of works undertaken on listed or dangerous tree-life	DESTROY – 6 years after completion of work	Transfer to Records Management	
	Forward Planning					
Planning future development						
Forward Planning	Development Monitoring	Database and spreadsheets	Documentation related to housing, employment, leisure and retail development	PERMANENT	Held electronically	
	Development Plan	Local Development Framework	Local planning documentation	PERMANENT	Offer to Archivist when replaced or superseded	
	Non-Statutory Planning Schemes	Consultation	The process of preparing, receiving, considering and responding to submissions and objections to planning schemes and amendments	DESTROY – 15 years after decision to replace or amend Note: Offer controversial or high profile schemes to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 10.5

PLANNING AND BUILDING CONTROL

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Planning Research	Evidence Base Studies	Commissioning and steering group papers	DESTROY – 7 years after contract completion	Retain in Office then recycle/confidentially destroy	
		Evidence Base Studies	Planning related research studies on town centres, economy, countryside, landscape, open space, biodiversity, heritage, flood risk, infrastructure and potential development sites	PERMANENT	Offer to Archivist once administrative use is concluded	
	Regional Plan	Regional Spatial Strategy	Regional Plans	DESTROY – once administrative use is concluded	Retain in Office then recycle/confidentially destroy	
		Regional Waste Strategy	Waste Plans	DESTROY – once administrative use is concluded	Retain in Office then recycle/confidentially destroy	
	Statutory Local Development	Local Development Framework	Local planning documentation	PERMANENT	Offer to Archivist when replaced or superseded	

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Contracting						
Contracting	Contract Awards	Information of who was successful in obtaining a contract or contracts we undertake for others				
		Agreement Certificate – Contracts Under Seal	Agreement certificates for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Agreement Certificate – Ordinary Contracts	Agreement certificates for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Clarification of Contract – Contracts Under Seal	Negotiation of a contract under seal after a preferred tender has been selected	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Clarification of Contract – Ordinary Contracts	Negotiation of an ordinary contract after a preferred tender has been selected	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Non-Canvassing Certificate – Contracts Under Seal	Non-canvassing certificates for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Non-Canvassing Certificate – Ordinary Contracts	Non-canvassing certificates for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Non-Collusion Certificate – Contracts Under Seal	Non-collusion certificates for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Non-Collusion Certificate – Ordinary Contracts	Non-collusion certificates for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Post Tender Negotiation– Contracts Under Seal	Negotiation files related to contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Post Tender Negotiation– Ordinary Contracts	Negotiation files related to ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Pricing Indices	Documentation relating to pricing indices	DESTROY – 2 years after the term of the contract has expired	Transfer to Records Management	
		Pricing Schedule – Contracts Under Seal	Documentation relating to the pricing schedules of contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Pricing Schedule – Ordinary Contracts	Documentation relating to the pricing schedules of ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Terms and Conditions – Contracts Under Seal	Documentation relating to the terms and conditions of contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Terms and Conditions – Ordinary Contracts	Documentation relating to the terms and conditions of ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
	Contract Amendments	Acceptance – Contracts Under Seal	Documentation relating to the acceptance of a contract amendment, for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Acceptance – Ordinary Contracts	Documentation relating to the acceptance of a contract amendment, for	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Assessment – Contracts Under Seal	Documentation relating to the assessment of a contract amendment for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Assessment – Ordinary Contracts	Documentation relating to the assessment of a contract amendment for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Contract Amendments – Contracts Under Seal	Documentation relating to contract under seal amendments	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Contract Amendments – Ordinary Contracts	Documentation relating to ordinary contract amendments	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Proposal/Notice – Contracts Under Seal	Documentation relating to proposals for amending a contract under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Proposal/Notice – Ordinary Contracts	Documentation relating to proposals for amending ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Recommendations – Contracts Under Seal	Documentation relating to recommendations for amendments to contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Recommendations – Ordinary Contracts	Documentation relating to recommendations for amendments to ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
	Contract Management	Acceptance Letter – Contracts Under Seal	Acceptance letters for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Acceptance Letter – Ordinary Contracts	Acceptance letters for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Compliance Reports – Contracts Under Seal	Monitoring of awarded contracts under seal and their compliance with the terms of the contract	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Compliance Reports – Ordinary Contracts	Monitoring of awarded ordinary contracts and their compliance with the terms of the contract	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Contract Control – Contracts Under Seal	Documents relating to Contract Control for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Contract Control – Ordinary Contracts	Documents relating to Contract Control for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Contract Management – Contracts Under Seal	Documentation relating to the management of contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Contract Management – Ordinary Contracts	Documentation relating to the management of ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Performance Reports – Contracts Under Seal	Performance monitoring and review of awarded contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Performance Reports – Ordinary Contracts	Performance monitoring and review of awarded ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Public Liability – Contracts Under Seal	Documentation relating to public liability of contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Public Liability – Ordinary Contracts	Documentation relating to public liability of ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Service Level Agreements – Contracts Under Seal	Service Level Agreements in relation to awarded contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Service Level Agreements – Ordinary Contracts	Service Level Agreements in relation to awarded ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Purchasing	Purchase Orders	Documentation on non tendered contracts	DESTROY – 7 years after the end of the financial year	Transfer to Records Management	RGLA 7.3
	Requisition	Requisition documents	Internal documentation relating to requisitions	DESTROY – 7 years after the end of the financial year	Transfer to Records Management	
Market Information			General information on products that the authority might consider purchasing			
Market Information	Market Assessments	Benchmarking Data	Documentation relating the assessment of current market value and it's comparison with current contracts	DESTROY – 2 years after closure	Transfer to Records Management	
	Product Evaluation	Evaluation Documents	Information on any products evaluated	DESTROY – 2 years after closure	Transfer to Records Management	
	Product Information	Product Literature	Information held by the organisation on products with a view to purchase at a later stage	DESTROY – 2 years after closure	Transfer to Records Management	
Quotations			Documentation relating to a less formal quotation process than tendering, i.e. less than £50,000			
Quotations	Quotation	Documentation relating to quotations relating to goods/services valued at less than £50,000				
		Verbal Quotation	Documentation relating to verbal quotations	DESTROY – 2 years after contract let or not proceeded with	Transfer to Records Management	
		Written Quotation	Documentation relating to written quotations	DESTROY – 2 years after contract let or not proceeded with	Transfer to Records Management	
	Request	Request for Quotation (RFQ)	Documentation relating to requests for quotations	DESTROY – 2 years after contract let or not proceeded with	Transfer to Records Management	
	Return	RFQ Returns	Documentation relating to returns to requests for quotations	DESTROY – 2 years after contract let or not proceeded with	Transfer to Records Management	

