

**Winchester City Council**

**Record Retention Schedule**

**Document Control**

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1. Introduction

Winchester City Council is required by the Code of Practice on the Management of Records (issued under section 46 of the Freedom of Information Act 2000) to have, and to implement a records retention and disposal schedule.

This document sets out details about all the records created and kept by us in such a way that decisions can be made about identifying and disposing of them on a routine and timely basis.

1. Objectives

The purpose of this schedule is to:

* prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
* assist in identifying records that may be worth preserving permanently as part of Winchester City Councils local history and archives.
* provide consistency for the destruction of those records not required permanently after specified periods.
* promote improved records management practices.

1. Scope

This Records Retention Schedule applies to all documents defined as records:

*‘information created, received, and maintained as evidence and/or information by an organisation or person, in pursuance of legal obligations or in the transaction of business.’*

The retention requirements listed in this schedule apply to all records irrespective of media and format, or the system(s) in which the records are held and should be applied to all copies including backups.

Winchester City Council Retention and Disposal Schedule

| **Ref No.** | **Function** | **Activity** | **Retention Period** | | **Triggers** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| 4. CORPORATE MANAGEMENT / ADMINISTRATION | | |  | |  |  |
| 4.1 | Agency Staff | All records relating to hiring agency staff for service areas | 6 years +current | | Termination of agency placement | Employment Rights Act 1996 |
| 4.2 | Complaints | All records related to level 1 complaints (those investigated by managers) | 6 years +current | | Year records created | Limitation Act 1980 (Section 5 or 2) |
| 4.3 | Complaints | All records relating to complaints about services dealt with as business as usual | 6 years +current | | Year record created | Common practice |
| 4.4 | Complaints | All records relating to complaints referred to the Local Government Ombudsman | 10 years | | Date complaint resolved | Common practice |
| 4.5 | Complaints | Records relating to the processes to support the provision of a complaints process | 6 years | | Date process changes | Common practice |
| 4.6 | Council accounts | All records relating to the publication of council accounts | 6 years | | Year record created | Local Government Finance Act 1992 |
| 4.7 | Equality Impact Assessments | All records relating to Equality Impact Assessments | Retain for 3 years then review | | Date updated | Common practice |
| 4.8 | Freedom of Information Requests | All freedom of information requests relating to local authority management &expenditure of the COVID 19 Pandemic | 6 years | | Date of FOI request | Business need |
| 4.9 | Freedom of Information Requests | All records relating to the creation of policies to deal with requests under the Freedom of Information Act 2000 | 3 years | | Date policy expires | Business need |
| 4.10 | Freedom of Information Requests | Correspondence relating to FOI requests | 3 years | | Year records created | National Archives Guidance |
| 4.11 | Freedom of Information Requests | FOI requests on the disclosure log | 1 year | | Year record created | Common practice |
| 4.12 | General Information | Unstructured Records that do not support a business process.  - Requests for stock information  - Maps  - Advertising material  - Out of Date distribution lists  - Working papers which lead to a final report (unless report submitted to Committee) | Destroy as soon as any use has ceased | | Date of document | Business need |
| 4.13 | General Information | Correspondence with the public or external organisations which cannot be linked &stored with other records relating to a specific process &there is no identified process or function in the Retention Schedule.  - Letters  - Emails  - Faxes  - General correspondence / files | 5 years (if no further action or addition). | | Date of correspondence | Common practice |
| 4.14 | General Information | Unstructured Records that do not support a business process i.e. No existing place for them in a filing structure &none will be created. (paper &electronic including emails)  - compliment slips  - Catalogues  - Trade journals  - Suppliers Promotional material  - Course/seminar/conference invitations  - Telephone message slips  - Non acceptance of invitations  - Trivial messages or notes that are not related to EBC business | Destroy as soon as any use has ceased | | Date of document | Common practice |
| 4.15 | General - paper documentation | Documentation including  - scanning  - manual | I month | | Date of scanning | Common practice |
| 4.16 | Internal Audit | Records relating to:  - Assurance work  - Audit reports (draft & final)  - Testing index  - Testing summaries  - work programme / matrix  - working papers | Current & last files | | After accounting period/close of audit | Retain until all recommendations have been implemented. |
| 4.17 | Internal Audit | Records relating to annual reports | 5 years | | After accounting period/close of audit | Common practice |
| 4.18 | Internal Audit | Records relating to fraud reports (& file) | 6 years (proven)  3 years (unproven) | | After accounting period/close of audit | Common practice |
| 4.19 | Internal Audit | Records relating to:  - consultancy work (including member requests)  -   System development reviews | 3 years | | After accounting period/close of audit | Common practice |
| 4.20 | Internal Audit | Records relating to permanent audit file (standing information) | Permanent | | Until superseded | Common practice |
| 4.21 | Internal Audit | Records relating to contract final accounts | 12 years | | After accounting period/close of audit | Limitation Act 1980 |
| 4.22 | Meetings | Team Meeting /Management Team meeting minutes &papers held by individual teams where no corporate decisions are made | 1 year | | Date of meeting | Common practice |
| 4.23 | MP Enquiries | All records relating to the management of MP Enquiries - correspondence | 6 years +1 | | After closure of case | Common practice |
| 4.24 | Partnerships | Working documents &guidance | 6 years + current | | Date record created | Common practice |
| 4.25 | Partnerships | Partnership Register | Until register is updated | | Date register created | Common practice |
| 4.26 | Performance & Governance | All records relating to the collection &publication of a range of performance indicators reflecting the services the authority provides | 5 years | | Year record created | Common practice |
| 4.27 | Public meetings | All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year | 3 years | | Year record created | Common practice |
| 4.28 | Public meetings | Records relating to Public Meetings:  - Participation by residents/developers  - subsequent queries raised | 6 years +1 | | Date of meeting | Common practice |
| 4.29 | Published data | All records relating to the publication as open linked data of public sector information such that the data can be read &published in a variety of formats &resources | 6 years +1 | | Publication of data | Common practice |
| 4.30 | Record Retention | All records relating to the creation of a retention schedule for the authority | Until schedule is updated | | Date of publication | Common practice |
| 4.31 | Record Retention | Records relating to the creation &maintenance of a retention schedule. | Until schedule is updated | | Until superseded | Common practice |
| 4.32 | Spending plans | All records relating to the publication of spending plans | 3 years | | Year record created | Common practice |
| 4.33 | Staff | Records relating to equipment &assistance given to members of staff to facilitate home working | 6 years | | Date of normal working practices | Common practice |
| 4.34 | Staff | Records relating to the management of staff attendance &leave (specifically Time & Attendance) | 6 years | | After termination of employment | Common practice |
| 4.35 | Staff | Personnel records relating to the annual appraisal of staff | 1 year | | Date record created | Common practice |
| 4.36 | Staff Directory | All records relating to the creation &publication of a staff directory | 1 year | | From year record created | Common practice  Dynamic list |
| 4.37 | Statutory Returns | Records relating to the process of preparing Information to be passed on to central government as part of statutory requirements / Reports to Central Government | 6 years +current | | Year records created | Common practice |
| 4.38 | Surveys | Surveys carried out by the Council | 5 years | |  | Common practice |
| 4.39 | Surveys | All records relating to the development &implementation of information surveys (or information audits) | 3 years | | Date survey expires | Common practice |
| 4.40 | Surveys | All records relating to the publication of information from a national census or other surveys relating to the local area. | During operational Use | | Date of survey | Common practice |
| 4.41 | Surveys | Parish Survey files | Permanent | |  | Common practice |
| 4.42 | Surveys | All records relating to the creation &analysis of customer satisfaction surveys | 3 years | | Year record created | Common practice |
| 5. ASSET MANAGEMENT | |  |  | |  |  |
| 5.1 Corporate Property | |  |  | |  |  |
| 5.1.1 | Asset Management | Records relating to Asset Management:  - Asset Register  - Lease property register  - Vehicles  - Plant and equipment register | 6 years | | After life of the asset | HMRC – Compliance Handbook Manual CH15400 |
| 5.1.2 | Asset Management | Asset Management Plan | 6 years | | From year records created | Common practice |
| 5.1.3 | Asset Management | Records relating to Property Management:  - Land deeds  - Property deeds  - Land & Property Rental Documents  - Property Valuation Lists  - Purchase & Sale of Property Register | Permanent | | Retain from date ownership commenced until property is sold | Limitation Act 1980 (Section 14) |
| 5.1.4 | Asset Management | Records relating to Land and Property Valuations | 5 years | | Year records created | Common practice |
| 5.1.5 | Asset Monitoring and Maintenance | All records related to service records of plant and equipment | 6 years +current | | After sale or disposal of asset | Limitation Act 1980 |
| 5.1.6 | Property Portfolio | Sales files  Easement files  Lease files.  Evidence of leasehold title | Permanent | |  | Common practice |
| 5.1.7 | Property Portfolio | Purchase files | 6 years | | Date of property disposal | Common practice |
| 5.1.8 | Property Portfolio | Deeds of freehold property | Until property transferred to new ownership |  | | Common practice |
| 5.2 Facilities | |  |  | |  |  |
| 5.2.1 | Asbestos | Asbestos Register | 40 years | | Year records created | 40 years is a minimum recommendation |
| 5.2.2 | Council offices | All records relating to the provision of facilities for staff | 6 years | | Date use of the facility ceases | Limitation Act 1980 (Section 2) |
| 5.2.3 | Energy and fuel | Display Energy Certificates | 7 years | | Date created | Common practice |
| 5.2.4 | Equipment | All records relating to the monitoring of calibration and testing equipment | 6 years | | Year record created | Common practice |
| 5.2.5 | Equipment | All records relating to the management of equipment used by the facilities function | 6 years | | Creation of records | Limitation Act 1980 (Section 2) |
| 5.2.6 | Equipment | Records relating to the testing of equipment such as fire extinguishers and PAT testing | 4 years | | From date of test | Limitation Act 1980 (Section 11) |
| 5.2.7 | Equipment | Records relating to equipment maintenance:  - Instruction manuals  - Service agreements and maintenance records for individual pieces of equipment | 6 years | | Last use of equipment | Limitation Act 1980 (Section 2) |
| 5.2.8 | Fire safety | Records relating to the:  - installation and commissioning of fire alarm systems on Council premises  - installation of fixed fire suppression equipment | 6 years | | Date of installation | Common practice |
| 5.2.9 | Fire safety | Records relating to the routine:  - fire safety inspections on Council premises  - portable fire-fighting equipment inspections | 6 years | | Date of the inspection | Common practice |
| 5.2.10 | Gas Safety | Records relating to gas safe certification | Life of the system | | Date records created | Common practice |
| 5.2.11 | Management | All records relating to:  - facilities management services provided to local authorities  - provision of security in local authority buildings | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 5.2.12 | Reactive repairs | All records relating to unplanned repairs to premises or facilities equipment | 6 years | | Date repairs completed | Limitation Act 1980 (Section 2) |
| 5.2.13 | Risk Assessments | Fire Risk Assessments | Permanent | |  | Regulatory Reform (Fire Safety) Order 2005 |
| 5.2.14 | Staff/visitor car parking | All records relating to the provision and maintenance of all car parking facilities attached to Council buildings | 6 years | | Creation of records | Limitation Act 1980 (Section 2) |
| 5.2.15 | Water Supplies | All records relating to the provision and maintenance of water supplies in council offices. | 6 years | | Creation of records | Limitation Act 1980 (Section 2) |
| 5.3 New Homes | |  |  | |  |  |
| 5.3.1 | Grants | Records relating to Homes England Grants:  - Applications  - Approval & completion (audits)  - Payment | 6 years | | Date grant awarded | Common practice |
| 5.3.2 | Sales | Register of Interest records - for SO Schemes & General | 5 Years | | From date we receive application/email | Business need |
| 5.3.3 | Sales | SO Applications | 5 Years | | From date we receive application | Business need |
| 6. BUILT ENVIRONMENT | |  |  | |  |  |
| 6.1 Building Control | |  |  | |  |  |
| 6.1.1 | Building Control | Application Files including Building Inspection Records | 15 years | | Report completion | Common practice |
| 6.1.2 | Building Control | Registers, index cards &other finding aids | 15 years | |  | Common practice |
| 6.1.3 | Building Inspections | Licensing reports | 15 years | | Report completion | Common practice |
| 6.1.4 | Building Inspections | Certificate of Final Inspection | 15 years | | From date certificate produced | Common practice |
| 6.1.5 | Building Inspections | Inspectors Diaries | 15 years | | Creation of record | Common practice |
| 6.1.6 | Community Infrastructure Levy | All records relating to the creation &implementation of the Community Infrastructure Levy | 15 years | | Creation of record | Common practice |
| 6.1.7 | Dangerous Structures | Case files | 15 years | | Creation of record | Common practice |
| 6.1.8 | Dangerous Structures | Demolition approval notices &related papers | 15 years | | After demolition period | Common practice |
| 6.2 Environmental Protection | | | | | | |
| 6.2.1 | Environmental Protection Service Requests | Investigation, inspection &monitoring of all service requests, including statutory nuisance, pests, air pollution, asbestos, light, noise, pests, private water supply complaints, filthy &verminous, dog fouling, sewage &drainage, unclassified service requests. | 6 years | | Date of case closed | Common practice |
| 6.2.2 | Notices | Abatement Notices | Permanent | |  | Common practice  Retain until no longer relevant |
| 6.2.3 | Notices | All other Notices | 6 years | | Date of case closed (date of compliance) | Common practice |
| 6.2.4 | Air Quality | All records, reports, assessments &data relating to the measuring the quality of ambient air to ensure that it meets required standards in relation to the concentration of a defined range of pollutants | 30 years | | Date of document | Trend analysis |
| 6.2.5 | Contaminated Land | Statutory register of contaminated Land Records/ reports on land contamination supporting the Contaminated Land Strategy Investigations / formal action under Environmental Damage (Prevention & Remediation) Regulations 2015 | Permanent | |  | Common practice |
