

Records Retention & Disposal Policy

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Policy Statement

Information is a vital asset for the provision of services to the public and for the efficient management of Council services and resources. It plays a key part in governance, service planning and delivery as well as performance management. It is important therefore to ensure that these records are managed effectively and in a manner which supports the Council in meeting its statutory obligations, particularly with regard to General Data Protection Regulation 2016 ("GDPR") and the Data Protection Act 2018 ("DPA").

The purpose of this policy is to provide the Council with a simple record management framework that will make sure that records are effectively managed during their lifecycle throughout the organisation.

This policy seeks to ensure that vital records are protected to enable the Council to function and recover swiftly after a disaster. Business continuity plans and procedures will be in place to guide rapid recovery.

The Council will require all staff to undertake periodic training with respect to record management along with accessing appropriate training with regard to Data Protection and Freedom of Information.

1. Scope of the Policy

1.1 This policy and supporting schedule forms part of the Council's information governance framework and should be read in conjunction with the policies and procedures set out in section 4. It applies to:

- All information systems within the organisation (both electronic and paper based).
- All data, information and records owned by the Council, but also including those held by contractors or partner organisations on behalf of, or as a result of their relationship with, the Council.
- Any information that is owned by other organisations, but may be accessed and used by Council employees.
- Information in whatever storage format and however transmitted (i.e. paper, voice, photo, video, audio or any digital format. It will also cover formats that are developed and used in the future.)
- All employees of the Council, Council members, temporary workers, volunteers, student placements etc.
- The employees of any other organisations having access to Council information; for example, auditors, contractors, and other partner agencies where there is no specific information sharing protocol in place.

1.2 The procedures outlined in this Policy are in addition to the Council's complaints procedures and other statutory reporting procedures applying to some service areas.

2. Roles and Responsibilities

2.1 There are a number of specific roles in relation to records management set out below, however, it is the responsibility of *all* members of the council, *all* council staff *and* volunteers, *and* companies or persons providing services or undertaking contracts on behalf of Gedling Borough Council, to, when undertaking council business:

- Keep full, accurate and reliable records appropriate for the actions being recorded, whatever the medium in which they are created. Where record content and format has been laid down in council procedures, these procedures should be followed
- Create new types of records and ICT systems only after consulting this policy and information governance staff
- Ensure that the records are filed (physically or electronically) in the correct place with filenames, indexes or metadata created so that they can be retrieved when required
- Ensure that the records are stored securely from unauthorised access or alteration
- Store records in an environment which will prevent their physical deterioration
- Ensure that the records will be maintained in a format allowing them to be read regardless of technological change
- Keep draft, duplicate and surrogate copies of records only as long as needed for immediate business purposes
- Ensure that the records are disposed of securely when no longer required for business purposes (with the guidance of the Council's Retention Schedule).
- Destroy records, including drafts, surrogates and duplicates, only in accordance with the Council's Disposal Procedures

2.2 Senior Leadership Team (SLT)

- 2.2.1 SLT is responsible for the Council's strategic direction in relation to information management and sets the tone for the records management culture. Key responsibilities at this level include:
- To ensure that records management is recognised as a corporate programme and receives the necessary levels of organisational support and the resources required to ensure effectiveness.
 - To support and enforce the Records Retention & Disposal Policy.

2.3 Senior Information Risk Owner (SIRO)

- 2.3.1 The Director of Organisational Development and Democratic Services is the Council's designated SIRO and responsible for managing information risk for the Council. The SIRO has responsibility for the operational aspects of records management. Such duties include:
- Development, implementation and maintenance of the Records Retention & Disposal Policy and associated procedures
 - Work with service delivery teams in determining what records they should keep for their work and where and how they should keep them
 - Develop, implement and maintain guidance in respect of disposal schedules
 - Raise staff awareness of records management procedures and provide ad-hoc advice when required
 - Carry out regular reviews of all aspects of the records management programme and make recommendations for improvement
 - Provide regular training to staff to ensure that they are aware of their obligations regarding Data Protection, Freedom of Information and Records Management.

2.4 Service Manager – responsible for IT

- 2.4.1 The Service Manager – Customer Services and Communications shall ensure that there are disaster recovery and business continuity plans in place to ensure the recovery of electronic data in the event of an incident affecting Council systems. This responsibility is managed through the [Information Security Policy](#).

2.5 Information Asset Owners - Service Managers

2.5.1 Service Managers are the Council's designated Information Asset Owners and have the day-to-day responsibilities for managing records in their own service delivery teams. Key tasks at this level include:

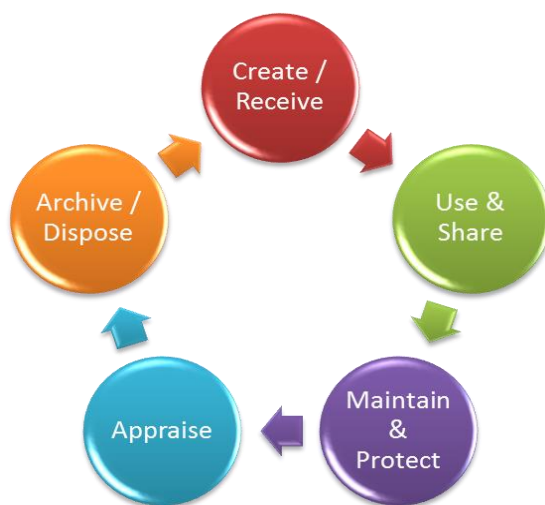
- Ensuring staff awareness of the importance of records management.
- To ensure proper provision for the implementation of the Records Retention & Disposal Policy is made within their service area\team
- Accountable for identifying, understanding and addressing risks to information assets within their service areas.
- To put local procedures in place to ensure records are created, captured and maintained which provide evidence of the Council's functions, policies, decisions, procedures and activities
- To ensure action plans for implementation of the policy are incorporated into appropriate service plans
- To ensure that access to records is controlled and used only for business purposes
- To notify the SIRO of any concerns regarding the management of their records.
- To maintain accurate Information Asset Registers.

2.6 Data Protection Officer

2.6.1 The Service Manager – Legal Services is the Council's designated Data Protection Officer. Managers and staff should consult the Data Protection Officer when they are proposing a new system or changes to the way that they collect and/or process personal data, or if there has been a security breach relating to personal data. The Data Protection Policy and the [Information Security Policy](#) provide further information about data security procedures.

3. Records Management Principles

3.1 The management of records is based on a simple lifecycle as shown in the diagram below:



3.2 Create or Receive

3.2.1 Records must be created or received in a manner that ensures their

authenticity, reliability and integrity so that they can be used to provide evidence of a transaction or activity.

3.2.2 A record must be an accurate and factual account of an event or transaction. It should not include irrelevant or derogatory personal comments or opinions about an individual.

3.2.3 Classification/categorisation of records occurs at this stage. The council operates exclusively at 'OFFICIAL' level. Some records may be sensitive and should be marked as 'OFFICIAL-SENSITIVE'. More details on this marking scheme can be found in the [Information Security Policy](#) under 'Data Management'. It is important to classify your records to ensure that you are following the correct security protocols later in the lifecycle.

3.3 Use and Share

3.3.1 Records must only be used for the purpose of conducting the Council's business and in line with established practices and procedures.

3.3.2 Where there is a need to share or disseminate the record, the user shall ensure that the record is authorised for sharing to the recipient. In particular, where the record contains personal data or information, the correct procedures for sharing and a lawful basis for sharing must be established in accordance with the GDPR and DPA.

3.4 Maintain and Protect

3.4.1 Each department will identify and have in place a well-structured record keeping system that documents its activities and provides for quick and easy access for any related information.

3.4.2 There will be procedures in place to protect records against unauthorised addition, deletion, alteration, use or concealment.

3.4.3 Each department shall have in place procedures to ensure the accuracy and completeness of records held.

3.4.4 There will be procedures in place to monitor the movement and location of records so that they can be easily retrieved and so that there is an audit trail.

3.4.5 Retention periods will be determined and documented for all records. These shall be based on statutory requirements, codes of practice or good practice recommendations from professional and other reputable bodies. Where there is no such guidance it is the responsibility of the relevant Information Asset Owner to determine a suitable retention period. An agreed retention schedule is in place and updated regularly. The retention schedule is appended to this policy document.

3.5 Appraise

3.5.1 Records must not be kept longer than is necessary, therefore, records shall be reviewed on a regular basis, at least annually, to determine whether they should be maintained as 'live' records, destroyed or archived.