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Receipt Documentation relating to the receipt of goods or services						
Receipt	Receipt	Receipt/Delivery Notes	Receipts or delivery notes for delivered goods or services	DESTROY – 7 years after the conclusion of the transaction	Transfer to Records Management	
Tendering Inviting organisations to tender for contracts						
Tendering	Tendering Policies	Policies	Documentation relating to tendering policies	DESTROY – 2 years after closure	Transfer to Records Management	
	Tenders	EU Contract Award	EU Contract Awards	DESTROY – 12 years after contract let or not proceeded with	Transfer to Records Management	
		EU Contract Notice	EU Contract Notices	DESTROY – 12 years after contract let or not proceeded with	Transfer to Records Management	
		EU Prior Information Notice	EU Prior Information Notices	DESTROY – 12 years after contract let or not proceeded with	Transfer to Records Management	
		Public Notice – Contracts Under Seal	Documentation relating to a public request for suppliers to tender for a contract under seal, for example, adverts in a paper or journal	DESTROY – 12 years after contract let or not proceeded with	Transfer to Records Management	
		Public Notice – Ordinary Contracts	Documentation relating to a public request for suppliers to tender for an ordinary contract, for example, adverts in a paper or journal	DESTROY – 6 years after contract let or not proceeded with	Transfer to Records Management	
		Pre Qualification Questionnaire (PQQ) – Contracts Under Seal	Information relating to a provider, for example, technical specifications or information about their recycling policies, for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Pre Qualification Questionnaire (PQQ) – Ordinary Contracts	Information relating to a provider, for example, technical specifications or information about their recycling policies, for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Pre-Tender Advice	The process of calling for expressions of interest	DESTROY – 2 years after contract let or not	Transfer to Records Management	RGLA 4.5

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
				proceeded with		
		Select Tender Lists – Contracts Under Seal	Select tender lists for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Select Tender Lists – Ordinary Contracts	Select tender lists for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Tender Notices - Contracts Under Seal	Tender Notices for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	Limitation Act 1980; RGLA 4.6
		Tender Notices - Ordinary Contracts	Tender notices for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	Limitation Act 1980; RGLA 4.6
Tendering Administration The administration of any tenders and the tendering process						
Tendering Administration	Administration	Acceptance Recommendation – Contracts Under Seal	Documentation relating to acceptance recommendations for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Acceptance Recommendation – Ordinary Contracts	Documentation relating to acceptance recommendations for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Clarification Requests – Contracts Under Seal	Requests to the Council from a company for clarification over a particular item or vice versa, for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Clarification Requests – Ordinary Contracts	Requests to the Council from a company for clarification over a particular item or vice versa,	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Evaluation Criteria - Contracts Under Seal	Tendering of contracts, responses and their evaluation for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	Limitation Act 1980; RGLA 4.8
		Evaluation Criteria - Ordinary Tender	Tendering of contracts, responses and their evaluation	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	Limitation Act 1980; RGLA 4.8

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Evaluation Documentation – Contracts Under Seal	Documentation relating to evaluations of contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Evaluation Documentation – Ordinary Contracts	Documentation relating to evaluations of ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Notice of Changes to Tenders – Contracts Under Seal	Documentation relating to notices of any changes to tenders for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Notice of Changes to Tenders – Ordinary Contracts	Documentation relating to notices of any changes to tenders for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Post Tender Negotiation – Contracts Under Seal	Documentation relating to post tender negotiation for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Post Tender Negotiation – Ordinary Contracts	Documentation relating to post tender negotiation for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Tender Acceptance Report – Contracts Under Seal	Tender Acceptance Reports for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Tender Acceptance Report – Ordinary Contracts	Tender Acceptance Reports for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Tender Appraisal Report – Contracts Under Seal	Documentation relating to tender appraisal reports for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Tender Appraisal Report – Ordinary Contracts	Documentation relating to tender appraisal reports for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Tender Envelope	Tender issuing and return	DESTROY – 1 year after start of contract	Retain in Office then confidentially destroy	RGLA 4.7

PROCUREMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Tenders Received – Contracts Under Seal	Lists of tenders received for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Tenders Received – Ordinary Contracts	Lists of tenders received for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Tenders Received (Late) – Contracts Under Seal	Lists of any late tenders received for contracts under seal, either accepted or rejected	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Tenders Received (Late) – Ordinary Contracts	Lists of any late tenders received for ordinary contracts, either accepted or rejected	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Tender Summary – Contracts Under Seal	Tender summaries for contracts under seal	DESTROY – 12 years after the term of the contract has expired	Transfer to Records Management	
		Tender Summary – Ordinary Contracts	Tender summaries for ordinary contracts	DESTROY – 6 years after the term of the contract has expired	Transfer to Records Management	
		Unsuccessful Tenders	Documentation relating to unsuccessful tenders, including quotations and rejection letters	DESTROY – 1 year after start of contract	Retain in Office then confidentially destroy	RGLA 4.10

REGISTRATION AND CORONERS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Inquiries Into Deaths			The Coroner has a duty to investigate the circumstances of sudden, unnatural or uncertified deaths that are reported to him			
Inquiries Into Deaths	Coroners Inquests	Coroner's Case Files	Inquiries leading to an inquest	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	TNA Retention and Disposal Guidance 13; RGLA 5.7
	Investigations	Coroner's Case Files	Inquiries not proceeding to an inquest	DESTROY – 15 years from last action	Transfer to Records Management	TNA Retention and Disposal Guidance 13; RGLA 5.6
	Registration	Reported Deaths Register	Register of reported deaths	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	TNA Retention and Disposal Guidance 13; RGLA 5.5
Marriage Services			Information relating to marriage services			
Marriage Services	Conducting a Marriage Service	Marriage Register	Process of arranging and carrying out a marriage service	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Registration	Approved Wedding Premises	Register of places approved to hold wedding services	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 5.3

REGISTRATION AND CORONERS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Registration of Births, Marriages and Deaths Registration of significant life events						
Registration of Births, Marriages and Deaths	Advice and Support	Information Leaflets	Supplying advice and support on arrangements that need to be made	DESTROY – once superseded	Retain in Office then recycle all documents	
	Certification	Certificate Copy Applications	Records of applications for copies of certificates	DESTROY – 2 years from last action	Transfer to Records Management	
		Certificates (Births/Deaths/Marriages)	Issuing of certificates	DESTROY – 7 years from last action	Transfer to Records Management	RGLA 5.2
	Notification	Marriage Notices	Process of arranging for a marriage notice to be displayed, wedding banns	DESTROY – 2 years from last action	Transfer to Records Management	RGLA 5.4
	Registration	Marriage Register	The process of registering a marriage	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 5.1
		Register of Births	Process of registering a birth	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 5.1
		Register of Citizenship	Process of registering citizenship	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 5.1
		Register of Deaths	Process of registering the death of individuals	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 5.1

REGISTRATION AND CORONERS

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Treasure Trove						
Information on treasure trove						
Treasure Trove	Inquests	Inquest Papers	Process of investigation of a treasure trove	DESTROY – 2 years from last action	Transfer to Records Management	TNA Retention and Disposal Guidance 13; RGLA 5.8

REGULATORY SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Advice						
Documentation relating to consumer affairs advice						
Advice	Campaigns	Campaign Material	Information relating to campaigns	DESTROY – 3 years after creation	Transfer to Records Management	
Enforcement						
Enforcement of trading standards, excluding food standards						
Enforcement	Prosecution of Offences	Prosecutions and Inspections	Documentation relating to the prosecution of offences, including dangerous and wild animals, weights and measures etc. Does not include those relating to food standards.	DESTROY – 7 years from investigation complete	Transfer to Records Management	Police and Criminal Evidence Act; Criminal Prosecutions and Investigations Act
Food Hygiene/Safety						
Documentation relating to food hygiene/safety inspections, investigations and enforcement						
Food Hygiene/Safety	Enforcement	Prosecutions, Inspections and Registration	Documentation relating to the enforcement of all food hygiene and food safety legislation within the UK; also includes registration documentation	RETAIN for 7 years from closure then assess need to retain longer	Transfer to Records Management	
	Inspections	Inspections Records	Inspections of food premises	RETAIN for 7 years from closure then assess need to retain longer	Transfer to Records Management	
	Investigations	Investigations Records	Investigations into food hygiene/food safety and the investigation of complaints	RETAIN for 7 years from closure then assess need to retain longer	Transfer to Records Management	
	Monitoring	Monitoring Records	The monitoring of food hygiene/food safety throughout the borough	RETAIN for 7 years from closure then assess need to retain longer	Transfer to Records Management	

REGULATORY SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Investigation, Inspections and Monitoring			Documentation relating to inspections, investigations and monitoring, excluding anything food related			
Investigation, Inspections and Monitoring	Inspections	Inspections Records	Documentation relating to inspections carried out, excluding food related inspections	DESTROY – 3 years from last action	Transfer to Records Management	
	Investigations	Investigations Records	Process of investigation of a possible infringement in this area, excluding food related investigations	DESTROY – 7 years from investigation complete	Transfer to Records Management	
	The process of monitoring various aspects within this area, excluding food monitoring					
	Monitoring	Air Pollution Monitoring	Monitoring concerning pollution of the air	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Animal Health Monitoring	Monitoring of the health and well being of animals	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Hazardous Substances Monitoring	Monitoring of hazardous substances	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Infectious Diseases Investigations	The investigations and inspections of infectious disease	DESTROY – 7 years from last action	Transfer to Records Management	
		Land Pollution Monitoring	Monitoring of pollution of land	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Pollution Monitoring	Monitoring of the spread and containment of pollution	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		River Pollution Monitoring	Monitoring of the contamination of rivers	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Swimming Pools Monitoring	Monitoring of swimming pool safety and hygiene standards	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Product Safety Monitoring	The monitoring and regulation of product safety	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Responsive Monitoring	The monitoring of consumer affairs response	DESTROY – 3 years from last action	Transfer to Records Management	RGLA 9.3
		Nuisances Monitoring	The monitoring of general nuisance within the public domain	DESTROY – 3 years from last action	Transfer to Records Management	Environmental Protection Act 1990; RGLA 9.3