| 6.2.6 | Permitted processes | Public register Inspection records &permits Enforcement action | 6 years | | End of permit | The Environmental Permitting (England & Wales) Regulations 2016 |
| 6.2.7 | Private Water supplies | Sampling results/ Risk Assessments | 30 years | | Date of sample results /risk assessment | The Private Water Supplies Regulations 2016 |
| 6.2.8 | Private Water supplies | Notices | 5 years | | Date to notice complied with | The Private Water Supplies Regulations 2016 |
| 6.2.9 | Planning consultation  Premises Licence  TENs consultation responses | Incudes:  - records of consultations  - reports  - monitoring  - inspections  - meetings  - officer notes  - recommendations &comments  - appeals | 6 years | | Date case closed | Common practice |
| 6.2.10 | Scrap metal dealers | Applications, renewals, inspections, licences | 6 years | | From issue of licence | Common practice |
| 6.2.11 | Stray Dogs | Records relating to the collection &detention of stray animals | 2 years | | From entry on register | Common practice |
| 6.2.12 | Animal Licensing | Records relating to investigation, inspection &monitoring of animal welfare | 6 years | | From expiry of licence | Common practice |
| 6.2.13 | Animal Licensing | Enforcement case records | 10 years | | Date of enforcement case determined | Common practice |
| 6.2.14 | Zoo | Records relating to investigation, inspection &monitoring of animal welfare | 12 years | | From expiry of licence | Common practice |
| 6.2.15 | Zoo | Enforcement records | 18 years | | Date of enforcement case determined | Common practice |
| 6.2.16 | Animal Welfare/Dangerous Dogs | Investigations | 6 years | | Date of case closed | Common practice |
| 6.2.17 | Animal Welfare/Dangerous Dogs | Dog behaviour:  - contracts/ CPWs or Notices  - Enforcement case records  - Dog Control Orders | 15 years | | Life of dog | Common practice |
| 6.2.18 | Safety Advisory Group &events | Event Management Plans, Site Plans, Noise Management Plans | 6 years | | From end of event | Common practice |
| 6.2.19 | Safety Advisory Group &events | Accident investigations where the person concerned is under 18 | 21 years | | From conclusion of investigation | Statute of Limitation Act |
| 6.2.20 | Safety Advisory Group &events | Enforcement case records | 10 years | | Date of enforcement case determined | Common practice |
| 6.3 Corporate Health &Safety | | | | | | |
| 6.3.1 | Accident reporting | All records relating to accident reporting where the person is aged over 18 at the time of the accident | 4 years | | Date of accident | Limitation Act 1980 (Section 11) |
| 6.3.2 | Accident reporting | All records relating to accident reporting where the person is aged under 18 at the time of the accident | 22 years | | Date of birth of individual | Limitation Act 1980 (Section 11) |
| 6.3.3 | Health & Safety strategy | All records relating to Health &Safety strategy including policy documents | 6 years | | Date policy superseded | Limitation Act 1980 (Section 2) |
| 6.3.4 | Health & Safety policies | All records relating to the development &implementation of health &safety policies | 6 years | | Date policy superseded | Limitation Act 1980 (Section 2) |
| 6.3.5 | Risk assessments | Risk assessments &other records relating to health &safety measures put in place to protect staff during the COVID19 Pandemic | 6 years | | Current year | Common practice |
| 6.4 Licencing | |  |  | |  |  |
| 6.4.1 | Alcohol &entertainment | All records related to the provision of club premises certificates | 3 years | | Date licence expires | Limitation Act 1980 (Section 2) |
| 6.4.2 | Alcohol &entertainment | All records related to:  - Early morning restriction order  - Greyhound racing track licence  - Personal Alcohol &entertainment licence  - Premises which sell alcohol &provide regulated entertainment | 6 years | | Date order/licence expires | Limitation Act 1980 (Section 2) |
| 6.4.3 | Alcohol &entertainment | All records related to Temporary event notices | 6 years | | Date of the event | Limitation Act 1980 (Section 2) |
| 6.4.4 | Businesses | All records related to:  - House to house collection licence schemes  - licensing &monitoring of street traders &street trading  - Administration of licences for sex establishments  - Administration of street licence collection schemes | 6 years | | Date licence expires / date of resolution | Limitation Act 1980 (Section 2) |
| 6.4.5 | Gambling &lottery | All records related to:  - Club gaming permit  - Club machine permit  - Family entertainment centre gaming machine permits  - Gambling premises licence  - Gambling premises temporary use notices  - Licensed premises gaming machine permit  - Lottery licence  - Prize gaming permit  - Track betting licence  - Track gambling premises occasional use notices | 6 years | | Expiry of licence | Limitation Act 1980 (Section 2) |
| 6.4.6 | Permissions &consents | Street parties permission. All records related to:  - permission given to named individuals to hold a street party  - management of the process to grant permission to hold street parties | 6 years | | Date consent granted/ permission expires | Limitation Act 1980 (Section 2) |
| 6.4.7 | Taxi &private hire - Dual Drivers Licence | All records relating to applications for &management of dual drivers licences | 6 years | | Date licence expires | Limitation Act 1980 (Section 2) |
| 6.4.8 | Taxi &private hire - Dual Drivers Licence | Records relating to the creation &maintenance of a database to record where a licence is refused, revoked or suspended in relation to taxis &private hire vehicles | 11 years | | Date licence refused, revoked or suspended | Taxis &Private Hire Vehicles (Safeguarding & Road Safety) Act 2022 Section 2 |
| 6.4.9 | Taxi &private hire - Hackney Carriage (Taxi) drivers licence | Records relating to the creation &maintenance of a database to record where a licence is refused, revoked or suspended in relation to taxis | 6 years | | Date licence expires | Limitation Act 1980 (Section 2) |
| 6.4.10 | Taxi &private hire - Hackney Carriage (Taxi) drivers licence | Records relating to the creation &maintenance of a database to record where a licence is refused, revoked or suspended in relation to taxis | 11 years | | Date licence refused, revoked or suspended | Taxis &Private Hire Vehicles (Safeguarding & Road Safety) Act 2022 Section 2 |
| 6.4.11 | Taxi &private hire. | All records relating to the administration of:  - hackney carriage licence schemes  - private hire drivers licence schemes  - Private hire operator’s licence  - Private hire vehicle (minicab) licence | 6 years | | Date licence expires | Limitation Act 1980 (Section 2) |
| 6.4.12 | Taxi &private hire - Private hire drivers licence | Records relating to the creation &maintenance of a database to record where a licence is refused, revoked or suspended in relation to private hire vehicles | 11 years | | Date licence refused, revoked or suspended | Taxis &Private Hire Vehicles (Safeguarding & Road Safety) Act 2022 Section 2 |
| 6.4.13 | Taxi &private hire - Taxi fare setting | All records relating to the setting the level of Hackney Carriage (taxi) fares for licensed taxis in the local authority area | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 6.4.14 | Taxi &private hire - Voluntary sector transport licence | All records relating to the administration of voluntary sector transport licences | 6 years | | Date licence expires | Limitation Act 1980 (Section 2) |
| 6.4.15 | Funerals &cremations | Municipal funerals - All records relating the provision of COVID secure municipal funerals during the COVID19 Pandemic | 6 years | | Current year | Retain information until COVID Inquiry has reported. |
| 6.4.16 | Funerals &cremations | All records relating to the provision of municipal funerals | 6 years | | Year records created | HMRC - Compliance Handbook Manual CH15400 |
| 6.5 Planning | | | | | | |
| 6.5.1 | Enforcement - High Hedge complaints | All records | Retain up to 7 years | | Date of decision | Common practice |
| 6.5.2 | Enforcement Cases where a notice has been issued | Records relating to enforcement complaints:  - Correspondence  -Uniform Officer information in Inspections and actions  - Inspection reports  - Photographs  - Legal correspondence  - Legal Notices Issued | Permanent | |  | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.3 | Enforcement cases - closed and no notice issued | Records relating to enforcement complaints:  - Correspondence  - Uniform: officers information in inspections and actions  - Inspection Reports  - Photos  - Various Notes | 10 years | | Date of record | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.4 | Permitted development enquiries | Records related to permitted development enquiries | 6 years | | Date of record | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.5 | Planning applications - all types including prior notifications | Records related to:  - Decision Notice  - Plans  - Application Form - sensitive  - Officer Report  - Legal Agreements  - BNG information | Permanent | |  | Latent Damage Act 1986  Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 6.5.6 | Planning applications - all types including prior notifications | Other records including:  - Correspondence  - consultee responses  - Public Comments  - Design and access statements  - Reports supporting Application | 6 years | | Date of record | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.7 | Pre Development Enquires | All information | 6 years | | Date of record | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.8 | Planning Appeals | Documentation including:  - Decision Notice  - Cost Decision Notice  - Officers Appeal Statement  - Proof of Evidence  - Application Form - sensitive | Permanent | | Date of record | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.9 | Planning Appeals | Al other correspondence | 6 years | |  | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.10 | Planning Obligations | Planning Obligations including records of negotiated contributions and records of securing/spending | Permanent | |  | Town & Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.5.11 | Planning Records | Records relating to:  - Local development order  - Neighbourhood development order | Permanent | |  | Town & Country Planning Act 1990 and Development  Management Procedure Order  2015 |
| 6.5.12 | Planning Records | Records relating to environmental impact assessment screening and scoping | Electronic - Permanent  Hard copies 3 years | | | Common practice |
| 6.5.13 | Local Plan | Initial deposited local plan | Permanent - one copy | |  | Common practice |
| 6.5.14 | Local Plan | Revised deposited local plan | Permanent - one copy | |  | Common practice |
| 6.5.15 | Local Plan | Adopted local plan | Permanent | |  | Common practice |
| 6.5.16 | Local Plan | Correspondence re local plan | 6 weeks after Full Council has agreed to adopt the Local Plan. | | Start of 6 week legal period | Retain until Local Plan has been adopted and the legal 6 week period of challenge has expired |
| 6.5.17 | Local Plan | All documentation:  - Objector’s proofs of evidence  - Authority's proof of evidence  - Topic papers prepared by the authority | 6 weeks after Full Council has agreed to adopt the Local Plan. | | Start of 6 week legal period | Retain until Local Plan has been adopted and the legal 6 week period of challenge has expired |
| 6.5.18 | Local Plan | Public Inquiry: inspector’s report | Permanent | |  | Common practice |
| 6.6 Historical Environment | | | | | | |
| 6.6.1 | Photos | Photographs of historic buildings and sites, retained as evidence of condition and in potential enforcement and legal action. | Permanent | |  | Planning (Listed Buildings and Conservation Areas Act) 1990 |
| 6.6.2 | Correspondence | Emails and letters between officers and the public relating to planning applications, enquiries, enforcement investigations and other projects | 20 years | | Date of record | Common practice |
| 6.6.3 | Historic Environment Record searches | Results of search requests of the HER | 2 years – personal  4 years - commercial | | Date of search | Common practice |
| 6.6.4 | Consultee responses | Specialist responses to planning applications | 6 years (IDOX) | | Date of record | Town and Country Planning Act 1990 and Development  Management Procedure Order 2015 |
| 6.6.5 | Architectural drawings | Measured drawings of buildings and places | 10 years (non-IDOX) | | Date of receipt or if internal of creation | Common practice |
| 6.6.6 | Archival information (inc. Historic Environment Record) | Information including:   * Reports of archaeological investigations and building records * Records of historic and archaeological sites and heritage designations * Historic maps and aerial photography   Historic documents | Permanent | |  | Information gifted to WCC by former Winchester Museums Service |
| 6.6.7 | Policy documents | Copies of national and local planning policy, good practice and guidance. | 30 years | | Date of publication | Policy changes since 1994 |
| 6.6.8 | Legal documents | Information including   * Legal judgements * Records of prosecutions and court cases * Legal notices including Enforcement Notices, Repairs Notices, Building Preservation Notices * Notices of listing and scheduling * Winchester district copy of the National Heritage List for England (NHLE) ‘The Greenbacks’ | Permanent | |  | Planning (Listed Buildings and Conservation Areas Act) 1990 |
| 6.6.9 | Monuments and public art schedule | The register of historic monuments and artwork in the ownership/custodianship of WCC. | Permanent | |  | Co responsibility with Estates |
| 7. ECONOMY AND COMMUNITY | |  |  | |  |  |
| 7.1 Community | |  |  | |  |  |
| 7.1.1 | Health & Wellbeing | Information relating to Sports Development and School Sport Programmes | 6 years | | Date of activity | Limitation Act 1980 (Section 2) |
| 7.1.2 | Health & Wellbeing | Records relating to Winchester Health Walks | 6 years | | Date of activity | Business need |
| 7.1.3 | Health & Wellbeing | Records relating to partnerships promoting and developing groups, services & activities for young people. | 1 year & review annually | | Date of activity | Business need |
| 7.1.4 | Health & Wellbeing | Records relating to SportsWorks, including:  - Consent for children to take part in activities.  - Authorisation or consent from GP/other professionals  - Referrals  - Instructors & coaches qualification | 6 years | | Date of activity | Limitation Act 1980 (Section 2) |
| 7.1.5 | Health & Wellbeing | Records related to general sports bookings.  - sports classes and training | 12 months | | Date of activity | Business need |
| 7.1.6 | Health & Wellbeing | Information relating to WCFC 3G pitch | 5 years | | Date of completion | Business need |
| 7.1.7 | Health & Wellbeing | Information relating to KGV steering group | 5 years | | Date of activity | Business need |
| 7.1.8 | Leisure Centres | Tender documentation relating to the preferred supplier | 20 years - 2040 | | Contract lifecycle | Legal have as disk with this on with the hard copy of the contract |
| 7.1.9 | Leisure Centres | Compliance information (Annual) | 20 years - 2040 | | Contract lifecycle | Business need |
| 7.1.10 | Leisure Centres | Contract Monitoring documentation:  - Financial and non-financial KPI data  - Change control forms  - Contract risk assessment  - TSC CMI data  - Contract monitoring meetings  - Till reports | 20 years - 2040 | | Contract lifecycle | Business need |
| 7.1.11 | Communities | Assets of Community Value | 6 years | | Date of acceptance as an ACV | Localism Act 2011 |
| 7.1.12 | Communities | Stanmore SPF Project:  - Research  - Contracts  - Financial  - Reports | 6 years | | Start date of contract | Consultants appointed for Phases 1 and 2 of project |
| 7.1.13 | Communities | Spaces of Sanctuary (SoS):  Research  Contracts  Financial  Reports | 6 years | | Start date of contract | Consultant appointed on short term contract.  Training Provider to deliver the SoS Training |