3.5.2 Some records may need to be 'converted' into statistical data where this

hasn't occurred as part of their use. This should be done before moving onto the next stage of the lifecycle.

3.5.3 The retention schedule attached to this policy shall be used in determining the length of time that records shall be retained.

3.5.4 Reviews of records shall be recorded with outcomes clearly logged for audit trail purposes.

3.6 Archive/Dispose

3.6.1 Following appraisal, the process of archiving and destruction terminates the lifecycle of the record.

3.6.2 Records marked for archive retention shall be kept in long term storage by the Council. Where paper records are to be retained, the Information Asset Owner shall ensure suitable conditions for protecting the documents from the elements. Paper records must be stored in a manner that enables effective retrieval.

3.6.3 All records, regardless of format, must be stored securely and in line with the Information Security Policy. Access must be controlled. All records must be marked with a retention and disposal date in line with the retention schedule.

3.6.4 Records subject to an ongoing Freedom of Information/Data Protection request must not be destroyed until the end of the period in which an appeal can be made.

3.6.5 Once it has been determined that a record is no longer required, it must be securely disposed of in accordance with the Council's Information Security Policy. All formats of the record must be destroyed at the same time. Documentation of the disposal of records must be completed and retained.

4. Related Policies and Guidance

4.1 As referred to throughout, this policy should be read in conjunction with the following:

- Information Security Policy
- Data Protection Policy
- Data Protection Policy – Appropriate Policy Document
- Detailed Employee Guidance on Access to Information
- Freedom of Information Compliance and complaints procedure
- Freedom of Information Charging Policy
- Information Asset Register
- Any Data Processing or Information Sharing Agreements
- The Publication Scheme
- Staff Handbook
- Policy governing the operation of CCTV

5. Monitoring and Review

5.1 This policy and the retention schedule are subject to formal review at least every 3 years and will be amended and re-issued as necessary. Should amendments be required in between reviews, Members and Officers shall be notified accordingly.

- 5.2 The application of the records management procedures will be monitored against both quantitative and qualitative indicators. Those managers responsible for the management of their records in accordance with this policy will carry out compliance audits which will be monitored periodically.

Gedling Borough Council – Retention and Disposal Schedule

The retention schedule contains all the retention periods which have been agreed across The Council. These are minimum retention periods, so once documentation has reached the end of its retention period you may wish to review it to see if it needs to be retained any longer. If you decide that records should be kept for a longer period of time then this decision should be documented and a new review date assigned.

GDPR states that personal information must not be kept for longer than necessary. If you wish to keep personal data beyond the retention period shown in this document then please contact the Data Protection Officer dataprotectionofficer@gedling.gov.uk for further advice or assistance.

When records have reached the end of their agreed retention period they should be securely disposed of. Please see the [Information Security Policy](#) for further information.

The schedule is arranged into different sections or classifications. This is to assist the SIRO to manage the schedule and to allow users to navigate around the document by function. If there is no entry under a “blue” heading line, then it means no record series have yet been assigned to that section.

To find a particular section of the retention schedule you can either search the whole retention schedule using a keyword or you can use the Quick Find Guide below which will take you to the beginning of each section.

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TW4.6 - Renewal of insurance policies.....	74
TW4.7 - Vehicle CCTV recording system.....	74