REGULATORY SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Registration, Certification and Licensing						
Registration, Certification and Licensing	Entertainment and Drinks	Register	Consolidated listing of licensed entertainment and drink venues	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
	Licence Premises	Register	Consolidated listing of licensed premises for the sale or consumption of alcohol	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
	Licensing	'A' Board Licences	Documentation involved with licensing of 'A' Boards	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Animal Boarding Licences	Documentation involved with licensing of animal boarding establishments	DESTROY – 2 years after registration lapses	Transfer to Records Management	Animal Boarding Establishments Act 1963; RGLA 9.16
		Animal Breeding Licences	Documentation involved with licensing of animal breeding	DESTROY – 2 years after registration lapses	Transfer to Records Management	Breeding of Dogs Act 1973 and 1991; Breeding and Sale of Dogs (Welfare) Act 1999; RGLA 9.16
		Auction Premises Licences	Documentation involved with licensing of auction premises	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Building Materials Licences	Documentation involved with licensing of building materials	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Caravan and Camp Site Licences	Documentation regarding caravan and camp site licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	Caravan Sites and Control of Development Act 1960; Caravan Sites Act 1968; RGLA 9.16
		Cemetery Licences	Documentation relating to the licensing of cemeteries	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16

REGULATORY SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Cooling Towers Licences	Documentation relating to the licensing of cooling towers	DESTROY – 2 years after registration lapses	Transfer to Records Management	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992; RGLA 9.16
		Credit Licensing	Documentation relating to the licensing of credit	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Crematoria Licences	Documentation relating to the licensing of crematoria	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Dangerous Wild Animals Licences	Licensing documentation regarding dangerous wild animals	DESTROY – 2 years after registration lapses	Transfer to Records Management	Dangerous Wild Animals Act 1976; RGLA 9.16
		Entertainment Licences	Documentation regarding entertainment licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Hackney Licences	Documentation relating to Hackney licensing	DESTROY – 2 years after registration lapses	Transfer to Records Management	Local Government (Miscellaneous Provisions) Act 1976; RGLA 9.16
		Highway Projection Licences	Documentation relating to the licensing of highway projection	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Hoarding Licences	Documentation relating to hoarding licensing	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Late Hours Catering Licences	Documentation relating to late hours catering licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Liquor Licences	Documentation relating to liquor licensing	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Lottery Registration	Documentation regarding gambling and lottery licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Massage and Special Treatment Licences	Documentation relating to the licensing of massage and special treatment establishments	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16

REGULATORY SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Non Medicinal Poisons Licences	Documentation relating to the licensing of non medicinal poisons	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Nursing Agencies Licences	Licensing documentation regarding nursing agencies	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Other Hazardous Substances Licences	Licensing documentation regarding other hazardous substances	PERMANENT	Offer to Archivist	RGLA 9.17
		Personal Licences	Licensing documentation regarding fire safety and public entertainment	DESTROY – 2 years after registration lapses	Transfer to Records Management	Licensing Act 2003; RGLA 9.16
		Pet Shop Licences	Licensing documentation regarding pet shops	DESTROY – 2 years after registration lapses	Transfer to Records Management	Pet Animals Act 1951 (as amended by the 1983 Act); RGLA 9.16
		Petroleum Licences	Documentation relating to the licensing of petroleum	PERMANENT	Offer to Archivist	Petroleum (Regulation) Acts 1928 and 1936
		Premises Licences, e.g. Club premises Certificates; Temporary Event Notices	Documentation Regarding Premises Licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	Licensing Act 2003; RGLA 9.16
		Private Hire Licences	Licensing documentation regarding private hire taxi services	DESTROY – 2 years after registration lapses	Transfer to Records Management	Local Government (Miscellaneous Provisions) Act 1976; RGLA 9.16
		Public Entertainment Licences	Repealed by the Licensing Act 2003, retained for information already held	DESTROY – 2 years after registration lapses	Transfer to Records Management	Licensing Act 2003; RGLA 9.16
		Riding Establishment Licences	Documentation regarding riding establishment licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	Riding Establishments Act 1964 and 1970; RGLA 9.16