| 7.1.14 | Communities | Partnerships meetings:  Older persons Partnership  Dementia Friendly Winchester | 1 Year | | Date of Meetings | Common practice |
| 7.1.15 | Grants | Grant applications, reports, agreements and supporting documentation | 6 years +current | | Date created | Common practice |
| 7.1.16 | Grants | Records including:  - Bank statements for grant applicants  - Contact details for grant review | 1 year | | Date created | Business need |
| 7.1.17 | Grants | Contact list for grants comms | While in use | | delete once used | Business need |
| 7.1.18 | Ukraine | Ukraine events attendee records for activities | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.19 | Ukraine | Homes for Ukraine Employment Referral Form | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.20 | Ukraine | Guest/host records and case notes | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.21 | Ukraine | IIS grant applications & relevant documentation: agreements, evidence of expenditure & supporting documentation | 6 years +current | | Date the HFU scheme / war ends | Business need |
| 7.1.22 | Ukraine | IIS grant decisions inc. approvals | 6 years +current | | Date the HFU scheme / war ends | Business need |
| 7.1.23 | Ukraine | Bank statements for IIS grant applicants | 1 year | | Date the HFU scheme / war ends | Business need |
| 7.1.24 | Ukraine | IIS grant criteria | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.25 | Ukraine | Contract monitoring documentation for peer to peer support | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.26 | Ukraine | RA for Ukraine hubs and other events | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.27 | Ukraine | Budget spending record | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.28 | Ukraine | Decision record for IIS grant | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.29 | Ukraine | Survey results | 6 years | | Date the HFU scheme / war ends | Business need |
| 7.1.30 | Community Infrastructure Levy (CIL) | CIL funding applications, reports and supporting documentation | 6 Years | | Cabinet decision date | Business need |
| 7.1.31 | Community Infrastructure Levy (CIL) | Panel meeting records | 1 year | | Cabinet decision date | Business need |
| 7.1.32 | Community Infrastructure Levy (CIL) | Infrastructure Funding Statement to report CIL collection and spending | 6 Years | | Date published on website | Statutory annual requirement |
| 7.2 Corporate Support | |  |  | |  |  |
| 7.2.1 | Print and Mail Merge | Printing jobs sent to print from colleagues electronically | 6 years | | From creation of records | Limitation Act 1980 (Section 2) |
| 7.2.2 | Print Requests | Daily and proforma scanning documents | 2 weeks | | From when the job is completed/ printed | Business need |
| 7.2.3 | Print Requests | Printing jobs sent to print from colleagues | 2 months | | From creation of records | Business need |
| 7.2.4 | Call Recordings | Recording of all calls into WCC | 31 days | | From first recording of call | Call recordings attached to complaints will remain and deleted in accordance with the complaints part of this schedule |
| 7.3 Economy And Tourism | |  |  | |  |  |
| 7.3.1 | Archives, Collections, Museums and Galleries | All records relating to the management of WCC owned archives, collections and museums. | 6 years | | Year records created | Common practice |
| 7.3.2 | Arts development | All records relating to the support and development of arts in the local community | 6 years | | Year records created | HMRC - Compliance Handbook Manual CH15400 |
| 7.3.3 | Arts organisations and events | All records relating to the provision of information and advice on local arts organisations, exhibitions and events | 1 year | | Year records created | Common practice |
| 7.3.4 | Business advice | Records relating to the provision of advice to new or existing businesses | 6 years | | Year records created | Common practice |
| 7.3.5 | Business awards | All records relating to the judging, sponsorship and promotion of the business awards | 6 years | | Year record created | Common practice |
| 7.3.6 | Business directories | All records relating to the creation of business databases | 6 years | | Year records created | Common practice |
| 7.3.7 | Business finance | Emergency finance given to businesses | 6 years | | Year records created | Common practice |
| 7.3.8 | Business grants | All records relating to the provision grants to businesses including for business startup, floods, COVID-19, UK Shared Prosperity and Rural Prosperity Grant Funding | 6 years | | Date of last payment of the grant | HMRC - Compliance Handbook Manual CH15400 |
| 7.3.9 | Business grants | Records relating to the creation and maintenance of a subsidy database | 6 years | | Date of last payment on grant | Subsidy Control Act 2022 Chapter 3 part 2 |
| 7.3.10 | Business grants | Funding Agreements Applications Decision/Award letters | 6 years | | Year records created | Common practice |
| 7.3.11 | Customer Surveys | Records relating to customer survey information:  - Google Docs surveys  - Application forms | 6 years | | Year records created | Business Need |
| 7.3.12 | Economic reports and forecasts | All records relating to the development and publication of economic reports and forecasts | 6 years | | Year records created | Common practice |
| 7.3.13 | Economic strategy | Evidence base, action plans, project plans | 6 years | | Year record created | Common practice |
| 7.3.14 | Economy projects | Records relating to project management of economic development projects including contracts for projects outsourced | 6 years | | Year record created | Common practice |
| 7.3.15 | Economy team events | Records relating to events organised by the economy team | 6 years | | Year record created | Health and safety |
| 7.3.16 | Employment and skills | All records relating to the provision of programmes to promote the development of learning and employment including employment and skills plans and youth hubs | 6 years | | Year records created | Common practice |
| 7.3.17 | European and other funding | All records relating to funding received and expenditure from the European Union including LEADER, Re-opening High Streets Safely and Welcome Back | 6 years | | Funding agreed | Common practice |
| 7.3.18 | European and other funding | Funding Bids | 12 years | | Last action on project | Common practice |
| 7.3.19 | European and other funding | Lottery Funding - Purchase of buildings or refurbishment | 80 years | | Date of purchase | Common practice |
| 7.3.20 | Event bookings | Records relating to booking of events:  - Ticketing for events  - Booking of workshops/classes/youth theatre/hire of venue | 6 years | | Year records created | Common practice |
| 7.3.21 | Event bookings | Records relating to registers/emergency contact for workshops on and off site | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 7.3.22 | Events and exhibitions | All records relating to the provision of information on events that have or will take place in the district. Events may be run by the local authority, local volunteer groups or other organisations | | | | Common practice |
| 7.3.23 | Inward Investment | Enquiries from businesses looking to move into the area | 6 years | | Year records created | Common practice |
| 7.3.24 | Planning | Records of planning consultations completed by the economy team | 6 years | | Year records created | Common practice |
| 7.3.25 | Public Art - Commissioning | All records relating to the commissioning of works of art from local or other artists for display in public buildings or other art exhibitions in the area | 6 years | | End of ownership of the work of art | Limitation Act 1980 (Section 2) |
| 7.3.26 | Public Art - consultation | Records of comments made at public/community events to influence/feedback on Public Art or Capital Projects | 7 years | | Date project complete | Common practice |
| 7.3.27 | Service Level Agreements:  - Winchester Business Improvement District  - Sustainable Business Network | Records relating to partnership agreements with organisations funded through the economy budget | 6 years | | Years record created | Common practice |
| 7.3.28 | Support for tourism businesses | All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area. | 6 years | | Year records created | HMRC - Compliance Handbook Manual CH15400 |
| 7.3.29 | Tourism - grants | All records relating to advice, grants and assistance available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area. | 6 years | | Date record created | HMRC – Compliance Handbook Manual CH15400 |
| 7.3.30 | Tourism - Local Attractions | All Records Relating To Advice And Information For Visitors On Attractions In The Local Area. This Will Include Descriptions, Opening Hours, Admission Prices And How To Get There | 1 Year | | Year Records Created | It Is Expected That This Will Be A Dynamic List Which Is Constantly Updating |
| 7.3.31 | Tourist accommodation | All records relating to information on holiday/business accommodation available in the local area | 1 year | | Year records created | It is expected that this will be a dynamic list which is constantly updating |
| 7.3.32 | Tourist information centres | All records relating to the management of tourist information centres | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 7.3.33 | Vacant land and property | Information and advice on vacant industrial/office/retail/land and development opportunities in the area. | 6 years | | Year records created | Common practice |
| 7.3.34 | Zoos and farm parks | All records relating to the provision and management of zoos, farms, wildlife parks or 'pets' corners' open to the public | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 7.4 Health Protection | |  |  | |  |  |
| 7.4.1 | Food Safety Interventions | Commercial Premise Records - all records relating to business establishments including those that have ceased trading. | 6 years | | Date of record | Food Standards Agency Code of Practice on Food Law, Section 2.14 |
| 7.4.2 | Food Safety Interventions | Documents held against a business including:  - Complaint  - Request for service  - Food Business Register | 6 years | | Date of record | Food Standards Agency Code of Practice on Food Law, Section 2.14 |
| 7.4.3 | Food Safety Interventions | Documents not held against a business including:  - Complaint  - Request for service  - Food Business Register | I year | | Date of record | Food Standards Agency Code of Practice on Food Law, Section 2.14 |
| 7.4.4 | Health and Safety Interventions | Commercial Premise Records - Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major and any enforcement action, such as Notices. | 10 years | | Date of record | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.4.5 | Health and Safety Interventions | Commercial Premise Records - employee health records from companies no longer trading. | 8 years | | Date of record | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.4.6 | Health and Safety Interventions | Commercial Premise Records - employee health records from companies no longer trading: Following exceptions:  - Individual employee medical reports relating to accidents and ill health  - health surveillance records relating to hazardous substances (including asbestos, compressed air, lead and ionising radiation),  - GSMR Safety Case (Gas Safety Management Regulations). | 40 years | | Date of record | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.4.7 | Health and Safety Interventions | Complaints - Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major and any enforcement action, such as Notices | 10 years | | Date complaint resolved | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.4.8 | Health and Safety Interventions | Complaints - Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major and any enforcement action, such as Notices. Following exceptions:  - Individual employee medical reports relating to accidents and ill health  - health surveillance records relating to hazardous substances (including asbestos, compressed air, lead and ionising radiation),  - GSMR Safety Case (Gas Safety Management Regulations). | 40 years | | Date complaint resolved | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.4.9 | Health and Safety Interventions | Request for service - Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major and any enforcement action, such as Notices. | 10 years | | Date complete | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.4.10 | Health and Safety Interventions | Request for service - Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major and any enforcement action, such as Notices. Following exceptions:  - Individual employee medical reports relating to accidents and ill health  - health surveillance records relating to hazardous substances (including asbestos, compressed air, lead and ionising radiation),  - GSMR Safety Case (Gas Safety Management Regulations). | 40 years | | Date complete | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.4.11 | Health and Safety Interventions | RIDDOR - Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major and any enforcement action, such as Notices | 10 years | | Date investigation completed | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - https://www.legislation.gov.uk/uksi/2013/1471/regulation/12 |
| 7.4.12 | Health and Safety Interventions | RIDDOR - Investigation of incidents/accidents in response to a complaint, by information reported under RIDDOR or other reason, but not designated major and any enforcement action, such as Notices.  Following exceptions:  - Individual employee medical reports relating to accidents and ill health  - health surveillance records relating to hazardous substances (including asbestos, compressed air, lead and ionising radiation),  - GSMR Safety Case (Gas Safety Management Regulations). | 40 years | | Date investigation completed | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - https://www.legislation.gov.uk/uksi/2013/1471/regulation/12 |
| 7.4.13 | Smoking Ban | All records relating to the enforcement of the smoking ban | 6 years | | Date of enforcement action | Limitation Act 1980 (Section 2) |
| 7.4.14 | Infectious Disease Control | Daily and Weekly Statutory Reports from Public Health England Of Individuals who have a reportable disease | 1 year | | Date of report | Public Health (Control of Diseases) Act 1984. as amended by Health and Social Care Act 2008 and the Health Protection (Notification) Regulations 2010. UKHSA act as Proper Officer on behalf of WCC and appointed under the Local Government Act 1972 Sec 270. LGA guidance refers to Limitation Act 1980 (Section 2) and 6 year retention. Relevant Guidance may be 'The Records Management Code of Practice for Health and Social Care' - https://transform.england.nhs.uk/media/documents/NHSE\_Records\_Management\_CoP\_2023\_V5.pdf |
| 7.4.15 | Infectious Disease Control | Register of cooling towers | 6 years | | Date of record | Limitation Act 1980 (Section 2) |
| 7.4.16 | Special Treatment Licensing | Application for business and practitioner | 6 years? | | Retain but could be destroyed when HS rules above apply | Limitation Act 1980 (Section 2) |
| 7.4.17 |  | Certificates Issued | 6 years? | | Retain but could be destroyed when HS rules above apply | Limitation Act 1980 (Section 2) |
| 7.4.18 | General | Inspector notebooks/diaries which DO NOT contain information relating to ongoing investigations but contain details of inspection visits | 1 year | | After creation or when full. | Health and Safety Executive Business Classification Scheme and Disposal Policy Oct 2023 |
| 7.5 Sustainability and Natural Environment | | |  | |  |  |
| 7.5.1 | Trees | Land registry searches relating to land ownership for trees | 3 years | | Date of search | Common practice |
| 7.5.2 | Trees | All records related to the creation, implementation and monitoring of Tree Preservation Orders (TPOs) | Permanent | | Date of provisional TPO creation | Town & Country Planning Act 1990 and Development |
| 7.5.3 | Trees | Management of trees which are the responsibility of the authority | Permanent | | Year records created | Limitation Act 1980 (Section 2) |