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CR COMMUNITY RELATIONS				
CR1 - Policy and Strategy	Policy or Strategy Document	10 years	Shred & Delete	No
	Monitoring Information, including service plan	5 years	Shred & Delete	No
CR2 - Partnership Records	Reports, plans, minutes	6 years	Shred & Delete	No
CR3 - All Projects, including Youth and Seniors Council	Reports, plans, minutes	6 years	Shred & Delete	Yes
CR4 - Consultation	Consultation on major policies	5 years Returns - after use	Shred & Delete	No
	Consultation on minor policies	1 year Returns - after use	Shred & Delete	No
CR5 - Grants	Members and VCS Grants	6 years	Shred & Delete	No
CR6 - Finance and budgets	Financial	6 years	Delete	No
CR7 - External Funding	Application forms	Life of project	Shred & Delete	No
	Monitoring Reports	Determined by Funder	Shred & Delete	No
CR8 - Health Referrals	Customer/Patient Info	6 Years	Shred & Delete	Yes
CR9 - Service Level Agreements/Contracts/Tenders	Common Practice	Ordinary Contracts: 6 years after the terms of contract have expired Contracts Under Seal: 12 years after the terms of contract have expired	Shred & Delete	No
CR10 - Equipment for Loan	Record of equipment	Until equipment is disposed of	Delete	No
CR11 - Community Centres	Block bookings/One off bookings/leases/licences	6 years from expiry	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	NOP'S	Working document until no longer required	Shred	Yes
	Contractor Information and Works	6 years	Shred & Delete	No
	Service Certificates	6 years	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CR12 - Health and Safety	Incident forms/reports	Adult - 3 years from closure Children - 25 years from closure	Shred & Delete	No
	All other health and safety records	3 years	Shred & Delete	No
CR13 - Staff	Team Meetings	2 years	Delete	No
	Leave sheets	2 years	Shred	No
	Timesheets	2 years	Shred	Yes
	Training	40 years	Shred & Delete	No
	Post Related information	5 years after post deleted	Delete	No
CR14 - Events	Contractor Information and Works	6 years	Shred & Delete	No
	Food Tenders	6 years	Shred & Delete	Yes
	Stallholder Applications	6 years	Shred & Delete	Yes
CR15 - Customer Communication	Letters, emails	1 year (unless it's around a serious complaint in which case 3 years)	Shred & Delete	Yes
	Mailing lists and Databases	Life of project	Shred & Delete	Yes
CR16 - Communications and Marketing	E-newsletters	Life of project	Archive	No
	Published PR Work, including media publications	Archive after use	Archive	No
CR17 - Audit Records	Internal Audit Reports	2 years	Shred & Delete	
CR18 - Heritage Records	Maps, Publications, Research	7 Years	Shred & Delete	No
CR19 - Other Records	Any Other Records	Archive after use	Archive	No
CSC CUSTOMER SERVICES AND COMMUNICATIONS				
CSC1 - Communications				
CSC1.1 - Press/media requests	press enquiries and press releases	Indefinitely	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CSC1.2 - Proactive publicity	Press releases, posters, leaflets etc., social media posts	Kept indefinitely for reference	N/A	No
CSC1.3 - Promotional material	Posters, leaflets, social media campaigns, press releases	Kept indefinitely for reference	N/A	No
CSC1.4 - Managing and updating website	Emails from colleagues requesting updates	Kept indefinitely for reference	N/A	No
CSC1.5 - Maintaining Social Media	Emails from colleagues requesting updates	1 Year	Delete	Yes
CSC1.6 - Website management	T4 System	1 Year	Delete	Yes
CSC1.7 - Email Newsletter (Keep me posted)	Names, Email addresses and address	Current	Delete	Yes
	Staff email addresses	Current	Delete when customer unsubscribes	Yes
CSC1.8 - Task Management	Trello dashboard	Kept indefinitely for reference	N/A	No
CSC1.9 - Service Area Management	Staffing information	Indefinitely for reference	N/A	No
	Recruitment Information	Current	Delete	Yes
	Team Workplans	Current	Delete	No
	Performance Management	Current and previous plan	Delete	Yes
	Business Continuity	Indefinitely	N/A	No
	Projects	Current and previous plan	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CSC2 Administration				
CSC2.1 - Incoming mail	Incoming mail not required to be scanned by Corporate Administration	n/a mail is distributed to Business Units	n/a	n/a
	Incoming mail - Licensing scanning	6 months	Shred	Yes
	Incoming mail - Council Tax and housing benefit scanning	3 months	Shred	Yes
CSC2.2 - Outgoing mail	Outgoing mail	n/a All outgoing mail leaves the post room daily	n/a	n/a
CSC2.3 - Scanning	Scanning not administered by Corporate Administration	owned by the respective Business unit not Admin Services	n/a	yes
CSC2.4 - Indexing	Indexing	owned by the respective Business unit not Admin Services	n/a	yes
CSC2.5 - Admin Time Sheet information	Admin Time Sheet information	Indefinitely	N/A	No
CSC2.6 - Night safe log	Electronic record	1 year	Shred	Yes
CSC2.7 - Creditor return Cheque sheet	paper record	1 year	Shred	Yes
CSC3 - Customer Services				
CSC3.1 - Customer Services including Contact Centre	Customer Record	7 years from date of incident for Qmatics and 1 year for call recordings.	N/A	Yes
	Policies and procedures	Keep current and last previous version	Delete	No
	Workflow scripts	Current	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Staff Rotas	Current period only	Shred & Delete	Yes
CSC3.2 - Cheques paying in	Cheque Paying in Book stubs	1 year	Shred	No
CSC3.3 - Complaints	Comments and Complaints	6 years plus current for reports - cheques 1 year	Shred & Delete	Yes
CSC3.4 - Service Area Management	Staffing information	Indefinitely for reference	N/A	No
	Recruitment Information	Current	Delete	Yes
	Team Workplans	Current	Delete	No
	Performance Management	Current and previous plan	Delete	Yes
	Business Continuity	Indefinitely	N/A	No
	Projects	Current and previous plan	Delete	Yes
	Orders, Tenders and Contracts	Ordinary Contract: 6 years after terms of the contract have expired Contract Under Seal: 12 years after the terms of the contract have expired	Delete	No
CSC3.5 - Lost property log	Electronic log	1 year	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CSC3.6 - Cheques returned for Creditors, Revs and Bens	Paper record	1 year	Shred	Yes
CSC3.7 - Access card log	Paper record	6 months	Shred	Yes
CSC3.8 - Parcel sign for sheet	Paper record	6 months	Shred	Yes
CSC3.9 - Gedling Homes log for keys and docs	Paper record	6 months	Shred	Yes
CSC3.10 - Food voucher register	Electronic record	1 year	Delete	Yes
CSC3.11 - Handovers	GBC home system	6 years plus current	N/A	Yes
CSC3.12 - Online forms	GBC home system	Indefinitely	N/A	Yes
CSC3.13 - Calendars	GBC home system	Indefinitely	N/A	Yes
CSC3.14 - Housing Needs scanning	Docs bought in by public	1 week	Shred	Yes
CSC3.15 - Cash taken over £1000 report	Electronic report	1 year	Delete	Yes
CSC3.16 - Radar key applications	Paper record	1 year	Shred	Yes
CSC3.17 - Room Bookings	GBC home system	Indefinitely	N/A	Yes
CS4 Information Technology				
CSC4.1 - Data network, E-mail, Internet access, telephony, web infrastructure	Technical Diagrams Protocols Standards Contractual information Project Documentation	current plus most recent	Manual Delete	Yes
	Logon logs (SysAid)	Indefinite	to be determined	Yes
	Email Logs (Email Laundry)	1 year	Automatic Delete	Yes
	Email Logs (Sophos Appliance)	30 days	Automatic Delete	Yes
	Email logs (PureMessage)	Current	Manual Delete as processed	Yes
	Telephony Logs (TigerPrism)	Indefinite	to be determined	Yes
	Web access logs (Trustwave)	Indefinite	Manual Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CSC4.2 - ICT Security management	Protocols Standards Technical Documents Diagrams	current plus most recent	Delete	Yes
	Historic Access Control Forms (before process moved to SysAid)	current plus 1 year after staff member leaves organisation	Shred	Yes
	Authentication logs Firewall logs File access logs Server logs	6 Months	Automatic removal	Yes
CSC4.3 - ICT Service desk support	Backup Tapes (backup of all onsite data)	current plus most recent backup tapes - daily tapes - monthly cycle Monthly tapes – 1 Year annual tapes - 6 years plus current	Backup tapes - degaussing	Yes