REGULATORY SERVICES

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
		Sale of Explosives Licences	Documentation regarding sale of explosives licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	Manufacture and Storage of Explosives Regulations 2005; RGLA 9.16
		Scrap Metal Licences	Documentation regarding scrap metal licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	Scrap Metal Dealers Act 1964; RGLA 9.16
		Sex Establishments Licences	Documentation regarding sex establishment licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Shop Licences	Documentation regarding the licensing of shops	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Shop Display Licences	Documentation regarding the licensing of outdoor shop displays	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Scaffold Licences	Documentation regarding scaffolding licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Skip Licences	Documentation regarding skip licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	RGLA 9.16
		Street Collections and Lotteries Licences	Documentation regarding street collections and lotteries licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	House to House Collections Act 1939; Lotteries and Amusements Act 1976; RGLA 9.16
		Street Trading Licences	Documentation regarding street trading licences	DESTROY – 2 years after registration lapses	Transfer to Records Management	Local Government (Miscellaneous Provisions) Act 1982; RGLA 9.16
		Zoo Licences	Documentation regarding zoo licensing	DESTROY – 2 years after registration lapses	Transfer to Records Management	The Zoo Licensing Act 1981; RGLA 9.16
	Sex Establishments	Register	Consolidated listing of licensed sex establishments	PERMANENT	Offer to Archivist	

RISK MANAGEMENT AND INSURANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Claims Handling claims against the council						
Claims	Claims Processing	Records – Settled Claims	Documentation relating to claims made against the council	DESTROY – 7 years after all obligations/entitlements are concluded	Documents all imaged and stored on Figtree claims database	Limitation Act 1980; RGLA 8.21
		Records – Repudiated Claims	Documentation relating to claims made against the council	DESTROY – 7 years after limitation has expired OR if the individual is under the age of 18 at the time of claim - DESTROY 3 months after their 21 st birthday	Documents all imaged and stored on Figtree claims database	Limitation Act 1980; RGLA 8.21
Insuring Against Loss Insuring against loss						
Insuring Against Loss	Insurance	Insurance Certificates	Insurance certificates issued	DESTROY – 75 years after the terms of the policy have expired	Transfer to Records Management	
		Insurance Policies	Documentation relating to insurance policies, except Liability Insurance Policies (see below)	DESTROY – 7 years after the terms of the policy have expired	Transfer to Records Management	RGLA 8.19
		Insurance Register	Summary of arrangements relating to insurance	PERMANENT	Offer to Archivist	RGLA 8.18
		Liability Insurance Policies	Documentation relating to liability policies	DESTROY – 75 years after the terms of the policy have expired	Transfer to Records Management	
		Renewals	Renewal information	DESTROY – 5 years after the policy has been renewed	Transfer to Records Management	RGLA 8.20

RISK MANAGEMENT AND INSURANCE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Risk Management		Management of risk				
Risk Management	Business Continuity Planning	Documentation relating to business continuity in the event of a disaster or unforeseen event, including disaster recovery and business resilience plans				
		Business Continuity Plans	Detailed plan relating to business continuity in the event of a disaster	REVIEW annually then DESTROY once superseded	Retain in Office then confidentially destroy	
		Business Impact Analysis Studies	Documentation relating to Business Impact Analysis Studies	REVIEW annually then DESTROY once superseded	Retain in Office then confidentially destroy	
	Education	Campaigns	Campaigns related to risk management	DESTROY – once superseded	Retain in Office then confidentially destroy	
	Risk Assessment	Risk Register	Consolidated listing of, and assessment of risks	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
		Valuations	Valuations as part of the risk assessment process	DESTROY – 3 years from the end of the financial year of the date of assessment/valuation	Transfer to Records Management	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Design and Construction						
Design and construction of transport infrastructure						
Design and Construction	Bridges, Coastal Structures & Retaining Walls	As Built Drawings & Maintenance Manuals	Documentation relating to the design, maintenance and future demolition of bridges, coastal structures and retaining walls	RETAIN – for life of bridge then DESTROY – after 2 years	Transfer to Records Management	CDM Regulations
	Photography	'Before' and 'After' Photographs	Photographic records of transport infrastructure before and after improvement	PERMANENT	Offer to Archivist	
	Roads and Highways	As Built Drawings - GIS	Documentation related to the design and construction of roads and highways	DESTROY – 12 years after completion of maintenance or defects period	Transfer to Records Management	RGLA 11.7
	Street Lighting	Design Information and Drawings	Documentation related to the design and installation of street lighting	DESTROY – 12 years after completion of maintenance or defects period	Transfer to Records Management	
	Traffic Management Schemes	As Built Drawings - GIS	Design and construction of highways, traffic management schemes and road signs, including feasibility studies	PERMANENT	Offer to Archivist	
Highway Development Control						
Responsibility for highways						
Highway Development Control	Highway Adoption	As Built Drawings - GIS	Adoption of new highways	PERMANENT	Offer to Archivist	RGLA 11.3
	Highway Extent Queries	As Built Drawings - GIS	Handling of highways extents enquiries from solicitors, developers, districts etc	PERMANENT	Offer to Archivist	RGLA 11.2
	Highway Extinguishment	Closures	Extinguishment of highways	DESTROY – 7 years after extinguishment Note: offer the Order and Map to Archivist	Transfer to Records Management/Offer to Archivist	
	Notification	Letters	Documentation relating to notification to the public of maintenance, changes in status, and closures etc	DESTROY – 7 years after notification Note: offer controversial or high profile notifications to Archivist	Transfer to Records Management/Offer to Archivist	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Planning Control	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments				
		Consultation Documents	Consultation documents relating to planning schemes and amendments	DESTROY – 7 years after decision Note: offer controversial or high profile schemes to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 11.4
		Enquiries	Enquiries relating to planning schemes and amendments	DESTROY – 7 years after decision Note: offer controversial or high profile schemes to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 11.4
		Objections	Objections to planning schemes and amendments	DESTROY – 7 years after decision Note: offer controversial or high profile schemes to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 11.4
	Road Classification	Department for Transport Legal Orders	Gazetteer of highways types	DESTROY – 7 years after decision Note: offer controversial or high profile schemes to Archivist	Transfer to Records Management/Offer to Archivist	RGLA 11.4