| 7.5.4 | Trees | Records relating to TPO and Conservation Area tree work applications | Permanent | | Year records created | Common practice |
| 7.5.5 | Trees | Documents from treewise software pre ezytreev | Permanent | | Year records created | Common practice |
| 7.5.6 | Trees | Tree Strategy document | Permanent | | Date created | Common practice |
| 7.5.7 | Trees | Tree contractor framework contracts | 7 years | | Framework start date | Common practice |
| 7.5.8 | Trees | All records relating to tree work templates (Dead/dying letter, certificate of service, tree work applications) | Permanent | | Date created | Limitation Act 1980 (Section 2) |
| 7.5.9 | Trees | All records relating to tree reporting (tree budget spreadsheet, tree application figures) | Permanent | | Date created | Common practice |
| 7.5.10 | Trees | All records related to tree planting | Permanent | | Date created | Common practice |
| 7.5.11 | Trees | All records related to procedures for how to use uniform/ezytreev | Permanent | | Date created | Common practice |
| 7.5.12 | Trees | All records relating to tree risk assessments | Permanent | | Date created | Common practice |
| 7.5.13 | Trees | All records relating to BS standards and tree conditions | Permanent | | Date created | Common practice |
| 7.5.14 | Trees | All records relating to tree policy/procedures | Permanent | | Date created | Common practice |
| 7.5.15 | Trees | All records relating to tree pests, diseases and disorders | Permanent | | Date created | Common practice |
| 7.5.16 | Trees | All records relating to email response examples | Permanent | | Date created | Common practice |
| 7.5.17 | Open spaces | All records relating to the provision and maintenance of outdoor play facilities | 7 years | | Date play facility closes | Limitation Act 1980 (Section 2) |
| 7.5.18 | Open spaces | All records relating to the management of the countryside including nature conservation, access and informal recreation issues | 7 years | | Date last action on individual project | Limitation Act 1980 (Section 2) |
| 7.5.19 | Open spaces | All records relating to:  - open spaces maintenance  - the cutting of grass on public land - | 7 years | | Year records created | Limitation Act 1980 (Section 2) |
| 7.5.20 | Open spaces | Records relating to the provision and management of permanent or transit sites for use by travellers within the area including dealing with unauthorised use of land by traveller communities. | 7 years | | Date created | Limitation Act 1980 (Section 2) |
| 7.5.21 | Open spaces | Records relating to memorial benches, memorial trees and adopted trees | 10 years | | Date created | Common practice |
| 7.5.22 | Open spaces | All records relating to information about parks in the local area including location, facilities, opening times, events etc. | 1 year | | Date created | Common practice |
| 7.5.23 | Open spaces | All records relating to open space risk assessments | Permanent | | Date created | Common practice |
| 7.5.24 | Play Areas | All records relating to play areas:  - consultation, design, construction (Play Areas 1.0)  - consultation, design, construction (Play Areas 2.0) | 22 years | | the time the project was built e.g. practical completion. | Common practice |
| 7.5.25 | Landscape Architecture | All records relating to section 106 agreements | 7 years | | Date created | Common practice |
| 7.5.26 | Landscape Architecture | Land registry searches relating to land ownership for landscape | 3 years | | Date created | Common practice |
| 7.5.27 | Landscape Architecture | All records relating to design and construction projects undertaken by the team ('Projects' folder) | 25 years | | Date of build e.g. practical completion. | Common practice |
| 7.5.28 | Landscape Architecture | Landscape Sensitivity Assessments (SHELAA) | Until new LSAs are undertaken | | Date of build e.g. practical completion. | Common practice |
| 7.5.29 | Landscape Architecture | All records related to:  - Green Infrastructure  - Kings Barton | 25 years | | Date of build e.g. practical completion. | Common practice |
| 7.5.30 | Landscape Architecture | All records related to:  - Historic Parks & Gardens  - Hampshire Local Government Landscape Group (HLGLG)  - any other misc. work | Permanent | | Date of build e.g. practical completion. | Common practice |
| 7.5.31 | Landscape Architecture | All records related to:  - Lost Sites  - Lost projects sites  - Photograph archive | 25 years | | Date of build e.g. practical completion. | Common practice |
| 7.5.32 | Landscape Architecture | Photograph archive | Permanent | | Date archived | Common practice |
| 7.5.33 | Sustainability | All records relating to the provision and management of sustainable development (planning applications / advice) | 7 years | | Date created | Common practice |
| 7.5.34 | Sustainability | All records relating to the development, implementation and monitoring of carbon emissions | 7 years | | Date created | Common practice |
| 7.5.35 | Sustainability | All records relating to the carbon literacy training | Permanent | | Date created | Common practice |
| 7.5.36 | Sustainability | All records relating to Carbon Neutrality Action plan - district and council | Permanent | | Date of build e.g. practical completion. | Common practice |
| 7.5.37 | Sustainability | All records relating to WinACC | Permanent | | Date of build e.g. practical completion. | Common practice |
| 7.5.38 | Sustainability | All records relating to staff induction and project plans | Permanent | | Date created | Common practice |
| 7.5.39 | Sustainability | All records relating to renewables project | Permanent | | Date created | Common practice |
| 7.5.40 | Sustainability | All records relating to the administration of LOCASE grants | 7 years | | Date of build e.g. practical completion. | Common practice |
| 7.5.41 | Sustainability | Records relating to sustainability targets, governance, internal targets and carbon costs | Permanent | | Date created | Common practice |
| 7.5.42 | Sustainability | Records relating to Carbon Roadmap consultancy work | Permanent | | Date of build e.g. practical completion. | Common practice |
| 7.5.43 | Sustainability | All records relating to decarbonisation plans for Assets | Permanent | | Date of build e.g. practical completion. | Common practice |
| 7.5.44 | Sustainability | All records relating to sustainable transport and related carbon emissions | Permanent | | Date created | Common practice |
| 7.5.45 | Sustainability | All records relating to reporting to PAC for CNAP | Permanent | | Date of build e.g. practical completion. | Common practice |
| 7.5.46 | Sustainability | GIS information relating to solar pv | Permanent | | Date created | Common practice |
| 7.5.47 | Sustainability | Carbon Neutrality Open Forum contact details | 7 years | | Date of build e.g. practical completion. | Common practice |
| 7.5.48 | Sustainability | CNAP /GEDS forum | 7 years | | Date of build e.g. practical completion. | Common practice |
| 7.5.49 | Sustainability | Records relating to sustainable travel events/promotions for WCC staff | 7 years | | Date of build e.g. practical completion. | Common practice |
| 7.5.50 | Sustainability | Records relating to sustainable travel workplace networking meetings and community meetings/support. | 7 years | | Date created | Common practice |
| 8. FINANCE | | | | | | |
| 8.1 Finance | |  |  | |  |  |
| 8.1.1 | Accountancy & Financial Procedure | Records relating to the process that supports the accountancy and financial.  procedures:  - Financial ledgers (incl. yearend reports)  - Grant claim records  - Investment records  - Journals etc.  - Creditor ledgers  - Statement of accounts  - VAT claims/VAT records  - Audit sheets  - Budgetary monitoring reports  - Estimate working papers  - Leasing records | Permanent | |  | Value Added Tax Act 1994 section 6.  Companies Act 2006  Finance Act 1999 Sch 18 pt 3  HMRC – Compliance Handbook Manual CH15400 |
| 8.1.2 | banking | Records relating to electronic banking and electronic funds transfer:  - Cash transaction  - Payment instruction  - Deposits and withdrawals. | 6 years | | From conclusion of transaction | Financial Services Act 1986. Limitation Act 1980 |
| 8.1.3 | Borrowing | Records relating to the borrowing of money by the authority | 6 years | | From end of financial year in which records were created | Companies Act 2006 |
| 8.1.4 | Budget | Records relating to the finalising the annual budget | 6 years | | Date finalised | Companies Act 2006  HMRC – Compliance Handbook Manual CH15400 |
| 8.1.5 | Budget | Records relating to the process of developing the annual budget | Permanent | |  | Business Need |
| 8.1.6 | Budgetary Control | Prepared and/or published annual corporate revenue capital budgets | Permanent | |  | Common practice |
| 8.1.7 | Budgetary Control | Budgetary control papers | 2 years +1 | | Date produced | Local Practice but where papers are background papers to decision making process 4 years |
| 8.1.8 | Budgetary Control | Estimates working papers | 3 years +1 | | Date produced | Audit  Background papers as above |
| 8.1.9 | corporate reporting | Records relating to the process that consolidates financial transactions on an annual basis for corporate.  reporting purposes:  - Consolidated annual reports  - Consolidated financial statements  - Statement of financial position  - Operating statements  - General Ledger | Permanent | |  | HMRC Compliance Handbook Manual CH15400 |
| 8.1.10 | Developer Contributions | Records relating to calculation and processing of developer contributions as part of planning applications | 12 years | | After last action on project | Limitation Act 1980 (Section 8) |
| 8.1.11 | Donations | Records relating to the administration of donations to the authority | 6 years+1 | | From end of financial year in which the records created | Finance Act 1998 sch18 pt 3  HMRC – Compliance Handbook Manual CH15400 |
| 8.1.12 | Exchequer | Proofs of payments made by the authority, including receipts, cheque stubs, rail warrants etc | 6 years +1 | | Date produced | VAT/Audit. Local dispensations may reduce retention periods of some documents. |
| 8.1.13 | Exchequer | Vouchers, including invoices | 6 years +1 | | Date produced | VAT/Audit. Local dispensations may reduce retention periods of some documents. |
| 8.1.14 | Exchequer | Purchase orders, requisitions for goods/services | 2 years +1 | | Date produced | VAT/Audit. Local dispensations may reduce retention periods of some documents. |
| 8.1.15 | Exchequer | Cheque registers  Presented cheques.  Internal audit reports  Banking - cashiers collection and deposit book  Bank Statements | 6 years +1 | | Date produced | Limitation Act |
| 8.1.16 | Exchequer | Reconciliations | 2 years | | After administrative | Records Management Society  (RMS) recommended |
| 8.1.17 | Exchequer | Write off Schedules & Supporting paperwork | 6 years +1 | | use concluded | Local |
| 8.1.18 | Exchequer | Primary documents supporting a payment to the authority, including receipt books, copy receipts or cash register rolls | 6 years +1 | | Date produced | VAT/Audit. Local dispensations may reduce retention periods of some documents |
| 8.1.19 | Exchequer | Copy invoices issued by the authority – paid | 2 years +1 | | Date produced | Audit |
| 8.1.20 | Exchequer | Primary documentation of sundry debts (unpaid invoices etc) | 6 years +1 | | Date produced | Limitation Act |
| 8.1.21 | Exchequer | Proofs of delivery to customer or client | 2 years +1 | | Date produced | Audit |
| 8.1.22 | Financial Transaction Management | Records relating to payments and purchasing records:  - Record books  - Bank statements  - Receipts supporting purchases  - Creditor invoices  - Delivery notes  - Credit notes  - Copy orders  - Registers and lists relating to miscellaneous payments  - Correspondence | Permanent | |  | HMRC - Compliance Handbook Manual CH15400  Information is public ally available for meeting transparency requirements and longer term information helps maintain customer history. |
| 8.1.23 | Financial Transaction Management | Records related to money paid to the Council:  - Bank paying in books and slips  - Bank statements  - Copies of receipts issued  - Till rolls  - Write offs  - Credit notes copies  - Cash collection records  - Prime income records  - Correspondence | 6 years | | End of last financial year that the records relate to | HMRC - Compliance Handbook Manual CH15400 |
| 8.1.24 | Financial Transaction Management | Records relating to payments:  - Housing Benefits  - Council Tax refunds  - NNDR  - Income & General refunds (includes cheque cancellation and reissue) | 7 years | | End of financial year in which records were created | Limitation Act 1980 (Section 2)  Value Added Tax Act 1994 section 6 |
| 8.1.25 | Funding bids | Records relating to application by the authority for grant funding by external bodies | 8 years | | After end of bid unless grant provider specifies otherwise | Finance Act 1998 sch18 pt 3 |
| 8.1.26 | Insurance | Records related to payment of Employers Liability Insurance Policy | 40 years | | Renewal date | The Employers Liability Regulations Act 1989 |
| 8.1.27 | Insurance | Insurance register | Permanent | |  | Common practice |
| 8.1.28 | Insurance | Insurance Policies taken out by the Council | 6 years | | Date of policy | Limitation Act 1980 (Section 2) |
| 8.1.29 | Insurance | All records relating to insurance claims made against the Council by officers/third parties | 6 years | | Date claim settled | Limitation Act 1980 (Section 2) |
| 8.1.30 | Insurance | all records relating to insurance claims made by the Council against third parties Legal requirement | 6 years | | Date claim settled | Limitation Act 1980 (Section 2) |
| 8.1.31 | Insurance | All records relating to the payment of insurance premiums | 6 years | | Date record created | HMRC - Compliance Handbook Manual CH15400 |
| 8.1.32 | Insurance | All records relating to the registration of insurance claims | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 8.1.33 | Insurance | All records relating to valuations for insurance claims | 6 years | | Date claim resolved | Limitation Act 1980 (Section 2) |
| 8.1.34 | Insurance | Employer's Liability Insurance Policy | 40 years | | Date policy expires | Common practice |
| 8.1.35 | Investment | Records relating to the investment of the authorities funds | 6 years | | End of financial year in which records were created | Value Added Tax Act 1994 section 6.  Companies Act 2006  Finance Act 1999 Sch 18 pt 3 |
| 8.1.36 | Loans | Loan files | 7 years | | Following repayment of loan | The Money Laundering Regulations 2007 Section 19(1) |
| 8.1.37 | Loans | Loan Register | Permanent | |  | Archive |
| 8.1.38 | Mortgages | Records relating to Mortgages:  - Statements  - Letters  - Interest Calculations  - Repayment collections | 10 years | | After mortgage has been repaid/redeemed | Common Practice |
| 8.1.39 | Sponsorship | Records relating to sponsorship | 6 years | | After the end of the sponsorship period | Finance Act 1998 sch18i pt 3 |
| 8.1.40 | Statutory Accounts | Published final annual.  corporate accounts | Permanent | | Permanent | Archive |
| 8.1.41 | Taxation | Finance– Taxation Records relating to taxation and National Insurance Administration:  - Copy P60 forms  - P38 forms  - P45 forms  - P46 forms  - P6 forms  - Tax code notifications and changes  Correspondence relating to managing taxation | 6 years | | End of the financial year in which the records relate to/completion of cycle | Taxes Management Act 1970  VAT Act 2000 |
| 8.1.42 | Transaction Management | Records related to:  - recovery of debts owed to council  - councillors expenses | 6 years | | End of last financial year that the records relate to | Limitation Act 1980 (Section 2)  HMRC - Compliance Handbook Manual CH15400 |
| 8.1.43 | Transaction Management | Records relating to activities for the detection, prevention and prosecution of financial irregularity | 6 years | | After close of investigation or audit | Limitation Act 1980 (Section 2 & 5) |