	Service requests, project documentation, asset register, knowledge base, user ID's	Indefinite	Delete	Yes
CSC4.4 - ICT service delivery	Protocols Standards Emails	current plus most recent	Delete	Yes
CSC4.5 - ICT development	Project Documentation Technical Documents	current plus most recent	Delete	N/A
DEM - DEMOCRATIC SERVICES				
DEM1.1 - Electoral services	Election Results	Permanent	Shred once scanned	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Nomination Papers	1 year from date of election	Shred	Yes
	Ballot Papers	1 year from date of election	Shred	No
	Marked Copies of Registers	1 year from date of election	Shred following scanning	Yes
	Candidate Election Expenses Forms	2 years (note: Parish 1 year)	Shred	Yes
	Corresponding Number Lists etc.	1 year from date of election	Shred	Yes
	Absent Vote Election Paperwork (including security statements)	1 year from date of election	Shred	Yes
	Previous Registers of Electors	15 years	Delete	Yes
	Current Register of Electors (including updates)	1 year	Paper copy to be Archived following publication of new Register	Yes
	Current Annual Registration HEFs	Until scanned and processed onto xpress	Shred	Yes
	Current Annual Registration ITRs	Until change of individual at property	Shred	Yes
	Absent Voter Applications	For period specified or up to 5 years	Shred	Yes
	Notification as ERO to the Information Commissioner	1 year	Delete	No
	Mobile phone numbers and names of electors and members of staff on Gov.uk notify service	up to 1 year	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Information on Party Nominating Officers	Retention for relevant period as indicated on forms	Shred	
DEM1.2 - Committee Administration	Signed Minutes (1974 to present)	Permanent	N/A	Yes
	Audio Recordings of Committee Meetings	6 months	Delete audio file	Yes
	Clerks Notes from Meeting	1 meeting cycle	Shred & Delete	Yes
	Agendas (from earliest kept to present day)	Permanent	N/A	Yes
	Register of Interests (Parish)	3 years following resignation or end of term.	Shred & Delete	Yes
	Register of Interests (Council)	3 years following resignation or end of term.	Shred & Delete	Yes
	Acceptance of Office	whilst in office (maximum 4 years)	Shred	No
	Constitution	Permanent or until updated	N/A	No
	Gifts & Hospitality Register		Shred	No
	Member Notifications to the Information Commissioners Office	1 year	Delete expired electronic record/emails	No
	Business Continuity Paperwork	Operational life plus previous policy	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEM1.3 - Data Protection	ICO notifications (Electoral Registration Officer of Gedling Borough Council)	Current year plus previous year	Delete	No
DEV - DEVELOPMENT SERVICES				
DEV1 - Building Control				
DEV1.1 - Building Control Registers		Indefinite	N/A	No
DEV1.2 - Building applications in relation to listed or other significant buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates	Indefinite	N/A	Yes
DEV1.3 - Approval of building applications for all other buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates, Objections	Destroy 15 years after construction completed	Shred & Delete	Yes
DEV1.4 - Inspection of building work for the purpose of ensuring compliance	Cert of final inspections. Building inspection records, Diaries	Destroy 10 years after the issue of a certificate of final inspection	Shred & Delete	Yes
DEV1.5 - Decision Notices	Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes
DEV1.6 - Enforcement of breaches in the Building Act, Building Regulations and control unauthorised development.	Enforcement Notices, Prosecutions	Retain for 15 years from the date of deposit	Shred & Delete	Yes
DEV1.7 - Building Act Section 35, 36 and 95 Notices	Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes
DEV1.8 - Control and enforce dangerous structures and demolitions to maintain public safety.	"Building Act Section 77 and 78 Dangerous Structure Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV1.9 - Building Act Section 80, 81 and 82 Demolition Notices"	Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes
DEV2 - Land Charges				
DEV2.1 - Land Charges LLC1 register	Registrations	Permanent	Paper plans to be destroyed	Yes
DEV2.2 - Land Charges - Con29 Data	Registrations	Permanent	Paper plans to be destroyed	Yes
DEV2.3 - Request for search - including form, receipt and plan	Search request forms, plans, support information (e.g. payment receipt)	6 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV3 - Street naming and Numbering				
DEV3.1 - Request for changes to an address - including form, receipt and plan	Address request for change forms/emails, plans, support information (e.g.: payment receipt) and letter of confirmation	2 years	Shred & Delete	Yes
DEV3.2 - Street name and numbering schemes including approved scheme and correspondence	Approved name and numbering scheme, plans, support information (e.g.: payment receipt), consultee correspondence and letter of confirmation	7 years after last action	Shred & Delete	No
DEV4 - Development Management				
DEV4.1 - Planning and related Applications (including Appeals)	Application forms, plans, supporting information, payment receipts, decision notices etc.	Permanent	N/A	Yes
DEV4.2 - Pre-Application Advice	Application forms, plans, supporting information, payment receipts, decision notices etc.	Permanent	N/A	Yes
DEV4.3 - Enforcement investigations - breach	Service request forms, plans, supporting information, payment receipts, decision etc.	6 years	Shred & delete	Yes
DEV4.4 - Enforcement investigations - no breach	Service request forms, plans, supporting information, payment receipts destroy after two years. Decisions Permanent.	6 years	Shred & delete	Yes
DEV4.5 - Enforcement Notices, PCN's, Breach of Conditions Notices, 215 Notices, Injunctions	Enforcement notice, correspondence, legal advice etc	Permanent	Shred & delete	Yes
DEV4.6 - Community Infrastructure Levy	Forms, notices and payments	until liability has been paid in full or	Shred & delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
		exemption clawback expired and entry removed from land charges register		
DEV4.7 - Planning Committee (agendas and presentations)	Agendas and powerpoint presentations	2 years from date of committee	Delete	Yes
DEV4.8 - Statistical Information	Spreadsheets/PDF/WORD documents	4 years	Shred & Delete	No
DEV4.9 - Procurement information	Tender documents	6 years	Shred & Delete	No
DEV4.10 - Householder and Commercial - Do I require planning permission? Enquiries	Application forms, plans, supporting information, payment receipts, decision notices etc.	Permanent	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV5 - Tree Preservation Orders				
DEV5.1 - TPO Orders		Permanent	N/A	Yes
DEV5.2 - TPO Notifications - TPO Notifications and decisions (to undertake works) and supporting information	Application forms, plans, support information (e.g. tree survey) and decision letter	Permanent	N/A	No
DEV6 - Conservation Areas				
DEV6.1 - Conservation Area Information	Designated conservation areas, historic reference material, appraisals, imagery, paper, plans/maps, photographs	Permanent	N/A	No
DEV6.2 - Listed Buildings	historic reference material, imagery, paper plans/maps, photographs	Permanent	N/A	No
DEV7 - Planning Policy				
DEV7.1 - Developing policies for existing and future land uses within the Borough	Core Strategy, Local Plan, Supplementary Planning Documents, neighbourhood plans correspondence, draft documents. To include responses submitted as part of consultation exercises.	Destroy information relating to the activity of developing policies when plan is superseded or withdrawn. Destroy SPDs once site has been built. Retain final documents in perpetuity.	Shred & Delete	Yes
DEV7.2 - Consulting and holding comments on draft planning policy documents using consultation software.	Core Strategy, Local Plan, Supplementary Planning Documents, neighbourhood plans correspondence, draft documents.	Until contract with software provider is terminated (anticipated December 2019).	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	To include responses submitted as part of consultation exercises.			