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/ REGULATIONS GOVERNING RETENTION
Highway and Environmental Enforcement						
Documentation relating to enforcement undertaken under Highways Act, Clean Neighbourhoods and Environment Act, Environmental Protection Act, Town and Country Planning Act and Building Act etc						
Highway and Environmental Enforcement	Enforcement of Transport and Highway Infrastructure	Documents and Formal Notices	Documentation including correspondence, photographs, formal notices relating to enforcement of the transport and highway infrastructure	DESTROY – 3 years after compliance with enforcement notice or RETAIN 50 years if not complied with	Transfer to Records Management	
	Highway, Environmental, Untidy Land and Property Enforcement	Documentation	Correspondence, enquiries and complaints relating to enforcement	DESTROY – 3 years from last action	Transfer to Records Management	
		Evidence	Documentation and records including photographs, CCTV recordings etc.	DESTROY – 3 years from last action	Transfer to Records Management	
		Formal Notices, Fixed Penalty Notices and Prosecution files	Documentation relating to the issuing of Formal Notices, Fixed Penalty Notices and Prosecutions	DESTROY – 3 years from last action OR DESTROY - 7 years from last action if investigation results in prosecution	Transfer to Records Management	
		Removal/Storage/ Disposal	Documentation relating to the removal, storage or disposal of items or vehicles, including records relating to recovery of costs	DESTROY – 3 years from last action	Transfer to Records Management	
	Scaffolding	Enforcement	Documentation related to the regulation of scaffolding and the enforcement of rules and regulations associated with this	DESTROY – 3 years from last action	Transfer to Records Management	
Infrastructure Management						
Documentation on managing transport infrastructure						
Infrastructure Management	Cycle Routes	Committee Reports	Committee Reports leading to the provision of cycle routes	PERMANENT	Offer to Archivist	
		Studies	Studies relating to the provision of cycle routes	DESTROY – 7 years from file closure	Transfer to Records Management	
		Surveys	Surveys relating to the provision of cycle routes	DESTROY – 7 years from file closure	Transfer to Records Management	
		The Wirral Circular Trail	All documentation relating to The Wirral Circular Trail – part funded by the EDRF	RETAIN until 2025 then review	Transfer to Records Management	European Regional Development Fund