| 8.1.44 | Transaction Management | Records relating to the investment of the authorities funds | 6 years | | End of financial year in which records were created | Value Added Tax Act 1994 section 6.  Companies Act 2006  Finance Act 1999 Sch 18 pt 3 |
| 8.1.45 | VAT | Records relating to VAT returns | 6 years | | End of last financial year that the records relate to | VAT Act 2000 |
| 8.1.46 | Welfare payments | Payment of Emergency welfare | 6 years | | Financial year payment made | HMRC - Compliance Handbook Manual CH15400 |
| 8.2 Human Resources | |  |  | |  |  |
| 8.2.1 | Attendance & Leave | All records related to the management of staff annual leave | 3 Years | | Date record created | Limitation Act 1980 (Section 2) |
| 8.2.2 | Attendance & Leave | Records relating to the monitoring of employee absence.  - Sick leave  - Jury service  - Study leave  - Flexitime  - Standard leave | 1 Year | | Date record created | Common Practice |
| 8.2.3 | Disciplinary | Disciplinary and grievance investigation records were proved including:  - Oral Warning  - Written Warning  - Final Warning | period of employment + 1 year | | From date of record | those related to warnings only are retained but can be disregarded after specified time |
| 8.2.4 | Disciplinary | Records related to employment tribunal | 6 Years | | Year record created | Limitation Act 1980 (Section 5) |
| 8.2.5 | Disciplinary | Case files related to disciplinary matters | 6 Years | | Date case closed (review at end of 6 Years) | Limitation Act 1980 (Section 2) |
| 8.2.6 | Disciplinary | Casework: Disciplinary where the case results in dismissal  -    Includes oral and written warnings | 6 Years | | After termination of employment | Limitation Act 1980 (Section 5) |
| 8.2.7 | Disciplinary | Casework: Disciplinary where the case results in no case to answer | Until end of investigation | | Start of investigation | Common Practice |
| 8.2.8 | Equality | All records relating to the implementation and management of Equal Pay | 6 Years | | Creation of record | Common Practice |
| 8.2.9 | Equality | Investigation and reporting on specific cases | 6 Years | | End of contract | Limitation Act 1980 (Section 5) |
| 8.2.10 | Eye Test | All records relating to employee eye tests | Until new eye test completed | | Date eye test carried out | Common Practice |
| 8.2.11 | Job Analysis | All records relating to the development and implementation of job descriptions and person specifications | 6 Years | | Date job description/person specification superseded | Common Practice |
| 8.2.12 | Job Evaluation | All records relating to the evaluation of jobs | 6 Years | | Completion of job evaluation | Common Practice |
| 8.2.13 | Job vacancies | All records relating to the publication of current job vacancies within the authority | 1 year | | Year record created | Common Practice |
| 8.2.14 | Occupational Health | Records relating to Occupational Health | 40 Years | | Date of questionnaire | Common Practice  (documents kept by Occupational Health provider) |
| 8.2.15 | Occupational Health | Supplementary information e.g. Date, times/outcomes of any assessments | 6 Years | | End of contract | Common Practice |
| 8.2.16 | Occupational Health | Records relating to Occupational Health –pre employment screening, health records where termination connected with health or absence management | 3 Years | | All records relating to the allocation and management of work experience placements | Common Practice |
| 8.2.17 | Organisation Restructure | All records relating to the development and implementation of organisation restructure | 6 Years | | Date restructure completed | Common Practice |
| 8.2.18 | Personnel | All records relating to personnel files for an individuals’ employment history (paid employment) | 6 Years | | After termination of employment | Common Practice |
| 8.2.19 | Personnel | Personal files (Not records containing Superannuation information i.e. Payroll Files) | 6 Years | | After termination of employment | Common Practice |
| 8.2.20 | Personnel | Personal risk assessment records for staff working with children or vulnerable adults | 20 Years | | After termination of employment | Common Practice |
| 8.2.21 | Policy | All records relating to the publication of a policy on redeployment of staff (including additional training where appropriate) in situations where staff are displaced or faced with significant change to their job as a result of internal restructuring. | 3 years | | Date policy superseded | Common Practice |
| 8.2.22 | Recruitment | All records relating to an individual's employment history - paid employment.  - Job descriptions  - Selection  - Secondment authorisation  - CVs | 6 Years | | Date of employment termination | Limitation Act 1980 (Section 2) |
| 8.2.23 | Recruitment | All records relating to the development and implementation of terms and conditions of employment.  Legal requirement | 6 Years | | Date terms and conditions expire | Limitation Act 1980 (Section 2) |
| 8.2.24 | Recruitment | Records relating to unsuccessful recruitment applications:  - Application forms  - Shortlisting paperwork  - Interview notes  - CVs | 6 months | | end of recruitment process | Equality Act 2010; The National Archives Retention Guidance |
| 8.2.25 | Recruitment | All records relating to the selection process and appointment of Statutory Officers | 5 Years | | Date of appointment | Common Practice |
| 8.2.26 | Recruitment | All records relating to the creation, implementation and monitoring of the Council's induction programme | 3 Years | | Year record created | Common Practice |
| 8.2.27 | Recruitment | Records in relation to requests, allocation and management of work experience placements | 6 Years | | end of work experience placement | Common Practice |
| 8.2.28 | Recruitment | Records relating to the management of individual staff apprentices | 6 Years | | end of apprenticeship | Limitation Act 1980 (Section 2) |
| 8.2.29 | Recruitment | Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms | 6 months | | Date check completed | Disclosure and Barring Service check requests: guidance for employers |
| 8.2.30 | Redundancy | Records relating to staff who are made redundant | 6 Years | | After termination of employment | Common practice |
| 8.2.31 | Safeguarding | Safeguarding Records relating to child and adult protection | 6 Years | | Date record created | Limitation Act 1980 (Section 2) |
| 8.2.32 | Staff Benefits | All records relating to the development and implementation of staff benefits.  Legal requirement | 6 Years | | Date record created | HMRC - Compliance Handbook Manual CH15400 |
| 8.2.33 | Staff Consultations | All records relating to the management of staff consultation and feedback | 6 Years | | Date consultation completed | Limitation Act 1680 (S2) |
| 8.2.34 | Staff Performance | All records relating to staff performance | 6 years | | Date action complete | Limitation Act 1980 (Section 5) |
| 8.2.35 | Staff Performance | Records relating to the processes to support the management of staff performance (including appraisals) | 6 Years | | Date process changes | Common Practice |
| 8.2.36 | Statistics | All records relating to the collection and analysis of staff statistics | 5 Years | | Year record created | Common Practice |
| 8.2.37 | Termination | Records relating to the leaving process:  - Resignation  - Termination other than pension | 6 Years | | end of contract | Limitation Act 1980 (Section 5)  National Archives Guidance |
| 8.2.38 | Training | Personnel records relating to the management of staff operational exercising/training | 3 Years | | Date training complete | Common Practice |
| 8.2.39 | Training | All records relating to the development, implementation and monitoring of the corporate training plan | 3 Years | | Date training plan expires | Business Requirement |
| 8.2.40 | Training | All records relating to the allocation and management of work experience placements | 6 Years | | Date of work experience | Limitation Act 1980 (Section 2) |
| 8.2.41 | Training | Records relating to processes to support the provision of staff operational exercising/training | 6 Years | | Date processes change | Common Practice |
| 8.2.42 | Training | All records relating to the development and implementation of training programmes | 3 Years | | Year record created | Common Practice |
| 8.2.43 | Training | All notes and materials created for training courses | Course ends | | Date material created | Common Practice |
| 8.2.44 | Training | Personnel files and training records | 6 Years | | End of training | Limitation Act 1980 (Section 2) |
| 8.2.45 | TUPE | Records relating to Staff transferred to other organisations (TUPE) | 6 Years | | Date of transfer | Transfer of Undertakings (Protection of Employment) Regulations 2006 |
| 8.3 IMT |  |  |  | |  |  |
| 8.3.1 | Data storage | Records relating to data storage management:  - Routine back-up  - Archiving  - Deletion | 7 years | | Date taken | Common practice |
| 8.3.2 | Data storage | Records relating to data retrieval management - requests to recover data | 6 months | | Date of last action | Business Need |
| 8.3.3 | Help Desk | All records relating to fault reporting | 1 year | | Year records created | Common practice |
| 8.3.4 | Help Desk | Troubleshooting / advice register of calls | 3 year | | Date of entry | Common practice |
| 8.3.5 | Hardware | All records relating to developing, modifying and maintaining ICT systems | 6 years | | Decommissioning of implemented system or last action of abandoned system | Limitation Act 1980 (Section 2) |
| 8.3.6 | Software Licencing | Records relating to software licencing | 7 years | | Date system decommissioned | Common practice |
| 8.3.7 | Monitoring / Testing | Records relating to monitoring and testing of systems | 1 year | | At end of administrative use | Common practice |
| 8.3.8 | Design and Maintenance | System documentation | Permanent life of system including statutory requirements | | Date of document | Review |
| 8.3.9 | Design and Maintenance | System and operating procedures | While current | | Date created | Common practice |
| 8.3.10 | Networks | All records relating to the implementation and management of computer networks used by council officers. | 6 years | | Date system superseded | Common practice |
| 8.3.11 | Security | All records relating to the creation and implementation of policy and procedures relating to information security | 3 year | | Date superseded | Common practice |
| 8.3.12 | Security | Records relating to breaches or attempted breaches of ICT security | 6 years | | Final action | Limitation Act 1980 (Section 2) |
| 8.3.13 | Users | Records relating to the provision of IT function for all service areas allowing them to store personal data and custodians for all business software used across the council:  - Opening, maintenance & closure of user accounts  - Reported faults with IT user groups and action taken to resolve issues | 1 year | | Year records created | Common practice |
| 8.3.14 | Users | All information relating to user profiles for information systems | 1 month | | When user leaves | Common practice |
| 8.4 Payroll | | | | | | |
| 8.4.1 | Sick/Maternity Pay | All records relating to:  - Administration of Statutory Sick Pay  - Administration of Statutory Maternity Pay | 6 years | | Tax year in which maternity or sick pay ends | The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)  The Statutory Sick Pay (General) Regulations 1982 (SI1982/894) |
| 8.4.2 | Income Tax /NI | All records relating to Income Tax and National Health Insurance returns | 6 years | | End of financial year to which records relate | The Income Tax (Employment) Regulations 1993 |
| 8.4.3 | Accountable processes | Records relating to accountable processes re payment of employees:  - Starters forms  - Tax code notifications  - Union records  - Travelling and subsistence claims | 6 years + current | | After termination of employment | Value Added Tax Act 1994 section 6.  Companies Act 2006  Finance Act 1999 Sch 18 pt 3  Destroy after administrative use is concluded |
| 8.4.4 | Non-accountable processes | Non accountable processes relating to the payment of employees:  - Summary employee pay reports | Destroy after administrative use is concluded | | Creation of records | Common practice |
| 8.4.5 | Overtime | All records relating to the management of staff overtime payments | 6 years | | Creation of records | HMRC – Compliance Handbook Manual CH15400 |
| 8.4.6 | Business Expenses | All records relating to the payment of legitimately incurred business expenses to officers and others working for the organisation | 6 years | | Creation of records | HMRC – Compliance Handbook Manual CH15400 |
| 8.4.7 | Car Loan Agreements | All records relating to car loan agreements | 6 years | | Financial year in which loan is taken out | HMRC – Compliance Handbook Manual CH15400 |
| 8.4.8 | Employee payments | Records relating to the payment of employees:  - Copy payslips  - Correspondence  - Overtime records  - Loan agreements  - Payroll adjustment documentation  - Payroll reconciliations  - Part time employees documentation  - Staff transfer & leaver records  - Tax and National Insurance records  - Timesheets | 6 years + current | | Creation of records | Value Added Tax Act 1994 section 6.  Companies Act 2006  Finance Act 1999 Sch 18 pt 3 |
| 8.4.9 | Expenses Claims | Records relating to payroll/ expenses claims administration:  - Wage sheets  - Allowances administration  - Redundancy payments  - Deduction authorisations | 6 years + current | | After termination of employment | Taxes Management Act 1970 |
| 8.4.10 | Pay files | individual pay files | indefinitely for pension  purposes | | Date created | Common practice |
| 8.4.11 | Year End documentation | Yearend payroll tabulations/totals | 6 years + current | | Date created | Common practice |
| 8.4.12 | Trade Union | All records relating to trade union liaison | 6 years | | Year records created | common Practice |
| 8.4.13 | Fleet Management | All records relating to the:  - acquisition and disposal of fleet vehicles  - ownership of fleet vehicles | 6 years | | Date ownership is terminated | Limitation Act 1980 (Section 2) |
| 8.4.14 | Fleet Management | All records relating to the maintenance of fleet vehicles | 6 years | | Date of maintenance | Limitation Act 1980 (Section 2) |
| 8.4.15 | Fleet Management | Logbooks and other records relating to the ownership of the fleet vehicles which are passed on to the new owner on disposal | Until ownership ceases | | Date vehicle acquired | Limitation Act 1980 (Section 2) |
| 8.4.16 | Fleet Management | All records relating to the provision of MOT testing of vehicles at an accredited authority run testing station for local citizens and businesses. | 6 years | | Year records created | HMRC – Compliance Handbook Manual CH15400 |
| 8.4.17 | Fleet Management | All records relating to exhaust emission testing | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 8.5 Procurement and Risk Management | | | | | | |
| 8.5.1 | Approved suppliers/contractors | All records relating to the creation of a list of approved suppliers and contractors - currently N/A | 6 years | | From date list expires | Common practice |
| 8.5.2 | Contract – awarding | Information relating to awarding a contract. Signed contract.  Ordinary contracts until Contract End + 6 years  Contracts executed as a Deed (sealed)  Contracts for Property Maintenance  This is based on their evidential and precedence value, with  the retention periods for different types of procurement  record aligning to time limits within the Limitation Act 1980. | Ordinary Contracts –  Destroy - 6 years.  Contracts Under Seal -  Destroy - 12    Property Maintenance contracts -15 years | | After the  term of the contract has  expired  After  the term of the contract  has expired.  Contract End | Limitation Act 1980,. 58, s. 5  Limitation Act 1980, c.58, s. 8  Limitation Act 1980,  c 58, s. 14 (b) (1) Based on the Long stop for latent damage for actions relating to property, Limitation Act 1980,  c. 58, s. 14(b) |
| 8.5.3 | Contract Tenders – successful | Information relating to successful tenders that do not form part of the contract documents | As per ‘Contract – awarding’ above | | | Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.  Good Practice  Information and Records Management Society (former Records Management Retention Group) |