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV7.3 - Preparation of evidence based documents to inform policy preparation	Documents, Reports, correspondence, mapping	Initial brief and final document to be retained until document in perpetuity. Other correspondence and drafts - 1 year after the policy document it has informed has been adopted.	Shred & Delete	Yes
DEV7.4 - Providing policy comments on GBC planning applications	Memos	Retain from start of plan period (currently 2011)	Delete	Yes
DEV7.5 - Holding information on heritage issues	Conservation area appraisals, photos, correspondence	Indefinite. Information on the preparation of conservation area appraisals held until superseded.	Shred & Delete	Yes
DEV7.6 - Applications for funding	Correspondence, bids, invoices	Until funding has been spent for 7 years after funding award.	Shred & Delete	Yes
DEV7.7 - Maintaining the Self Build and Custom Build register	Correspondence, includes personal and financial information	Until name removed from register. When name removed, all information is retained apart from personal/sensitive information.	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV7.8 - Monitoring local plans	Includes the production of the Authority Monitoring Reports, Five Year Land Supply Assessments and Housing Delivery Action Plans) Reports, correspondence, AMRs, 5YLSs, HDAPs.	Retain final reports in perpetuity and background information on housing, employment and retail matters. Other information to be destroyed once document has been superseded.	Shred & Delete	Yes
DEV7.9 - Undertaking the Council's Strategic Housing Land Availability Assessment and maintaining the Brownfield Land Register	Reports, correspondence, plans	Indefinite. Information relating to a site deleted once completed or on request (if site withdrawn).	Shred & Delete	Yes
ED - ECONOMIC GROWTH AND REGENERATION				
ED1 - Economic Growth				
ED1.1 - Apprenticeship Grants	Loan Applications and approvals	7 years	Shred & delete	Yes
	Loan Documentation	8 years	Shred & delete	Yes
ED1.2 - Key Account management	Summary records of confidential discussions, contact details	3 years	Shred & delete	Yes
ED1.3 - PDRs	PDRS	5 years	Shred & delete	Yes
ED1.4 - Contractual Information	Contracts for services supporting pre-employment skills, careers events etc.	Ordinary Contract: 6 years after terms of the contract have expired Contract Under Seal: 12 years after the	Shred & delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
		terms of the contract have expired		
ED2 - Housing Development and Strategy				
ED2.1 - Shared Ownership applications	Application & decision	7 years	Shred & delete	Yes
ED2.2 - Asylum Rehousing Scheme	Details of nominated families and address	Held centrally	N/A	Yes
ED2.3 - Landlords Forum	Contact email addresses	7 years	Shred & delete	Yes
ED2.4 - Snap shots of the housing register	Name, address, property size, disability, significant volume 800+ applications	Indefinite as supports key policies	N/A	Yes
ED2.5 - Housing Needs surveys	Responses from residents	7 years	Shred & delete	Yes
ED2.6 - Funding applications inc' viability appraisals	Viability appraisals commercially sensitive	7 years	Shred & delete	No
ED2.7 - S.106 Negotiations	Viability appraisals commercially sensitive	7 years	Shred & delete	No
FN - FINANCIAL SERVICES				
FN1 - Accounts and Audit Reporting				
FN1.1 - Consolidation of financial transactions on an annual basis for corporate reporting purposes	Consolidated annual reports	7 years	Delete	No
	Statement of financial position	7 years	Delete	No
	Consolidated financial statements	7 years	Delete	No
FN1.2 - Consolidation of financial transactions on a periodic (less than annual)	Consolidated monthly and quarterly reports	Destroy when administrative use is	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Consolidated monthly and quarterly financial statement	concluded - retained for 2 financial years	Delete	No
	Working papers for the preparation of the above		Delete	No
FN1.3 - Related Party Declarations Member/Officers - Statement of Accounts	Declaration Forms	7 Years including current	Shred & Delete	Yes
FN2 - Financial Transactions Management				
FN2.1 - Identification of the receipt, expenditure and write-offs of public money	Allowances	7 Years	Shred & Delete	Yes
	Purchase orders	7 Years	Shred & Delete	Yes
	Invoices	7 Years	Shred & Delete	Yes
	Credit Card statements	7 Years	Shred & Delete	Yes
	Cash books	7 Years	Shred & Delete	Yes
	Receipts	7 Years	Shred & Delete	Yes
	Cheque counterfoils	7 Years	Shred & Delete	Yes
	Bank statements	7 Years	Shred & Delete	Yes
	Subsidiary ledgers (annual)	7 Years	Shred & Delete	Yes
	Journals (annual)	7 Years	Shred & Delete	Yes
FN2.2 - Process to balance and reconcile financial accounts	Vouchers	7 Years	Shred & Delete	Yes
	Reconcillation summaries of Accounts	7 Years	Shred & Delete	No
	Controls reports and FMS	7 Years	Shred & Delete	No
FN2.3 - Taxation Records VAT	Reconciliation statements	7 Years	Shred & Delete	No
	VAT records	7 Years	Shred & Delete	No
FN3 - Payroll				
FN3.1 - Collection of National Insurance Numbers	Notification and input records	2 years after employee ceases employment	Shred & Delete	Yes
FN3.2 - Payment of employees	Authority sheets	6 years	Shred & Delete	Yes
	Payroll deduction authorities	6 years	Shred & Delete	Yes
	Payroll disbursement	6 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Employee pay records	6 years	Shred & Delete	Yes
	Employee taxation records	6 years	Shred & Delete	Yes
	Bank details - current	6 years after employment has ended	Shred & Delete	Yes
	Pension estimates and awards	Retain until age 85	Shred & Delete	Yes
	Statutory sick pay forms	6 years	Shred & Delete	Yes
	Pay, deductions, expenses or benefits, payroll giving schemes	Six years plus current	Shred & Delete	Yes
	HMRC reports and payments	Six years plus current	Shred & Delete	No
	Tax code notices	Six years plus current	Shred & Delete	Yes
	Pension documents	Indefinitely	N/A	Yes
FN3.3 - Salary records	Employee pay history	7 years	Shred & Delete	Yes
	Salary rates register	7 years	Shred & Delete	Yes
	Salary ledger	7 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
FN4 - Financial Provisions Budgets and Estimates				
FN4.1 - Finalising and developing the annual budget	Annual Budget	7 years	Shred & Delete	No
	Draft budgets	7 years	Shred & Delete	No
	Departmental budgets	7 years	Shred & Delete	No
	Draft estimates	7 years	Shred & Delete	No
	Working papers	7 years	Shred & Delete	No
FN4.2 - Budget reporting in relation to actual revenue and expenditure	Quarterly statements	7 years	Shred & Delete	No
FN5 - Loans and Investments				
FN5.1 - Borrowing money and investments to enable the Council to perform its functions and exercise its powers	Loan files	7 years after the loans have been repaid	Shred & Delete	No
FN5.2 - Summary management of loans and investments	Loans register	7 years after the loans have been repaid	Shred & Delete	No
FN6 - Bank Account Records				
FN6.1 - Cheques and associated records	Cancelled Cheques	7 years	Shred & Delete	No
	Dishonoured cheques	7 years	Shred & Delete	No
	Stoppage of cheque payment notices	7 years	Shred & Delete	No
	Outstanding Cheque list	7 years	Shred & Delete	No
FN6.2 - Bank deposits	Bank deposit books/slips/butts	7 years	Shred & Delete	No
	Bank deposit summary sheets. Summary of daily banking, cheque schedule	7 years	Shred & Delete	No
	Register of cheques lodged for collection	7 years	Shred & Delete	No
FN6.3 - Bank reconciliations	Reconciliations files/sheets	7 years	Shred & Delete	No
	Daily list of paid cheques	7 years	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Unpaid cheques records	7 years	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
FN6.4 - Bank statements	Bank statements, periodic reconciliations	7 years	Shred & Delete	No
	Bank certificates of balance	7 years	Shred & Delete	Yes
FN6.5 - Electronic banking and electronic funds transfer		7 years	Shred & Delete	Yes
FN7 - Expenditure Records				
FN7.1 - Petty Cash Records	Petty cash records/books/sheets/receipts	7 years	Shred & Delete	No
	Postal cash book/sheets	7 years	Shred & Delete	No
FN7.2 - Creditors	Creditors history records, list/reports	7 years	Shred & Delete	No
FN7.3 - Invoices/Vouchers	Statement of accounts outstanding, Outstanding orders, credit notes, vouchers, purchase orders and requisitions	7 years	Shred & Delete	Yes
	Statement of accounts rendered, Statement of accounts - payable	7 years	Shred & Delete	Yes
FN7.4 - Ledgers	General and subsidiary ledgers	7 years	Shred & Delete	Yes
	Related Records	7 years	Shred & Delete	Yes
	Journals	7 years	Shred & Delete	Yes
	Trial balances and Reconciliations	7 years	Shred & Delete	Yes
FN8 - Procurement and Contract Management				
FN8.1 - Contract Register	Contract Register current and archived	7 years after contract expiry	Delete	Yes
FN8.2 - Orders greater than £5000	Greater than £5000 orders	7 years after contract expiry	Delete	Yes
FN9 - Risk Management				
FN9.1 - Risk Management	Risk Register	7 Years including current	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
FN10 - Internal Audit				
FN10.1 - Internal Audit	Internal Audit reports	7 Years	Delete	Yes
FN10.2 - Management of investigations (including Fraud)	Audit investigations	7 Years	Shred & Delete	Yes
FN11 - Insurance				
FN11.1 - Management of insurance arrangements	Insurance Policies, Certificates of Insurance, Scheme of Arrangement Documents,	7 years after the insurance policy/ scheme of arrangement has expired, except Liability Policies - destroy 40 years after the policy expires.	Confidential Waste, Shred & Delete	No
FN11.2 - Insurance for local authority officers, property, vehicles and equipment against negligence, loss or damage	Insurance policy schedules and correspondence	7 years after the insurance policy has expired	Confidential Waste, Shred & Delete	No
FN11.3 - Renewal of insurance policies	insurance policy renewal records, correspondence	5 years after the insurance policy has been renewed	Confidential Waste, Shred & Delete	No
FN11.4 - Insurance claims records against the local authority or local authority officers	claims records, correspondence	7 years after all obligations/ entitlements are concluded (allowing for the claimant to reach 25 years of age if a minor at the time of the incident being claimed for)	Confidential Waste, Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LE - LEISURE				
LE1 - Membership				
LE1.1 - Membership database (Clarity)	Leisure Cards	7 years after expired leisure card	Anonymised in Clarity (all personal data removed)	Yes
	Direct Debit	7 years from cancellation of DD	Delete (including debtor spreadsheet)	Yes
LE1.2 - Swimming Lessons (CoursePro)	Customer Info	1 year after expired swim membership	Removed from CoursePro	Yes
LE2 - Bonington Theatre				
LE2.1 - Bonington Theatre	Customer Info	7 years after expired leisure card	Anonymised in Clarity (all personal data removed)	Yes
	Theatre Hire	6 years	Shred & delete	Yes
	Movie Contracts	Ordinary Contracts: 6 years after the terms of contract have expired Contracts Under Seal: 12 years after the terms of contract have expired	Shred & delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LE3 - Leisure General				
LE3.1 - Grant and funding applications	applications, records	Dependant on funding contract, usually 6 years	Shred & delete	No
LE3.2 - Purchase Orders	Financial	6 years	Delete	Yes
LE3.3 - Service Level Agreements/Contracts	Common Practice	Ordinary Contracts: 6 years after the terms of contract have expired Contracts Under Seal: 12 years after the terms of contract have expired	Shred & delete	No
LE3.4 - Block bookings/One off bookings	Customer info	6 years	Shred & delete	Yes
LE3.5 - Health and safety (accident, incident forms)	incident forms/reports	Adult - 3 years from closure Children - 25 years from closure	Shred & delete	Yes
LE3.6 - Staff	Rotas	2 years	Shred / delete	Yes
	Leave sheets	2 years	Shred	Yes
	Timesheets	2 years	Shred	Yes
	Training	40 years	Shred & delete	Yes
LE3.7 - Customer communication	Letters, emails, telephone calls, online forms	1 year	Shred & delete	Yes
	Member emails and texts	1 month	Delete	Yes
LE3.8 - CCTV	Customer Info	28 days	Automatic over write of data	Yes
LE3.9 - Boditrax System	Customer Info		Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LS - LEGAL SERVICES				
LS1 - Litigation				
LS1.1 - Managing, undertaking or defending for or against litigation on behalf of the Council	Criminal case files, Civil Case files, Correspondence, Community Protection, Environmental Protection, Food Health and Safety, Planning prosecution files, Housing and land possession files, Judicial Review	7 years after last action. Major litigation offer to Archivist for review	Shred & Delete	Yes
LS1.2 - Debt Recovery	Debt Claims, Invoices	7 years after last action/payment	Shred & Delete	Yes
LS2 - General Advice				
LS2.1 - Providing legal advice on a point of law	Advice	Destroy 3 Years after last action	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LS3 - Agreements				
LS3.1 - Agreement of terms between organisations (Note this does not include contractual agreements)	Agreements/Service level agreements	Destroy 6 years after agreement expires or is terminated	Shred & Delete	Yes
LS4 - Conveyancing				
LS4.1 - Changing ownership of land or property	Conveyancing Files	Destroy 12 years after closure	Shred & Delete	Yes
LS4.2 - Management of Land Acquisition	Conveyancing Purchase Files, Legal Documents relating to the purchase	Retain for life of property or building plus 12 years	Shred & Delete	Yes
LS4.3 - Management of Land Disposal (by Sale or write-off)	Conveyancing File, Legal Documents relating to the sale, Particulars of sale documents	Destroy 12 years after all obligations and entitlements are concluded	Shred & Delete	Yes
LS4.4 - Leases & Tenancy Agreements	Lease Files, process of awarding tenancies, signed tenancy agreements	Destroy 12 years after terms of the agreement have expired	Shred & Delete	Yes
LS5 - Licences and Car Parks				
LS5.1 - Licence agreements for use/access of GBC land	Licence agreements, insurance certificates, Correspondence	Destroy 6 years after surrender, expiry or termination of the Licence	Shred & Delete	Yes
LS5.2 - Car Park Orders		Until superseded, current and previous version	Shred & Delete	No
LS6 - Procurement				