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Maintenance	Documentation related to general maintenance of transportation systems				
		Inspection Forms	Inspections carried out on transportation systems	DESTROY – 12 years from last action	Transfer to Records Management	
		Photographs	Photographs of maintenance on transportation systems	DESTROY – 12 years from last action	Transfer to Records Management	
		Works Orders	Works orders for maintenance on transportation systems	DESTROY – 12 years from last action	Transfer to Records Management	
	Markings and Signage	Installation of instruction and warning signs				
		Inspection Forms	Inspections for markings and signage	DESTROY – 12 years from last action	Transfer to Records Management	
		Photographs	Photographs of markings and signage	DESTROY – 12 years from last action	Transfer to Records Management	
		Work Orders	Works orders for the installation of markings and signage	DESTROY – 12 years from last action	Transfer to Records Management	
	Public Conveniences	Complaints	Provision of public conveniences. Toilets. Maintenance and cleaning	DESTROY – 6 years after use is concluded	Held electronically	
	Street Furniture	Documentation relating to the process of installing and maintaining street furniture: finger posts, litter bins, public seats etc				
		Inspections Forms	Inspections of street furniture	DESTROY – 12 years from last action	Transfer to Records Management	
		Photographs	Photographs of street furniture	DESTROY – 12 years from last action	Transfer to Records Management	
		Works Orders	Works orders for the installation and maintenance of street furniture	DESTROY – 12 years from last action	Transfer to Records Management	
	Street Naming and Numbering	As Built Drawings	Drawings of streets with details of naming and numbering	PERMANENT	Offer to Archivist	
		Numbering Notification Letters	Notification letters for the numbering of houses	DESTROY – 12 years from last action	Offer to Archivist	
		Plans	Plans for street naming and numbering	PERMANENT	Offer to Archivist	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Surveys	Survey Results	Survey data relating to transport and infrastructure	DESTROY – 7 years from file closure	Transfer to Records Management	
	Taxi Ranks	Traffic Regulation Orders	Provision of designated taxi ranks	PERMANENT	Offer to Archivist	
Rights of Way Documentation relating to the process for creating and maintaining rights of way in the local area, including the Rights of Way Definitive Map and may also include information relating to cycle routes						
Rights of Way	Enquiries	Correspondence	Enquiries and correspondence from the public concerning rights of way	DESTROY – 7 years from enquiry closure	Transfer to Records Management	
	Locations	GIS Data	Information, including maps defining the locations and routes of rights of way	PERMANENT	Offer to Archivist	
	Orders	Legal Documents	Orders creating public rights of way	DESTROY – 6 years from conclusion of transaction	Transfer to Records Management	
	Ploughing and Cropping	Letters of Notice and Photographs	Regulation of ploughing and cropping on public rights of way	DESTROY – 3 years after compliance with enforcement notice	Transfer to Records Management	
	Searches	Searches	Rights of way searches carried out by the council	DESTROY – 6 years from case closure	Transfer to Records Management	
Road Maintenance Road maintenance						
Road Maintenance	Bridge Inspections	Approval in Principle	Documentation relating to Approvals in Principle	RETAIN – for life of bridge then destroy after 2 years	Transfer to Records Management	
		Bridge Assessment Reports	Documentation relating to bridge assessments	RETAIN – for life of bridge then destroy after 2 years	Transfer to Records Management	
		Bridge Inspection Reports – General	Documentation relating to general bridge inspection reports	RETAIN – for life of bridge then destroy after 2 years	Transfer to Records Management	
		Bridge Inspection Reports - Principal	Documentation relating to principal bridge inspection reports	RETAIN – for life of bridge then destroy after 2 years	Transfer to Records Management	
	Drains and Gullies	Drainage Information	Keeping drains and gullies clear and provision of advice on drainage	PERMANENT	Offer to Archivist	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Emergency Maintenance	Inspections Forms	Inspections leading to emergency maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Photographs	Photographs of emergency maintenance or structures requiring emergency maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Works Orders	Works orders for the completion of emergency maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
	Hazard Removal	Inspections Forms	Removal of hazards on the road, including removal of dead animals, oil spills etc	DESTROY – 12 years after action completed	Transfer to Records Management	
	Inspections	Inspections Forms and Photographs	Documentation relating to inspection of adopted highways	DESTROY – 12 years after action completed	Transfer to Records Management	
	Kerbs	Requests and Payments Information	Vehicle crossovers	DESTROY – 7 years after completion	Transfer to Records Management	
	Planned and Unplanned Maintenance	Estimates	Estimates for planned and unplanned maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Inspections Forms	Inspections forms relating to planned and unplanned maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Structural Maintenance Programme	Documentation relating to the Structural Maintenance Programme	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Works Orders	Works orders for planned and unplanned maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
	Scheduled Maintenance	Estimates	Estimates for scheduled maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Inspections Forms	Inspections forms relating to scheduled maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Structural Maintenance Programme	Documentation relating to the Structural Maintenance Programme	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
		Works Orders	Works orders for scheduled maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	RGLA 11.9
	Street Lighting Maintenance	Inspection, Testing and Repair Records	Documentation relating to unplanned and planned maintenance	DESTROY – 12 years after action completed	Transfer to Records Management	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Verge Maintenance	Area Information - GIS	Documentation related to the maintenance of verges	DESTROY – once superseded	Held electronically	
	Works within the Highway	Applications to undertake works within the adopted highway and footway; Section 278 Agreements	Electronic records and documentation relating to applications and notification of works undertaken within the highway; Records of Section 278 Agreements under the Highways Act 1980.	DESTROY – 7 years from last action	Transfer to Records Management	
Road Safety Information on road safety						
Road Safety	Accident Investigations	Investigations	Investigations into road traffic accidents for the purposes of improving road safety	DESTROY – 15 years from case closure	Transfer to Records Management	
	MOT Testing	Vehicle Files	MOT testing of vehicles by accredited council garages, held on vehicle files	DESTROY – 15 months after disposal of vehicle	Transfer to Records Management	
	Road Safety Awareness	Flyers	Flyers for road safety awareness	DESTROY – 7 years from file closure	Transfer to Records Management	
		Letters	Correspondence relating to road safety awareness	DESTROY – 7 years from file closure	Transfer to Records Management	
		Minutes	Road safety awareness meeting minutes	DESTROY – 7 years from file closure	Transfer to Records Management	
	Safety Audits	Reports	Audits/inspections of highways from a road safety perspective	RETAIN – for 7 years from creation, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	School Crossing Patrols	Site Surveys	Documentation relating to school crossing patrols	DESTROY – 7 years from file closure	Transfer to Records Management	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Traffic Management						
Traffic Management	Abnormal Loads	Correspondence	Consent for moving an abnormal load	DESTROY – 2 years after consent given	Transfer to Records Management	
	Gritting and Snow Clearance	Winter Maintenance Policy	Keeping roads and pavements clear when weather conditions may prove hazardous	RETAIN – for 7 years from creation, then REVIEW whether still of operational value Once of no further use to operations, offer to Archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	
	Monitoring	Surveys	Includes the monitoring of highway, transport and traffic use	DESTROY – 7 years from file closure	Transfer to Records Management	
	Parking Appeals	Correspondence and Records	Records of appeals and decisions	DESTROY – 7 years from file closure	Held electronically	
	Parking Enforcement	Computer System and other records	Computer records and documentation relating to the issuing and payment of parking fines	DESTROY – 2 years from last action	Held electronically	
	Parking Penalty Payments	Electronic Payment Records	Records of payments for parking penalties	DESTROY – 7 years from last action	Held electronically	
	Parking Schemes	Permits and Applications	Documentation relating to parking permits	DESTROY – 3 years after permit expires	Transfer to Records Management	
	School Routes	The activity of planning and programming the continued safety of school routes				
		Minutes	Minutes of meetings held in relation to school routes	DESTROY – 7 years from file closure	Transfer to Records Management	
		Surveys	Surveys of school routes	DESTROY – 7 years from file closure	Transfer to Records Management	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Traffic Calming	The management and control of traffic calming measures				
		Committee Reports	Committee Reports relating to traffic calming measures	PERMANENT	Offer to Archivist	
		Design Plans	Plans for the design of traffic calming measures	DESTROY – 7 years from file closure	Transfer to Records Management	
	Traffic Reduction	The activity of planning and programming the continued flow, diversion or reduction of traffic				
		Committee Reports	Committee Reports leading to traffic reduction schemes	PERMANENT	Offer to Archivist	
		General Traffic Information	General traffic information relating to traffic management and reduction	DESTROY – 7 years from file closure	Transfer to Records Management	
		Minutes	Minutes of meetings held in relation to traffic reduction	DESTROY – 7 years from file closure	Transfer to Records Management	
	Traffic Orders	Approval	The approval of road traffic orders	PERMANENT	Offer to Archivist	
		Implementation	Implementation of road traffic orders	PERMANENT	Offer to Archivist	
		Planning and Investigation	The planning and investigation of road traffic orders	PERMANENT	Offer to Archivist	
	Weather Forecasting	Weather Data	The effects of weather conditions on the transport system	DESTROY – once administrative use is concluded	Retain in Office then recycle all documents	
Transport Planning		Planning transport developments				
Transport Planning	Monitoring	Monitoring Reports	Records showing changes in use of the transport networks	PERMANENT	Offer to Archivist	
		Surveys	Data relating to the monitoring of traffic growth, cycle usage, pedestrian flows, vehicle occupancy (and similar)	PERMANENT	Offer to Archivist	