| 8.5.4 | Contract - unsuccessful bidders | All records relating to Supplier Questionnaires  - (PPN 03/15 - previously called Pre-Qualification Questionnaires)  - Expressions of interest (EOI) / Supplier Questionnaires (SQ).  - Information relating to issuing and returning a SQ  - E-mail requests  - Returned completed SQ’s | 3 years | | Contract commencement date. | Limitation Act 1980 (Section 2)  Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.  Good practice  Information and Records Management Society (former Records management Retention Group)  Unsuccessful Bidders - Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements or for Successful bidder as per ‘Contract – awarding’ below. |
| 8.5.5 | Contract - unsuccessful bidders | EOI / SQ Evaluation - evaluation against predetermined scoring matrix Spreadsheet and evaluation report | 3 years | | Contract commencement date. | Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.  Good practice  Information and Records Management Society (former Records management Retention Group) |
| 8.5.6 | Contract Management - under seal | All records relating to the management of contracts for goods and services where the contract is under seal.  - Information relating to the operation and monitoring of contracts  - SLAs  - Compliance reports  - Performance reports  - Meeting minutes and papers  - Default notice | 12 years after the term of the contract has expired. | | Last action on contract | Limitation Act 1980 (Section 8) |
| 8.5.7 | Contract Management - under signature | All records relating to the management of contracts for goods and services where the contract is under signature.  - Information relating to the operation and monitoring of contracts  - SLAs  - Compliance reports  - Performance reports  - Meeting minutes and papers  - Default notice | 6 years after the term of the contract has expired. | | Last action on contract | Limitation Act 1980 (Section 5) |
| 8.5.8 | Contract Notices | Information relating to calling for expressions of interest | 6 years | | after the term of the contract has expired | Limitation Act 1980, c. 58, s. 5 |
| 8.5.9 | Contract Tenders – clarification questions | Information relating to requests for clarification.  Emails, letters | 6 years | | after the term of the contract has expired or a contract not proceeded with or for successful bidder as per 'Contract – awarding’ | Limitation Act 1980, c. 58, s. 5 |
| 8.5.10 | Contract Tenders – evaluation | Tendering of contracts, responses and their evaluation.  Evaluation criteria | Ordinary Contracts –  Destroy - 6 years.  Contracts Under Seal -  Destroy - 12    Property Maintenance contracts -15 years | | After the  term of the contract has  expired  After  the term of the contract  has expired.  Contract End | Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9  Limitation Act 1980,  c. 58, s. 5  Based on the Long stop for latent damage for actions relating to property, Limitation Act 1980,  c. 58, s. 14(b)  Good practice - Information and Records Management Society (former Records management Retention Group) |
| 8.5.11 | Contract Tenders – issue & return | Information relating to issuing and returning a tender.  Tender opening | 3 years | | After start of contract to fulfil legal requirements | Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.  Good practice |
| 8.5.12 | Contract Tenders – specification and contract development | All records related to the process in the development and specification of a contract.  - ITT document incl evaluation criteria  - Soft market testing  - Meeting minutes  - Options appraisal  - Risk registers | Unsuccessful Bidders - 3 years  Successful bidder as per ‘Contract – awarding’ above | | From contract commencement date. | Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.  Good practice  Information and Records Management Society (former Records management Retention Group) |
| 8.5.13 | Contract Tenders - unsuccessful | Information relating to unsuccessful tenders | 3 years | | after start of contract to fulfil legal requirements | Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.  Common practice |
| 8.5.14 | Contract, post tender clarification and / or negotiation | All documentation including:  - Information relating to negotiation of a contract after receipt of tender  - Correspondence and / or clarification  - Terms of contract Emails / letters or meeting minutes | Ordinary Contracts –  Destroy - 6 years.  Contracts Under Seal -  Destroy - 12 years | | After the term of the contract has expired  After the term of the contract has expired or for successful bidder as per ‘Contract – awarding’ above. | Limitation Act 1980, c. 58, s. 5  Limitation Act 1980, c. 58, s. 8 |
| 8.5.15 | Contracts Register | Contracts Register | Permanent | |  | Limitation Act 1980, c. 58, s. 5 |
| 8.5.16 | Procurement Advice | All records relating to procurement advice | 6 years | | From year the record(s) created | Limitation Act 1980 (Section 2) |
| 8.5.17 | Procurement Pipeline | All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are coming up for procurement. | none | | N/A | Common practice |
| 8.5.18 | Procurement Policy | All records relating to the development and implementation of procurement policy | 6 years | | From date policy expires | Common practice |
| 8.5.19 | Request for quotations (RFQ) | Information relating to issuing and returning an RFQ. Emails, letters, quotations | Destroy - 6 years after the  term of the contract has  expire | | | Limitation Act 1980, Section 5 |
| 8.5.20 | Risk | Corporate Risk Register | 6 years | | From closure of the record in register | Limitation Act 1980 (Section 2) |
| 8.6 Revenues and Welfare Benefits | | | | | | |
| 8.6.1 | NEC - Housing Benefit | Administration of Housing Benefit | 6 years +1 | | HB only with no activity | We must retain all documents for live HB claims for audit purposes |
| 8.6.2 | NEC - Council Tax Reduction | Administration of Council Tax Reduction | Permeant | | NA | To accommodate retrospective  adjustments for bandings and  exemptions/discounts |
| 8.6.3 | NEC - Council Tax | Administration & recovery of Council Tax | Permeant | | NA | To accommodate retrospective  adjustments for bandings/RV and  exemptions/discounts |
| 8.6.4 | NEC - Business Rates | Administration & recovery of Business Rates | Permeant | | NA | To accommodate retrospective  adjustments for bandings/RV and  exemptions/discounts |
| 8.6.5 | NEC - BIDS | Administration & recovery of BIDS | 6 years +1 | | Closed accounts with a £0.00 balance | Business need |
| 8.6.6 | Enterprise - Housing Benefit | Administration of Housing Benefit | 6 years +1 | | HB only with no activity | We must retain all documents for live HB claims for audit purposes |
| 8.6.7 | Enterprise - Council Tax Reduction | Administration of Council Tax Reduction | 6 years +1 | | Closed accounts with a £0.00 balance | No HB |
| 8.6.8 | Enterprise - Council Tax | Administration & recovery of Council Tax | 6 years +1 | | Closed accounts with a £0.00 balance | Business need |
| 8.6.9 | Enterprise - Business Rates | Administration & recovery of Business Rates | 6 years +1 | | Closed accounts with a £0.00 balance | Business need |
| 8.6.10 | Enterprise - BIDS | Administration & recovery of BIDS | 6 years +1 | | Closed accounts with a £0.00 balance | Business need |
| 9. HOUSING SERVICES | | |  | |  |  |
| 9.1 Housing Options and Allocations | | | | | | |
| 9.1.1 | Hampshire Homechoice | Housing register – housing application form (Civica) | 5 years | | Date file closed | Common practice |
| 9.1.2 | Hampshire Homechoice | All supporting documentation | 5 years | | Date file closed | Common practice |
| 9.1.3 | Hampshire Homechoice | Health & Welfare Assessment Panel – decision sheet | Permanent | |  | Common practice |
| 9.1.4 | Homelessness, Housing Advice & Temporary Accommodation | Housing advice & homelessness client files | 6 years | | Date file closed | Common practice |
| 9.1.5 | Homelessness, Housing Advice & Temporary Accommodation | Temporary Accommodation client files | 6 years | | Date file closed | Common practice |
| 9.1.6 | Homelessness, Housing Advice & Temporary Accommodation | Temporary accommodation – head licence (if not own stock)  - inspection reports  - safety certificates  - disrepair information | 6 years | | After demolition of premises/sale/general disposal | Common practice |
| 9.1.7 | Homelessness, Housing Advice & Temporary Accommodation | Multi-agency meetings – MARAC, TAF, Oval, Housing Pathway | 6 years | | Date of meeting | Common practice |
| 9.1.8 | Homelessness, Housing Advice & Temporary Accommodation | Rent Deposit scheme | 6 years +1 | | Financial year after repayment | Common practice |
| 9.1.9 | Homelessness, Housing Advice & Temporary Accommodation | P1E return | 7 years | | Date of return | Common practice |
| 9.1.10 | Homelessness, Housing Advice & Temporary Accommodation | Homelessness grants | 6 years +1 | | Financial year from end of agreement | Common practice |
| 9.1.11 | Homelessness, Housing Advice & Temporary Accommodation | Temporary accommodation - CCTV footage | 28 days | | Date of footage | Common practice |
| 9.2 Private Sector Housing | |  |  | |  |  |
| 9.2.1 | Disabled Facilities Grants | Application & supporting information | 6 years +1 | | Date case closed or debt repaid | The Grants, Construction & Regeneration Act 1996. |
| 9.2.2 | Disabled Facilities Grants | Quarterly monitoring returns to HCC | 7 years | | From completion of DFG (to cover repayment clause timescale in policy) | See 2004 schedule section 3.3 (Statutory Returns) |
| 9.2.3 | HMO Licensing | HMO public Register | Permanent | |  | Housing Act 2004, part 7, s.232(1a) |
| 9.2.4 | HMO Licensing | Licence & re-licensing application; supporting information | 6 years | | Expiry of licence | 2015 update |
| 9.2.5 | Winchester Shared Housing Accreditation Scheme | Application & supporting information | 6 years +1 | | Date of application | 2015 update |
| 9.2.6 | Mobile Homes, Caravan & Camp Sites | Licence & re-licensing application; supporting information. | Permanent | |  | The Caravan Sites & Control of Development Act 1960 |
| 9.2.7 | Mobile Homes, Caravan & Camp Sites | Register of Mobile Park Home Rules set by the owners of residential caravan sites | Permanent (whilst current) | |  | Statutory - Mobile Homes (Site Rules) (England) Regulations 2014 |
| 9.2.8 | Mobile Homes, Caravan & Camp Sites | Fit & Proper Persons (FPP) application (effective 1 July ’21) | 6 years | | After file closed | NHF Document Retention Guidelines for Housing Associations 2013 (Limitation Act 1980 & best practice with DPA compliance 5th principle applies) |
| 9.2.9 | City Lets Scheme | * Landlord application & supporting information. * Council/landlord agreement * Inspection reports * Safety certificates * tenant information | 6 years | | After file closed | As above |
| 9.2.10 | Empty Homes | Property based files | 6 years | | After file closed | As above |
| 9.2.11 | Enforcement | Property based files | 6 years | | After file closed | As above |
| 9.2.12 | Enforcement | Prosecutions | 6 years | | After file closed | See 2004 schedule section 15.2 (General Legal) |
| 9.3 Tenancy Services | |  |  | |  |  |
| 9.3.1 | Tenancy Services | Tenancy files including:  - housing applications  - tenancy information record  - supporting paperwork  - tenancy agreements  - support plans for vulnerable tenants  - tenancy fraud information | 6 years | | After termination of tenancy & debt cleared | NHF Document Retention Guidelines for Housing Associations 2013 (Limitation Act 1980 |
| 9.3.2 | Tenancy Services | Unauthorised occupants - squatters | 2 years | | After action taken | Common practice |
| 9.3.3 | Tenancy Services | Garage applications & licences | 6 years | | After termination of tenancy & debt cleared | Common practice |
| 9.3.4 | Estate Services | Contracts:  - communal cleaning  - grounds maintenance | 6 years | | After period of obligation | Limitation Act 1980. |
| 9.3.5 |  | Estate improvement programme:  - customer consultation  - meeting notes  - correspondence | 6 years | | Date of document | Common practice |
| 9.3.6 | Housing Finance, Business Services & Rents | Right to Buy - non completion | 12 years | | End of process | Common practice |
| 9.3.7 | Housing Finance, Business Services & Rents | Mortgage files | 12 years | | Repayment of mortgage | Limitation Act 1980 (2015 update) |
| 9.3.8 | Death Lists | Details of all deaths that have been registered in a particular week. (Not just Council tenants). | 6 years | | Date received | Common practice |
| 9.3.9 | Income Services | Rent accounting – correspondence regarding:  - rent payments  - rent statements  - action to recover arrears (including garages) | 6 years | | After termination of tenancy & debt cleared | Statutory – Housing Act 1985 |
| 9.3.10 | Sheltered & Extra Care Services | Tenancy files including:  - housing application  - tenant information record  - supporting paperwork  - Tenancy Agreement  - support plans for vulnerable tenants  - referrals for support  - ASB  - H&S records  - Insurance claims  - pull cord checks  - General correspondence  - tenancy fraud information | 6 years | | After termination of tenancy & debt cleared | Common practice |
| 9.3.11 | Sheltered & Extra Care Services | Winchester Lifeline contract & supporting information | 6 years | | After period of obligation | Limitation Act 1980  See 2004 schedule section 15.4 (Contracts) |
| 9.3.12 | Sheltered & Extra Care Services | CCTV footage | 28 days | | After date of footage | Common practice |
| 9.3.13 | CORE | CORE return | 1 year | | Date of return | Common practice |
| 9.3.14 | Property Services | Property Files | Permanent | |  | Permanent record retained on Orchard. |
| 9.3.15 | Property Services | Gas certificates | Lifetime of gas boiler | | Date of purchase | Business need |
| 9.3.16 | Property Services | Electrical testing | Lifetime of electrical system | |  | Business need |
| 9.3.17 | Property Services | Keystone asbestos module - current survey & lab test results | Permanent | |  | Requirement of HSE - survey testing & lab report retained for 10% of the stock |
| 9.3.18 | Property Services | Keystone asbestos register – held on keystone | 50 years | |  | Control of Asbestos at work regs 1987 |
| 9.3.19 | Property Services | Legionella - Current survey & lab test results | Permanent | |  | Requirement of HSE - survey testing & lab report retained for 10% of the stock |
| 9.3.20 | Property Services | Energy Performance Certificates (EPC) | 10 years | | Date of certificate | Business need |
| 9.3.21 | Property Services | Fire alarms, sprinklers & extinguishers - Hard copy reports supplemented by details on Orchard | 7 years | |  | Business need |
| 9.3.22 | Property Services | Lift servicing and stair lifts (annual) | Life of item | |  | Business need |
| 9.3.23 | Property Services | Disabled adaptions | Permanent | |  | Business need |
| 9.3.24 | Property Services | Void videos - pre and post inspection for most recent void; plus post inspection for terminating tenant | 6 years +1 | | Date of video | Business need |
| 9.3.25 | Property Services | Fire risk assessments | Life of building | |  | Business need |
| 9.3.26 | Property Services | Systems that are subject to periodic testing e.g. lighting, MVHRs, detection systems | 6 years +1 | | Date of test | Business need |
| 9.3.27 | Property Services | Stock condition survey - Survey outcome electronic plus photo | Permanent | |  | Business need |
| 9.4 Community Safety and Neighbourhood Services | | |  | |  |  |
| 9.4.1 | Community Safety | Service Level Agreements – that contain financial data | 6 years +current | | End of the Agreement period | Common practice |
| 9.4.2 | Community Safety | Grant bids – that contain finance data | 8 years | | Date of award decision | Common practice |
| 9.4.3 | Community Safety | Case files including personal data to/from other agencies | 2 years +current | | After file closure | Common practice |