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LS6.1 - Development and specification of a contract	Draft Contract, Tender Specifications, Correspondence	Ordinary Contract Destroy 6 years after terms of the contract have expired Contract Under Seal Destroy 12 years after the terms of the contract have expired	Shred & Delete	Yes
LS6.2 - Awarding a contract	Signed Contract	Ordinary Contract Destroy 6 years after terms of the contract have expired Contract Under Seal Destroy 12 years after the terms of the contract have expired	Shred & Delete	Yes
LS6.3 - Issuing and Return of Tender	Opening Notice	Destroy 1 year after start of contract	Shred & Delete	Yes
LS6.4 - Evaluation and Successful Tender Documents	Evaluation Criteria, Tender Documents, Quotations	Ordinary Contract Destroy 6 years after terms of the contract have expired Contract Under Seal Destroy 12 years after the terms of the contract have expired	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LS6 - Planning				
LS6.1 - Certificates of lawful use	Certificates, Correspondence	Certificates – indefinitely Files and Advice – 6 years after last action	Shred & Delete	Yes
LS6.2 - Enforcement	Enforcement Notices (For Planning Prosecutions see 'LS1 - Litigation' above)	Notice – Indefinitely Files and Advice - 6 years after last action	Shred & Delete	Yes
LS6.3 - Section 106 Agreements	Agreements, Correspondence	Under Seal - 12 years after the terms of the 106 have expired Files and advice - 6 years after last action	Shred & Delete	Yes
LS6.4 - Tree Preservation Orders (TPO)	Orders	Orders – Indefinitely Files and advice - 6 years after last action	Shred & Delete	Yes
LS7 - Data Protection				
LS7.1 - ICO Registration	ICO notifications for Council and Elected Members	Current year plus previous year	Shred & Delete	No
LS7.2 - Data Sharing Agreements	Data Sharing Register and Individual agreements	Destroy 6 years after terms of the agreement have expired	Shred & Delete	Yes
LS7.3 - Data Protection Training	Training Material and guidance notes	Life of current version	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Training attendance logs	10 years after last date of employment	Delete	Yes
LS8 - Information Governance				
LS8.1 - Subject Access Requests	Subject Access Requests and responses	2 Years + current	Shred & Delete	Yes
LS8.2 - Freedom of Information, EIR and Re-use of Public Sector Information	FOIA,EIR and RPSI requests and responses	2 Years + current	Shred & Delete	Yes
LS8.3 - Performance and statistical information	Reports	Indefinite	N/A	No
LS8.3 - Training	Training Material and guidance notes	Life of current version	Delete	No
LS8.5 - Information Management	Policies	Keep current and last previous version	Delete	No
	Information Asset Register	Life of current version	Delete	No
	Retention and Disposal Policy and Schedule	Keep current and last previous version	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LS9 - Monitoring Officer				
LS9.1 - Data Breach Register	Data Breach Register and individual incident reports	Permanent (Register) Reports 6 years	Delete	Yes
LS9.2 - Standards investigations	Standards investigation files	Destroy after 7 years	Delete	Yes
LS9.3 - RIPA	Central Register, Applications, General advice	Destroy after 3 years unless used in proceedings as evidence then 7 years after last action.	Delete	Yes
LS9.4 - Gifts & Hospitality Register	Central Register	Destroy after 6 years	Delete	Yes
LS9.5 - Ombudsman Records	Correspondence, file notes	Destroy after 6 years	Delete	Yes
LS10 - Gedling Legal				
LS10.1 - Legal work for other public bodies	Instructions and advice, client correspondence	As per GBC retention period depending on matter type	Delete	Yes
LS11 - Policies				
LS11.1 - Corporate Policy documents	Corporate policies	Keep current and last previous version	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LS12 - Staffing				
LS12.1 - Individual staff performance	Performance reviews (PDRs)	10 years after last date of employment	Delete	Yes
	Client Feedback forms	6 years or life of matter	Delete	Yes
LS12.2 - Sickness records	Correspondence re: sickness records; reports	10 years after last date of employment	Shred & Delete	Yes
LS12.3 - Team meeting agendas & minutes	Agendas, minutes	Destroy after 3 years	Delete	Yes
LS12.4 - Work experience & interns	Correspondence, work schedules, applications for successful candidates	Employment of individual + 6 years	Delete	Yes
	Correspondence, applications for unsuccessful applicants	Date of Interview + 6 months	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD - ORGANISATIONAL DEVELOPMENT				
OD1 - Personnel Administration				
OD1 - Summary management systems that allow the monitoring & management of employees in summary form	The summary information that this record class attempts to capture: Name, DoB, DoA, Work history, Position/designation, Titles and dates held Employment register - Permanent staff, Temporary staff, Casual staff. Registers of personnel files, Personal history, Superannuation history, Salary master record	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD1.2 - Administration of employees to ensure entitlements & obligations are in accordance with agreed employment requirements	Medical clearance	25 years after last date of employment	Automatic-electronic through system routine	Yes
	Letter of appointment	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Letter of acceptance	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Details of assigned duties	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Probation reports	10 years after last date of employment	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Medical examinations	25 years after last date of employment	Automatic-electronic through system routine	Yes
	Personal particulars	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Educational qualifications	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Declarations of pecuniary interests	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Secrecy undertakings	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Employment contracts	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD1.3 - Records relating to staff working with children / vulnerable adults	Disclosure Form	6 Months	Shred & Delete	Yes
	Record of disclosure	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD1.4 - Full employment files	Personnel records of leavers containing all employee record (contracts/ discipline/ warnings etc) are held on microfiche and CD ROM up to c. 2008 prior to IDOX.	Retain on system that cannot be modified.	N/A	Yes
	All IDOX records prior to 1 April 2017 are archived as a single file record (no categories) and so it is not possible to separate records	25 years after date of scanning into system (IDOX records between	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	for Delete times. Records contain medical and H&S information and so will be deleted after 25 years from scanning date to ensure that relevant records are retained.	c.2008 and March 2017)		