TRANSPORT AND INFRASTRUCTURE

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Strategy and Planning	Guidance & Correspondence	Government guidance and general/stakeholder correspondence related to transport policy / strategy	DESTROY – 10 years from file closure	Transfer to Records Management	
		Improvement Lines	Records of approved improvement lines retained for future highway improvements	PERMANENT	Offer to Archivist	
		Local Transport Plan – Annual Reports	Annual Reports setting out delivery and progress made against strategy	PERMANENT	Offer to Archivist	RGLA 11.1
		Local Transport Plan - Strategy	Transport strategy documents (including Appendices and supporting documents, e.g. Cycling and Freight Strategies) setting out the approved framework for transport planning	PERMANENT	Offer To Archivist	
		Studies	Studies (including feasibility studies) relating to transport schemes, policy or strategy	REVIEW – 10 years from date of study	Transfer to Records Management	
	Transport Modelling	Model Reports	Model coverage, networks, matrices, calibration and validation reports	REVIEW – 7 years from project closure	Transfer to Records Management	
			Option reports setting out results of model tests	REVIEW – 7 years from project closure	Transfer to Records Management	
		Projects	The carrying out of transport modelling projects	REVIEW – 7 years from project closure	Transfer to Records Management	
		Traffic Counts	Traffic census and road side interview data	REVIEW – 7 years from file closure	Transfer to Records Management	
	Travel Plans	Employer Travel Plans	Employer travel plans	DESTROY – 7 years from file closure	Transfer to Records Management	
		School Travel Plans	School travel plans	DESTROY – 7 years from file closure	Transfer to Records Management	

WASTE MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
Waste Collection Information on waste collection						
Waste Collection	Trade	Transfer Notes	The process of arranging the collection or transportation of trade waste	DESTROY – 3 years from last action	Transfer to Records Management	
Waste Disposal Information on the disposal of waste						
Waste Disposal	Waste Sites	Equipment	Information on the equipment installed at waste sites and its operation	DESTROY – 6 years after use	Transfer to Records Management	
		Inspections	Records of inspections of waste sites	DESTROY – 6 years after inspection	Transfer to Records Management	
		Management of Sites	Information on waste disposal sites and their management	PERMANENT	Offer to Archivist	RGLA 9.28
		Permits	Permits issued covering the use of waste sites	DESTROY – 7 years after permit expires	Transfer to Records Management	
		Short Term Storage	Information on sites used for the short term storage of waste	DESTROY – 10 years after site closure	Transfer to Records Management	RGLA 9.29
	Waste Sites Development	Waste Site Plans	A plan held by local and regional authorities detailing the provisions for current and future waste management activities	RETAIN while relevant. Once no longer current, offer to archivist for permanent preservation	Transfer to Records Management OFFER TO ARCHIVIST	RGLA 9.30
Waste Reduction Information on reducing the amount of waste						
Waste Reduction	Composting	The treatment of biodegradable waste, either aerobically or anaerobically to produce a product that can be reused as either compost or a soil improver				
		Invoices	Invoices for garden waste gate fees delivered to Windrow Composting	DESTROY – 6 years from last action	Transfer to Records Management	
		Residents Details	Records of residents who have taken up the compost offer	DESTROY – 6 years from last action	Transfer to Records Management	
		Weigh Bridge Information	Weigh Bridge information for garden waste tipping dockets	DESTROY – 6 years from last action	Transfer to Records Management	

WASTE MANAGEMENT

ACTIVITY	TRANSACTION	EXAMPLES OF RECORDS	SCOPE NOTES	RETENTION PERIOD	STORAGE PROCEDURE	LEGISLATION/REGULATIONS GOVERNING RETENTION
	Recycling	The recycling of domestic waste, including fridge/freezers				
		Recycling Credit Claims from Disposal Authority	Claims forms	DESTROY – 6 years from last action	Transfer to Records Management	
		Tickets/Works Orders	Details of recycled material to be collected and disposal destination	DESTROY – 6 years from last action	Transfer to Records Management	
		Weigh Bridge Tickets	The weighing of material to be recycled	DESTROY – 6 years from last action	Transfer to Records Management	