| 9.4.4 | Community Safety | Minutes of multi-agency meetings e.g. Oval, MARAC | 2 years +current | | Date of meeting | Common practice |
| 9.4.5 | Community Safety | Multi-agency meetings - that contain financial data | 7 years | | Date of meeting | Common practice |
| 9.4.6 | Community Safety | Domestic Homicide Review – that contain financial data | 7 years | | After publication of anonymised report | Common practice |
| 9.4.7 | Community Safety | Domestic Homicide Review – voids (criteria not met) | 12 months | | After file closure | Common practice |
| 9.4.8 | Neighbourhood Services | CSAS notebooks | 7 years | | After file closure | Common practice |
| 9.4.9 | Neighbourhood Services | HMOs – case files including personal data to/from other agencies | 2 years + current | | After file closure | Common practice |
| **9.5 Tenant Involvement** | | | | | | |
| 9.5.1 | Tenant involvement | TACT meetings:  - Tenants Panel  - Tenants & Residents Association  - Mystery shopping  - Community events | 6 years | | date of meeting | Common practice |
| **9.6 Service Development** | | | | | | |
| 9.6.1 | Service Development | Strategies & service plans including all background documents | 5 years after strategy/plan completion | | Date of document | NHF Document Retention Guidelines for Housing Associations 2013 |
| 9.6.2 | Service Development | Customer & stakeholder consultation including TACT & Scrutiny | 5 years | | Date of consultation | See section 2004 schedule section 3.5 (Public consultation) |
| 9.6.3 | Service Development | Miscellaneous reports containing personal data (e.g. Business Objects reports) used to inform service development, performance reporting etc. | 2 years | | Date of report | Common practice |
| 9.6.4 | Service Development | Equality Monitoring | 7 years | | Date of document | Common practice |
| 10. LEGAL | | | | | | |
| 10.1 Governance | |  |  | |  |  |
| 10.1.1 | Democratic Services | Filed Council minutes (signed). | Permanent | |  | Local Government Acts 1972 and 2000 |
| 10.1.2 | Democratic Services | Agendas  Reports  Update papers.  Presentations where these published with agenda) | Permanent | |  | Local Government Acts 1972 and 2000 |
| 10.1.3 | Democratic Services | Background papers | 4 years | | Date of meeting | Local Government Acts 1972 and 2000 |
| 10.1.4 | Democratic Services | Councillor contact information | Until superseded | |  | Business need |
| 10.1.5 | Democratic Services | Public participation at Committee and Full Council (Questions) – contact details | Until next meeting cycle | | Date of meeting | Business need |
| 10.1.6 | Democratic Services | Petitions | 6 years | | Date of petition | Local Authority (Referendum) (Petitions) (England) Regulations 2011 |
| 10.1.7 | Democratic Services | Webcasting / recordings of Council and Committee meetings | Permanent | |  | Business need |
| 10.1.8 | Democratic Services | Declarations of interest - Electronic copy of register, completed forms (including parish/town councillors) | Period individual serving as Councillor | | Date elected | S29 Localism Act 2011 |
| 10.1.9 | Democratic Services | Outside body contact details | Until superseded (or no longer requires representation) | | | Business need |
| 10.1.10 | Democratic Services | User details, change requests (Mod Gov) | Until superseded | |  | Business need |
| 10.1.11 | Democratic Services | Parish Council contacts (clerks) | Until superseded | |  | Business need |
| 10.1.12 | Democratic Services | Mayor’s Office:  Organisation of Receptions/Parades etc/invites to civic functions etc | Until individual contact information superseded | | | Common practice |
| 10.1.13 | Democratic Services | Requests for Mayoral Attendance | Second anniversary of end of that Mayoral year | | | Business need |
| 10.1.14 | Democratic Services | Mayor’s Chaplain (contact details) | Second anniversary of end of that Mayoral year | | | Business need |
| 10.1.15 | Democratic Services | Mayor’s Awards – recipients contact details | Second anniversary of end of that Mayoral year | | | Business need |
| 10.1.16 | Democratic Services | Freedom of City details | Permanent | |  | civic history record |
| 10.1.17 | Electoral Services | Electoral Register | Permanent | |  | RPA 1983 and associated regulations.  Kept permanently for historical purposes and the checking of Overseas Registration applications |
| 10.1.18 | Electoral Services | Canvass Form / Canvass Communication B | 5 Years | | End of canvass | RPA 1983 and associated regulations. |
| 10.1.19 | Electoral Services | Absent Vote Application form (Postal, Proxy or Postal Proxy) | Paper - 12 months  Electronic - deleted. | | After absent vote removed | Common practice |
| 10.1.20 | Electoral Services | Individual Registration Form - online or paper  Special Category Registration application forms  Evidenced Requests | Paper - 1 month  Electronic - deleted. | | Date of monthly register update  Date elector removed from Electoral Register | RPA 1983 and associated regulations. |
| 10.1.21 | Electoral Services | Voter Authority Certificates | 28 days | |  | There are 3 statutory retention periods which can be found here:  https://www.electoralcommission.org.uk/running-electoral-registration-england/voter-authority-certificates-and-anonymous-electors-documents/data-retention |
| 10.1.22 | Electoral Services | Home address form - Parliamentary Election | 21 calendar days | | date of UK Parliamentary election | Statutory duty to administer an election in accordance with the Election Rules. Representation of the Peoples Act 1983 Section 23 and schedule 1 rule 57. Local Elections (Principal Areas) Rules 2006 |
| 10.1.23 | Electoral Services | Home address form - Local Election | 35 calendar days | | date of Local election | Statutory duty to administer an election in accordance with the Election Rules. Representation of the Peoples Act 1983 Section 23 and schedule 1 rule 57. Local Elections (Principal Areas) Rules 2006 |
| 10.1.24 | Electoral Services | Nomination Papers  Consent to Nomination | 12 months | | Date of election | Statutory duty to administer an election in accordance with the Election Rules. Representation of the Peoples Act 1983 Section 23 and schedule 1 rule 57. Local Elections (Principal Areas) Rules 2006 |
| 10.1.25 | Electoral Services | Candidates Expenses – UK Parliamentary Election | 2 years | | Date of receipt | RPA 1983 Sec 89 |
| 10.1.26 | Electoral Services | Candidates Expenses – All other elections | 2 years | | Date of receipt | RPA 1983 Sec 87 – 89 |
| 10.1.27 | Electoral Services | Ballot Papers (counted, uncounted, rejected, unused, tendered, spoilt)  - Corresponding number lists  - Certificates of employment | 12 months | | Date of election | Common practice |
| 10.1.28 | Electoral Services | Marked copies of:  - Polling station Register of Electors  - absent voters list | 12 months | | Date of election | In accordance with Article 6 of the GDPR  Representation of the People Act 1983 and associated regulations. |
| 10.1.29 | Electoral Services | Any other document relating to the election from the polling station, the postal voting process and the count. | 12 months | | Date of election | In accordance with Article 6 of the GDPR Representation of the People Act 1983  RPA 1983 Schedule 1 rule 57 |
| 10.1.30 | Land Charges | Records relating to:  - searches and replies  - Land Charges Register  - Cartographic indexes  - other finding aids such as Maps Land Charges | Permanent | |  | Business need |
| 10.1.31 | Land Charges | Search forms requests from solicitors | 6 years | | From date created | Business need |
| 10.1.32 | Land Charges | All folders relating to:  - Agreements  - Article 4 Directions  - Community Right to Bid  - Breach of conditions  - Advert control  - Pipelines  - Street naming  - Part III's and IV'S  - Waterlooville | Permanent | |  | Required for reference or to send copies to clients on request |
| 10.1.33 | Land Charges | Maps | Permanent | |  | Required for reference or to send copies to clients on request |
| 10.1.34 | Land Charges | LLC Searches | 10 days | |  | Used to hold search request till completed 5-10 working days then saved in SharePoint |
| 10.1.35 | Land Charges | Files with agreements | Permanent | |  | business need |
| 10.1.36 | Land Charges | Personal Searches | 10 days | |  | Used to hold PS replies till next day, then saved in SharePoint |
| 10.1.37 | Land Charges | Cleansing | Until 2030 | |  | Part of HMLR take over project |
| 10.1.38 | Land Charges | Financial | 10 days | |  | Can be moved to SharePoint |
| 10.1.39 | Burials | BACAS IMPORTANT | Permanent | |  | All paperwork relating to burials, linked to BACAS |
| 10.1.40 | Burials | LCDTA Burial Cards Important | Permanent | |  | Information on the grave, owner and who is buried before 2013 when we starting using BACAS |
| 10.1.41 | Burials | All paper work | 6 years +1 | | Date of document | business need |
| 10.1.42 | Burials | Old burial ledgers | Permanent | |  | Need to be kept as all information regarding the buried from 1916 to 2013, when went digitised BACAS |
| 10.2 Legal | | | | | | |
| 10.2.1 | By-Laws | By-Laws | Permanent | |  | National Archives Guidance |
| 10.2.2 | By-Laws | Records relating to the process of administering and enforcing By-Laws.  - Applications / Correspondence  - Certificates / Infringement notices  - Permits / Licences | 7 years | | Date of enforcement action | Common Practice |
| 10.2.3 | Data Protection | Records relating to requests and responses for:  - Subject Access Requests  - Other data rights requests under GDPR | 3 years | | Date request complied with | Common Practice |
| 10.2.4 | Data Protection | All records relating to the creation and implementation of policies under General Data Protection Regulations | 3 years +current | | Date policy expires | Common Practice |
| 10.2.5 | Data Protection | Records relating to the creation of data privacy impact assessments | While current | | Creation of records | Common Practice |
| 10.2.6 | Data Protection | Records relating to the development, implementation of maintenance of the Record of Processing Activities (ROPA) under Article 30 of the GDPR | Until superseded | | Creation of records | Common Practice |
| 10.2.7 | Data Protection | Records relating to the process of data mapping as part of GDPR | Until superseded | | Creation of records | Common Practice |
| 10.2.8 | Information Management | Records relating to Information Governance (Inc. database) - FOI / EIR requests and responses - complaints made which led to an internal review | Retain for 3 years | | Date request complied with | Common Practice |
| 10.2.9 | Legislative Orders | Records relating to:  - Charter and civic rights  - Preservation Orders  - Statutory Local Authority Company documentation  - Trusts  - Orders otherwise uncategorised | Permanent | |  | Common Practice |
| 10.2.10 | Legislative Orders | Legal file in respect of:  - Charter and civic rights  - Preservation Orders  - Statutory Local Authority Company documentation  - Trusts  - Orders otherwise uncategorised | Retain for 13 years | | Date created | Common Practice |
| 10.2.11 | Licences | Records relating to Licenses –  - Standard  - non-standard  - Amenity  - Property | Retain for 13 years | | Year records created | Limitation Act 1980 |
| 10.2.12 | Litigation | Records related to Litigation:  All records relating to litigation action commenced or defended by the Council, including preparatory actions.  - Civil litigation files  - Prosecution files | Retain for 7 years then review | | Close of case | Limitation Act 1980 (Section 2) |
| 10.2.13 | Miscellaneous Advice | All | Retain for 7 years or until filed earlier | | Date of advice | Common Practice |
| 10.2.14 | Planning | Records related to Planning:  - CLUED & CLPDs  - Enforcement  - Discontinuance notices  - Advice  - Footpath diversion orders  - Tree preservation orders  - Article 4 Direction | Retain for 7 years | | Close of case | Permanent record is with Planning |
| 10.2.15 | Planning | Sealed orders to include:  - Footpath diversion orders  - Tree preservation orders  - Article 4 Directions  - Compulsory Purchase Orders  - Footpath diversion or Stopping up Orders | Permanent | |  | Business need |
| 10.2.16 | Planning | Planning Appeals records | Retain for 7 years | | Date of resolution of appeal | Permanent record is with Planning |
| 10.2.17 | Planning | Sealed planning agreements to include:  - Section 106 agreements  - Section 278 agreements  - Section 38 agreements | Permanent | |  | Business need |
| 10.2.18 | Planning | Records relating to:  - Section 106 agreements  - Section 278 agreements  - Section 38 agreements | Retain for 13 years | | Date created | Town and Country Planning Act 1990 |
| 10.2.19 | RIPA | Regulation of Investigatory Powers Act 2000 – directed surveillance and communications data.  Records relating to  - Applications  - Renewals  - Cancellations  - Reviews  - Notices | Retain for 6 years | | Conclusion of investigation | RIPA 2000  IPA 2016  Home Office Guidance |
| 10.2.20 | Contracts | Records relating to contract documentation:  -Licenses  - Deeds of Variation  - Extension Deeds  - Data Procurement Agreement  - NEC3 Contracts  - JCT Contracts  - Architect Agreements  - Consultancy Agreements  - Supplier Agreements  - Employers Agent Agreements  - Grant Agreement  - Non Disclosure Agreements | Retain for 13 years from end of term of Agreement (if under seal)  Retain for 7 years from end of term of Agreement (if not sealed) | | End of term stated in Agreement | Limitation Act 1980 |
| 10.2.21 | Intellectual Property Rights | Records relating to Intellectual Property Rights | Retain for 7 years | | Date intellectual property/copyright ends | Common Practice |
| 10.2.22 | Bonds | Bonds linked to building contracts | Retain until the Bond has been released | | Date stated for release of Bond/repayment in the Bond | Common Practice |
| 10.2.23 | Property | Records related to Conveyancing:  - Commercial and other leases  - Title Investigations  - Disposal of freehold and leasehold properties  - Covenants  - Releases  - Variation  - Easement  - Acquisitions  - Appropriations  - Transfers  - Purchases (Land) | Retain for 13 years | | After closure | Limitation Act 1980 (Section 8) |
| 10.2.24 | Property | Deed packets where Council holds any interest in land | Permanent | |  | Business Need |
| 11. PLACE | | | | | | |
| 11.1 Engineering | |  |  | |  |  |
| 11.1.1 | Projects | Project files (including scheme drawings, contract documentation, stats plans, correspondence and all other scheme details). | 10 years. | | After completion of project. | Archive. Must be kept as statutory practice. |
| 11.1.2 | Projects | Project 'As Built' drawings.  'Project Health & Safety Files.  'Project photos (before and after). | Permanent. | | Permanent. | Archive. Must be kept as statutory practice. |
| 11.1.3 | Projects | Project templates.  Technical documents (hard copies).  Technical documents (electronic). | Permanent. | | Permanent. | Replaced if or when new updated versions are released. |
| 11.1.4 | Risk Assessments | Risk Assessments. | Permanent. | | Permanent. | Replaced when revised. |
| 11.1.5 | Street nameplates | Street nameplate face details. | 2 years. | | After completion of installation. | Common practice |
| 11.1.6 | Street nameplates | Street nameplate specifications and standards. | Permanent. | | Permanent. | Replaced if or when new updated versions are released. |
| 11.1.7 | AutoCAD | AutoCAD files including drawing templates, blocks, fonts and a whole host of other directories containing CAD drawings. | Permanent. | | Permanent. | Replaced if or when new updated versions are released. |
| 11.1.8 | Plans | District and town plans etc. | Permanent. | | Permanent. | Replaced if or when new updated versions are released. |
| 11.1.9 | Ordinance survey | Ordinance Survey mapping. | Permanent. | | Permanent. | Replaced by IM&T when new updated versions are released. |
| 11.1.10 | HCC procurement | HCC Procurement Framework (4 year life cycle). | Permanent. | | Permanent. | Currently updated every 4 years. |
| 11.1.11 | Misc. | Other ad-hoc Engineering related electronic documents. | Permanent. | | Permanent. | Replaced if or when new updated versions are released. |