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD1.6 - Equal Employment opportunities	Documents created in the process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies	Destroy 5 years after action completed	Shred & Delete	Yes
	Documents created in the process of applying changes to personal records arising from investigation into application of policy in respect to equal treatment.	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD1.7 - Recruitment to an established post	Advertisements	Retain on IT-based systems (without facility to readily erase or modify)	N/A	No
	Applications	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Referee reports	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Interview reports (successful candidate)	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Unsuccessful applicants (interview notes and other documents)	6 months	Shred & delete	Yes
OD1.8 - Termination of Employment	Resignation	10 years after last date of employment	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Redundancy (Section 188)	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Dismissal	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Retirement	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD1.9 - Selection of an individual for a statutory position	Vacancies & application records	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Interview notes	6 months after interview	N/A	Yes
	Prospective staff records	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Registers of applicants	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Unsuccessful applications records	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD2 - Employee and Industrial Relations				
OD2.1 - Identification & development of significant directions concerning industrial matters	Generic agreements and awards	Destroy 5 years after administrative use is concluded	Delete	No
	Negotiations		Delete	No
	Disputes		Delete	No
	Claims lodged		Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD2.2 - Liaison processes of minor and routine industrial matters	Daily industrial relations management	Destroy 5 years after administrative use is concluded	Delete	Yes
OD2.3 - Processing of disciplinary and grievances investigation where proved and warning or instruction given	Investigation, complaint, warnings	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD2.4 - Processing of disciplinary and grievances investigation where unfounded	Investigation, complaint	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD3 - Staff Monitoring				
OD3.1 - Performance	Probation reports	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Performance plans	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Departmental performance reporting Generic project and bulk PI data. Personal email addresses	Email addresses removed when individual leaves employment	Removal of email address from system	Yes
OD3.2 - Process of monitoring staff leave and attendance	Sick leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Jury service	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Study leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Special and personal leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Attendance books	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Flexitime sheets	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Leave applications	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Annual leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD3.3 - Financial reward	Correspondance	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD4 - Training and Development				
OD4.1 - Routine staff training	Course individual staff assessment	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD4.2 - Training concerning children	Course individual staff assessment	10 years after last date of employment	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Training register	10 years after last date of employment	Shred & Delete	Yes
OD4.3 - Occupational health and safety training	OH&S training register	10 years after last date of employment	Shred & Delete	Yes
OD4.4 - Training materials	Handouts/ Presentations	1 year after course is superseded	Shred & Delete	No
OD4.5 - Training proof of completion	Certificates	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Awards	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Exam results	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Digital record of apprentice	Retain on IT-based systems - Skilsure - (without facility to readily erase or modify)	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD5 - Health				
OD5.1 - Occupational Health Records	Health questionnaire, Medical clearance, Adjustment to work place, Restrictions, Recommendations	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.2 - Health Declaration	Self-declaration form	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.3 - Health referrals (through HR/ welfare route)	Medical reports from doctors of consultants, correspondence with the appointed medical advisor	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.4 - Papers relating to any injury at work	accident book, incident forms	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.5 - Medical reports of those exposed to a substance hazardous to health	Lead (Control of Lead at Work Regs 1980), Asbestos (Control of Asbestos at Work Regs 1996), Compressed Air (Work in Compressed Air Regs 1996)	25 years after last date of employment	Automatic-electronic through system routine	Yes
	Radiation (Ionising Radiation Regs 1985)	25 years after last date of employment	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD5.6 - Medical / Self Certificates - unrelated to industrial injury	Sick notes	25 years after last date of employment	Automatic-electronic through system routine	Yes
PP - PUBLIC PROTECTION				
PP1 - Community Safety				
PP1.1 - Investigation of Anti-Social Behaviour (ASB) cases	Investigation files (letters, photos, video footage, emails, statements)	7 years after the closure of an investigation.	Shred & Delete	Yes
PP1.2 - Investigation of Anti-Social Behaviour (ASB) cases (information for complex case panel)	Information on individuals as perpetrators or victims of ASB held on ESINS hosted site	7 years after the closure of an investigation.	Delete shared files	Yes
	Case files where legal process has taken place	6 years from date of last action	Shred & Delete	Yes
PP1.3 - Safeguarding	Cases involving safeguarding issues	Indefinitely	Shred & Delete	Yes
PP1.4 - Emergency Planning	Incident data (predominantly flooding records)	Indefinitely	Delete	No
PP1.5 - Disabled Access	Emergency Plans and associated documentation	Plans lifetime plus the last plan	Delete	No
PP1.6 - Risk Management	Planning application responses	1 year	Delete	No
	Risk Registers (strategic and operational)	2 years after last action	Delete	No
	Evidence supporting entry onto the Risk Register	1 year after removal from the live register unless risk assessment demonstrates a need to retain for a longer period e.g. serious nature of the incident	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Individual entries on the Violent Persons Risk Register	1 year after removal from the live register unless risk assessment demonstrates a need to retain for a longer period e.g. serious nature of the incident	Delete	Yes
PP1.7 - Domestic Abuse Co-Ordination	Business Continuity Plans	Plans lifetime plus the last plan	Shred & Delete; Remove from Resilience Direct	Yes
	Documents associated with the administration of the Sanctuary Scheme	6 years after completion of the works	Delete	Yes
	Multi Agency Risk Assessment Conference (MARAC) records and minutes	2 years	Delete	Yes
PP1.8 - Domestic Homicide Review	Domestic Homicide Review	6 years	Delete	Yes
PP1.9 - CCTV	Equality Impact Assessments	6 years	Delete	No
	CCTV footage	28 days	Overwrites itself on a rolling 28 day period	Yes
	RIPA authorisations to view live CCTV	3 years	Delete	No
	Re-deployable Camera Installations	2 years	Delete	No
	Incident Logs	Indefinitely	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PP2 - Licensing				
PP2.1 - The administration of applications, registration, certification and licences in relation to the Council's registration requirements	Applications for animal registration, Applications for registration of a business premises, Application for release of animals impounded, Registers	Destroy 6 years after registration expires	Shred & Delete	Yes
PP2.2 - Certificates of registration	Taxi Drivers, Beauty therapists, Animal movement licences, Gaming, Disabled parking permits, Registration to sell poison	Destroy 6 years after registration expires	Shred & Delete	Yes
PP2.3 - Licensing sites for the holding or use of toxic or hazardous substances, (including petroleum, agricultural chemical products or herbicides)	Health and Safety licensing, Hazardous substances, Contaminated land register/pollution	Indefinitely	N/A	Yes
PP3 - Environmental Health				
PP3.1 - Food Safety and Hygiene	Service request records	5 years from last action	Shred & Delete	Yes
	commercial premises files	last 2 inspection records	Shred & Delete	Yes
	Investigation files	6 Years from last action	Shred & Delete	Yes
	food sampling records	3 years	Shred & Delete	Yes
PP3.2 - Noise and nuisance investigations	service request records	5 years	Shred & Delete	Yes
	Investigation files	6 Years from last action	Shred & Delete	Yes
PP3.3 - Local Air Quality Management	Commercial premises records	last 2 inspection records. Permits - last two copies	Shred & Delete	Yes
	Air quality results	review every 10 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Public register	Indefinitely	Shred & Delete	Yes
PP3.4 - Contaminated Land		10 years	Shred & Delete	Yes
PP3.5 - Private Water Supplies	Premises files	5 years	Shred & Delete	Yes
PP3.6 - Safeguarding	Internal safeguarding cases	7 Years	Shred & Delete	Yes
PP3.7 - Community Safety	Anti-Social Behaviour and Vulnerable persons case management	7 Years	Shred & Delete	Yes
PP3.8 - Private Sector Housing Enforcement	Service request records	5 years	Shred & Delete	Yes
PP3.9 - Disabled Facilities Grants	DFG grant files	10 years	Shred & Delete	Yes
	Decent homes grant files	10 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PR - PROPERTY SERVICES				
PR1 - Asset Management				
PR1.1 - Property Income Management	Property Files	1 year post termination	Shred & Delete	Yes
PR1.2 - Asset management reports	Consolidated property and buildings annual reports, Summary of leased property, Summary of local authority's owned property, Site register, Register of leases	7 years after administrative use is concluded	Shred & Delete	Yes
PR1.3 - Asset valuation	Register & background papers Property files	7 years after administrative use is concluded	Shred & Delete	Yes
PR1.4 - Acquisition of Land process (Lease or purchase)	Property Files, legal documents relating to the purchase, plans	Retain for the life of property or building and ownership plus 12 years	Shred & Delete	Yes
PR1.5 - Disposal of Land process (write off or sale)	Property Files, legal documents relating to the sale, Particulars of sale documents	15 years after all obligations and entitlements are concluded	Shred & Delete	Yes
PR1.6 - Management of Buildings and Estates	Project specifications, Plans, Installation manuals, Certificates of approval	Retain for the life of property or building	Shred & Delete	No
PR1.7 - Process involved in the caretaking, development and renovation of property	Work orders, Tender documents, Conditions of contracts	7 Years after the conclusion of transaction that the record supports	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PR1.8 - Managing leased and licenced property	Lease agreements, Rental expenditure authorities, Valuation queries, Applications for leases, licences and rental revision, Landlord's Consents, Schedules of condition	15 years after the expiry of the lease	Shred & Delete	Yes
PR1.9 - Property occupancy management	Requests for works, Cleaning, etc.	7 Years after the conclusion of transaction that the record supports	Shred & Delete	Yes
PR1.10 - Title deeds and other documents relating to freehold property	Deeds	Transfer to new freeholder on disposal or destroy on registration	Shred & Delete	Yes
PR1.11 - Signed Leases	Lease, Memoranda of Terms	16 years after expiry	Shred & Delete	Yes
PR1.12 - Agreements	Sub-letting agreements, Wayleave agreements	12 years after expiry	Shred & Delete	Yes
PR1.13 - Licences	Licences to enter GBC land	16 years after surrender, expiry or termination	Shred & Delete	Yes
PR1.14 - Photographic Records	Catalogues of photographs, Site photographs, work in progress, complete works, publicity photographs	12 years after project or event	Shred & Delete	No
PR2 - Car Parks				
PR2.1 - Car Parks	Parking PCN court cases 1998-2015	6 years from last action	Shred & Delete	Yes
	Parking Penalty Charge Notices and payment receipts 1998-2011	6 years	Shred & Delete	Yes
	Daily takings sheets car Parks 2007-	1 year	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Season Ticket Receipts 2010-	1 year since last transaction	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PSC – PARKS AND STREET CARE				
PSC1 - Parks and Streetcare General				
PSC1.1 - Correspondence - complaints, suggestions, praise, enquiries - routine matters	Letters, emails	Destroy 2 years after administrative use is concluded	Shred & delete	Yes
PSC1.2 - Correspondence - complaints, suggestions, praise, enquiries - detailed matters	Written correspondence, reports, notes, judgements	Destroy 6 years after administrative use is concluded	Shred & delete	Yes
PSC1.3 - Financial records	Invoices, credit card statements, petty cash records, receipts, journals	Destroy 6 years plus current after the conclusion of the financial transaction that the record supports	Shred & delete	No
PSC1.4 - Project documentation	Plans, grant applications & correspondence, tender documents,	2 years end of project grant applications - 6 years plus current, if tender awarded - contract then 12 years	Shred & delete	No
PSC1.5 - Policies, procedures and strategies - development	Consultation details, draft documents, organisation charts, background information, plans, policies and strategies	current plus last version	Shred & delete	No
PSC1.6 - Policies, procedures and strategies - monitoring and review	Monitoring reports	life of current plus last version	Shred & delete	No
PSC1.7 - Staff monitoring	Monitoring performance, attendance & leave	See OD3	Shred & delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PSC1.8 - Asset management - land, property and vehicles	Maintenance, servicing, inspections, inventories, usage surveys	life of current plus last version	Shred & delete	No
PSC2 - Play Areas				
PSC2.1 - Annual play inspection reports	Written reports	6 Years from destruction of the equipment	Delete	No
PSC2.2 - Routine play inspection reports	Written reports	6 Years from destruction of the equipment	Delete	No
PSC2.3 - Plans, schedules	Details of equipment	Life of play area plus 6 years	Shred & Delete	No
PSC3 - Cemeteries				
PSC3.1 - Recording the location of burials and identity of deceased individuals	Register of interments, Cemetery register, cemetery plans	Indefinite	Shred & Delete	Yes
PSC3.2 - Correspondence relating to cemeteries	correspondence	6 years after administrative use is concluded	Shred & Delete	Yes
PSC3.3 - Closed Churchyards	Memorial safety inspection reports	6 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PSC4 - Sports pavilions, visitor centres & other buildings				
PSC4.1 - Asset management records	Schedules, bills of quantity	7 years after last action	Shred & Delete	No
PSC4.2 - Property records	Plans, installation manuals, project specifications	Retain for life of building	Shred & Delete	No
PSC4.3 - Management documentation - grants	Application forms, contracts, grant returns	6 years after the conclusion of the financial transaction that the record supports	Shred & Delete	No
PSC4.4 - Management documentation - scheduling	Local Nature Reserve designations	Permanent - offer to archivist	Shred & Delete	No
PSC5 - Public Conveniences				
PSC5.1 - Asset management records	Schedules, bills of quantity	Destroy 7 years after last action	Shred & Delete	No
PSC5.2 - Property records	Plans, installation manuals, project specifications	Retain for life of building	Shred & Delete	No
RWS - REVENUES AND WELFARE SERVICES				
RWS1 - Business Rates				
RWS1.1 - Valuation of business properties for the purpose of charging business rates	Valuation list	For all valuation periods	Delete	No
RWS1.2 - Maintaining changes to rateable values/Delete/new assessments	Valuation schedules	For all valuation periods	Delete	No
RWS1.3 - Inspection records	Electronic	Permanent	N/A	Yes
RWS1.4 - Discretionary relief reviews	Electronic	Permanent	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
RWS1.5 - Recording information for rateable properties identifying the person or company rated, including details of the value of the property.	Electronic records	Permanent	N/A	Yes
RWS1.6 - Rating system record	Electronic records	Permanent	N/A	Yes
RWS1.7 - NDR Government returns	Electronic records	Permanent	N/A	No
RWS2 - Council Tax				
RWS2.1 - Maintaining changes to council tax bands/Delete/new assessments	Banding schedules	Permanent	N/A	No
RWS2.2 - Inspection records	Electronic records	Permanent	N/A	Yes
RWS2.3 - Council tax records including identifying the person or company rated, including details of the value of the property	Electronic records	Permanent	N/A	Yes
RWS2.4 - Council Tax personal and property record	Electronic records	Permanent	N/A	Yes
RWS2.5 - Council Tax Government returns	Electronic records	6 years	Delete	No
RWS 3 - Recovery and Enforcement Action				
RWS3.1 - Application for liability orders against defaulters (council tax and business rates)	Authorised/signed approval by magistrate	Permanent	N/A	Yes
RWS3.2 - Bankruptcy, Charging Order and Committal proceedings. Enforcement Agent and AOE action	proof of debt and associated correspondence/paper based record	7 years	Delete	Yes
RWS4 - Sundry Debtors				
RWS4.1 - Recovery of sundry debtors	Electronic records	Permanent	N/A	Yes
RWS4.2 - Sundry debtor personal record	Electronic records	Permanent	N/A	Yes
RWS5 - Housing Benefit and Council Tax Support				

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
RWS5.1 - Benefit records including creating the benefit claim	Electronic records	Permanent	N/A	Yes
RWS5.2 - Financial information in support of claim	Electronic records	Permanent	N/A	Yes
RWS5.3 - Benefit personal records	Electronic records	Permanent	N/A	Yes
RWS5.4 - Fraud	Electronic records	6 years from sanction	Delete	Yes
RWS6 - Homelessness				
RWS6.1 - Prevention of Homelessness	Housing prevention case file/agreement	- 2 years + current year, with the exception of financial transactions which should be retained for 7 years	Shred & Delete	Yes
	Prevention database	2 years + current year	Shred & Delete	Yes
RWS6.2 - Statutory Homelessness	Homeless Application	7 years for those we have accepted a duty. All those found to be intentional or non-priority should be retained for 2 years only.	Shred & Delete	Yes
	Statutory application database		Shred & Delete	Yes
	Homelessness Reviews		Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
RWS7 - General Admin				
RWS7.1 - Scanning and indexing of Revenues and Welfare Support mail	Correspondence/completed application forms	2 months	Shred	Yes
TW - Transport and Waste Services				
TW1 - Waste Collection				
TW1.1 - Arranging the collection or transportation of household waste	System Record, Spreadsheets, Contracts	2 years after last action	Shred & Delete	No
TW1.2 - Arranging the collection or transportation of controlled waste	System Record, Spreadsheets, Contracts	6 years after last action	Shred & Delete	No
TW2 - Waste Disposal				
TW2.1 - Managing the use, type and amount of waste to be disposed at a specific site	Agreements	6 years after expiry of agreement	Shred & Delete	No
TW2.2 - Management of sites used for the disposal of waste within the local authority	System Record, Spreadsheets, Contracts	10 years after site closure	Shred & Delete	No
TW3 - Other Waste Services				
TW3.1 - Bottle banks and recycling bring sites	Contracts, emails	6 years after last action	Shred & Delete	No
TW3.2 - Bulky waste	Applications, System Records	Held centrally	6 years	Yes
TW3.3 - Clinical and medical waste	System Record, Spreadsheet	Held by Rushcliffe Borough Council	N/A	Yes
TW3.4 - Commercial waste	System Record, Spreadsheets, Contracts	6 years after last action	Shred & Delete	Yes
TW4 - Transport Management				
TW4.1 - Acquisition and disposal of vehicles through lease or purchase	Leases, Contracts, Quotes, Approvals, Fleet authorisation numbers	7 years after the disposal of the vehicle	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
TW4.2 - Managing allocation & maintenance of vehicles	Allocation and authorisation for vehicles, Maintenance, MOT and Services	7 years after the sale or disposal of the vehicle	Shred & Delete	No
TW4.3 - Recording vehicle usage	Vehicle usage reports	3 Years after the sale or disposal of the vehicle	Shred & Delete	No
TW4.4 - Recording drivers usage	Bartec system, digital tachograph card and waste crew sheets.	2 years after closure	Shred & Delete	Yes
TW4.5 - Insuring local authority vehicles	Insurance policies, correspondence	7 years after the terms of the policy have expired	Shred & Delete	No
TW4.6 - Renewal of insurance policies	Insurance policy renewal records, Correspondence	5 years after the policy has been renewed	Shred & Delete	No
TW4.7 - Vehicle CCTV recording system	Individual unit hard drive	Approximately 28 days recording before overwritten, any clips taken after an incident are disposed of on conclusion	Delete	Yes