| 11.2 Parking | | | | | | |
| 11.2.1 | Abandoned Vehicles | Management of Abandoned Vehicles reported on local roads | 6 years | | From year record created | Clean Neighbourhoods and Environment Act 2005 |
| 11.2.2 | Car Parks | Records relating to usage and income monitoring data for parking | 6 years | |  | Business Need |
| 11.2.3 | Car Parks | Penalty Charge Notice records relating to the enforcement of parking regulations in car parks | 6 years | | Date of issue (refer to notes) | Limitation Act 1980 (Section 2)  NB: In nearly all cases 6 years from date of issue but if case is still in debt recovery will be an additional two years from case closure. |
| 11.2.4 | Car Parks | Records relating to car parking income: | 6 years | | Date of record | Business Need |
| 11.2.5 | Car Parks | Records relating to the purchase and management of Car Park permits / season tickets | 6 years +1 | | Date of record | Limitation Act 1980 (Section 2) |
| 11.2.6 | Car Parks | Records relating to management of enforcement action: Unauthorised traveller encampments | 6 years | | Date case prosecuted | Limitation Act 1980 (Section 2) |
| 11.2.7 | CCTV - Cameras | CCTV Images: Town Centre and Car Parks | 30 days  6 months (if part of a legal case) | | Date record created | WCC Code of Practice 2023  Until overwritten unless used in legal case when CCTV footage will become part of case file and stored in a digital format so it can be retained for 6 months |
| 11.2.8 | CCTV - Bodyworn | Records relating to body worn CCTV to support employee safety and parking enforcement to validate issues. | 30 days | | Date record created | WCC CCTV Code of Practice 2023  Auto deleted unless saved for an incident (police purposes) |
| 11.2.9 | Council car parks | All records relating to the development, implementation and management of car parks which are owned and run by the local authority | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.2.10 | Council car parks | List of car parks owned and run by the local authority, their locations and tariffs. | Permanent | |  | Common practice |
| 11.2.11 | Cycle and motorcycle parking | Records relating to the allocation of spaces in cycle and motorcycle racks | 3 years | | Date allocation ceases |  |
| 11.2.12 | Cycle and motorcycle parking | Records relating to the maintenance of cycle and motorcycle racks | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.2.13 | Cycle and motorcycle parking | Records relating to the provision of cycle and motorcycle racks | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.2.14 | On-Street parking enforcement | Penalty Charge Notice records relating to the enforcement of on street parking regulations (P&D, residential parking bays, yellow lines etc.) within the local authority area | 6 years | | Date of issue (refer to notes) | Limitation Act 1980 (Section 2)  (Issuing ceased as of 01/10/2024.  NB: In nearly all cases 6 years from date of issue but if case is still in debt recovery will be an additional two years from case closure. |
| 11.2.15 | On-street Parking Permits | Parking Permits: - Paper and online application forms for resident parking permit scheme | 6 years | | Date permit expires | NB: Our responsibility ceased as of 01/10/2024. |
| 11.2.16 | On-street Permit Schemes | All records relating to the management of on-street parking permit schemes for residents; businesses; organisations | 6 years | | End of retention period | NB: Our responsibility ceased as of 01/10/2024.  Common practice.  Reviewed before disposal. |
| 11.3 Special Maintenance | |  |  | |  |  |
| 11.3.1 | Daily Operative worksheets | Records of operatives daily worksheets | 2 years + current | | Date created | Common practice |
| 11.3.2 | Operative worksheets raised by WCC departments | All records related to:  - operatives completed job sheets completed Orchard jobs raised by Housing Admin  - operatives completed job sheets (not Orchard) requested by other depts not including Housing | 6 years + current | | Date created | Common practice |
| 11.3.3 | Recharges | Monthly recharges  End of Year recharges/summary | 6 years + current | | Date created | Common practice |
| 11.3.4 | Flooding | Documents including:  - handbook  - flood defence plan  - reports | Permanent | |  | Common practice |
| 11.3.5 | Rivers | Daily River Levels log  Weekly River Inspection sheets | 1 year +current | | Date of document | Common practice |
| 11.3.6 | Play area inspections | Inspection sheets  Operational inspections | 2 year +current | | Date of document | Common practice |
| 11.3.7 | Play area inspections | Photographs of play area defects | 21 years | | Date created | RoSPA |
| 11.3.8 | Play area inspections | Master sheets for Play area inspections and other associated info | Until changed | |  | Common practice |
| 11.3.9 | Vehicle inspections | Records of vehicles daily inspection sheets | 15 months | | Date created | DVSA |
| 11.3.10 | Tanker Inspections | Records related to:  - Tanker vehicle daily inspection sheets  - Tanker log and defect books | 1 year + current | | Date created | DVSA |
| 11.3.11 | Fuel receipts | Vehicles fuel receipts | 5 years | | Date created | HMRC |
| 11.3.12 | Waste Carriage | Records of Waste carriage taken to Collards and Veolia sites | 2 years | | Date created | The Environmental Protection Act |
| 11.3.13 | Health and Safety | COSSH for Special Maintenance and Pest Control | Current version | | Date created | Reviewed annually as required by law |
| 11.3.14 | Health and Safety | Risk Assessments | Current version | | Date created | Reviewed annually as required by law |
| 11.3.15 | Health and Safety | H&S inspections of equipment | Life of equipment | |  | Common practice |
| 11.3.16 | Health and Safety | HAV and Noise data, policy & asset list | Life of equipment | |  | Common practice |
| 11.3.17 | Spraying | Spraying Records | 3 yrs. + current | | Date created | Common practice |
| 11.3.18 | HSTW | Cleaning/maintenance/correspondence per site / Contractor repairs | Life of plant | |  | The Environmental Protection Act |
| 11.3.19 | HSTW | Tanker collections / Tanker waste disposal | 2 years | | Date created | The Environmental Protection Act |
| 11.3.20 | Guidance documents | Reference and Guidance Docs | in perpetuity | | Date created | Common practice |
| 11.3.21 | Pest Control | Pest Control visit records | 2 years | | Date created | Limitation Act 1980 (Section 2) |
| 11.3.22 | Pest Control | Pest Control quarterly recharges to Housing and other WCC depts, | 6 years + current | | Date created | Common practice |
| 11.3.23 | Ecological Survey | Ecological Survey of Winnall Moor (quinquennial) | in perpetuity 2024 + | | Date created | Planning Condition |
| 11.4 Traffic and Transport | |  |  | |  |  |
| 11.4.1 | Demand responsive transport | All records relating to the provision of on demand transport services for local citizens available in areas not covered by main public transport routes | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.4.2 | Cycling schemes | All records relating to the development and implementation of cycling schemes | 6 years | | Date scheme ends | Limitation Act 1980 (Section 2) |
| 11.4.3 | Road works notification | All records relating to the notification of road closures, diversions and possible traffic disruption as a result of road works that are underway or programmed to take place within the area | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.4.4 | Street furniture | All records relating to the provision and maintenance of street furniture | 3 years | | Year records created | Common practice |
| 11.4.5 | Road closures and diversions | All records relating to the creation of traffic regulation orders | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.4.6 | Roads enforcement | All records relating to the protection of public rights on the road and footpath network | 6 years | | Date road or footpath created | Common practice |
| 11.4.7 | Cycle lanes and routes | All records relating to the provision of cycle routes on the carriageway, footway or designated cycle path | 6 years | | Provision of cycle route | Common practice |
| 11.4.8 | Road signs | All records relating to the:  design of road signs  installation of road signs | 6 years | | Year records created (retain until road sign replaced) | Limitation Act 1980 (Section 2) |
| 11.4.9 | Tourist signs | All records relating to the placing of tourist signs | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.4.10 | Yellow lines | All records relating to the authorisation of yellow line road marking | 6 years | | Date of authorisation | Common practice |
| 11.4.11 | Bus stops and shelters | All records relating to the provision and maintenance of bus stops and bus shelters | 6 years | | Date that use of the shelter or bus stop ends | Limitation Act 1980 (Section 2) |
| 11.4.12 | Speed limits | All records relating to the setting of speed limits on roads | 6 years | | Date speed restriction expires | Limitation Act 1980 (Section 2) |
| 11.4.13 | Park and ride | All records relating to the management of park and ride schemes | 6 years | | Year records created | Limitation Act 1980 (Section 2) |
| 11.4.14 | Travel plans | All records relating to the development and implementation of workplace and school travel plans | 6 years | | Date plan expires | Limitation Act 1980 (Section 2) |
| 12. STRATEGIC SUPPORT | |  |  | |  |  |
| 12.1 Corporate Communications | | | | | | |
| 12.1.1 | Social Media | Records relating to comments received via social media sites, where the comments/complaints have been referred on to the relevant department within the Council | 2 years | | Year comment received (Direct messages, private messages and notifications to be destroyed on set date every year) | Common practice |
| 12.1.2 | Customer information | Records relating to newsletter sign-ups | 3 months | | Until recipient unsubscribes | Common practice |
| 12.1.3 | Customer information | Records relating to customer requests, such as requests for large-print materials | 2 years | | Year of receipt of request | Common practice |
| 12.1.4 | Customer information | Records relating to filming enquiries and responses | 2 years, unless significant | | Year of receipt of request | Common practice |
| 12.1.5 | Public Relations | Records relating to press correspondence, including:  - press enquiries and responses  - proactive press releases | 6 years | | Date of event | Common practice |
| 12.1.6 | Public Relations | Records relating to capture of media that does not contain identifiable individuals | 6 years | | Date of creation | Archive photos or videos either:  - remains current  - is of historic value |
| 12.1.7 | Public Relations | Records relating to capture of media containing identifiable individuals:  - Photos and videos depicting identified individual  - Associated photo / video consent forms | 6 years | | Date of creation | The National Archives Retention Guidance, 2012 |
| 12.1.8 | Public Relations | All records relating to the creation and management of media and publicity protocols | 3 years | | Date of policy/protocol expires | common practice |
| 12.1.9 | Public Relations | All records relating to the publication of the latest news and public information relevant to the local area | 3 years | | From the year records created | Archive where news either:  - remains relevant  - is of historic value |
| 12.1.10 | Campaigns | Significant Event - all records relating to the development and promotion of Local Authorities Campaigns and events | Permanent | | Date of event | The National Archives Retention Guidance 2012 |
| 12.1.11 | Campaigns | Minor campaign or event all records relating to the development and promotion of Local Authorities Campaigns and events | 7 years | | Date of event | The National Archives Retention Guidance 2012 |
| 12.1.12 | Graphic Design | All completed design files fully packaged | 5 years | | Year of creation | Archive where either:  - remains relevant  - is of historic value |
| 12.2 Policy | | | | | | |
| 12.2.1 | Business Continuity | Business Continuity Plans including all records relating to the development of business continuity plans. | While current (until superseded) | | Date record created | Business need |
| 12.2.2 | Business Continuity | All records relating to the provision of advice on business continuity management in the event of a civil emergency to local businesses and voluntary organisations | 3 years | | Date record created | Common Practice |
| 12.2.3 | Business Plans | All records relating to the development and monitoring of annual business plans | While current | | From year created to date superseded | Common Practice |
| 12.2.4 | Consultations | Public Consultations - Surveys carried out by the Council | 5 years | | Close of consultation | Common Practice |
| 12.2.5 | Consultations | All records relating to responses made by councils to external consultations | 3 years | | Year record created | Common Practice |
| 12.2.6 | Consultations | Records relating to processes to support consultations concerning service delivery | 6 years | | Year record created | Common Practice |
| 12.2.7 | Consultations | Records relating to the consultation documents completed by service users concerning service delivery | 6 years | | Completion of survey | Common Practice |
| 12.2.8 | Consultations | All records relating to the publication of spending plans | 3 years | | Year record created | Common Practice |
| 12.2.9 | Consultations | All records relating to the management of staff consultation and feedback | 6 years | | Date consultation completed | Limitation Act 1980 (Section 2) |
| 12.2.10 | Corporate meetings | All records relating to the organization of meetings.  - PAC Board  - Performance Panel  - Programme Management Group  - SLT  - SMT | 4 years | | Date of meeting | Common Practice |
| 12.2.11 | Corporate Planning | Records (including final approved policy/strategy documents) relating to activities that develop:  - Policy  - Procedures  - Strategies  - Plans  - Structures  For Local Authority | 6 years | | After implementation of new/updated policy | Common Practice |
| 12.2.12 | Corporate Planning | Strategy/policy/project  files | While current | | Review on regular basis. See  guidance notes | Common Practice |
| 12.2.13 | Corporate - project management | All records relating to the management of regeneration projects | 12 Years | | Last action on the project | Limitation Act 1980 (Section 2) |
| 12.2.14 | Corporate - project management | All records relating to the management of projects where there is a small (or no) budget involved | 6 years | | Last action on project | Limitation Act 1980 (Section 2) |
| 12.2.15 | Corporate - project management | All records relating to the management of projects which end with a contract under seal | 12 Years | | Last action on project | Limitation Act 1980 (Section 2) |
| 12.2.16 | Corporate - project management | All records relating to the management of projects which end with a contract under signature | 6 years | | Last action on project | Limitation Act 1980 (Section 2) |
| 12.2.17 | Emergency Planning | Records relating to emergency plans for disaster recovery:  - Response guides  - Emergency Plans  - Exercise of Plans | While current | | Date record created | Council Practice; Civil Contingencies Act 2004, Contingency Planning Regulations 2005, Limitation Act 1980, Civil Contingency Act Good Practice Guidance |
| 12.2.18 | Emergency Planning | All records relating to the provision of information to the public on what to do/who to contact in the event of an ongoing emergency related to public health such as a flu outbreak. | 1 year | | Year record created | Dynamic source of information that is likely to change |
| 12.2.19 | Emergency Planning | District civil emergency plan | While current | | From date records created | Common Practice |
| 12.2.20 | Emergency Planning | All documents related to emergency plans prepared for specific incidents | 6 years | | After event | Common Practice |
| 12.2.21 | Emergency Planning | All records relating to the testing of emergency plans | 6 years | | From date of test | Business need |
| 12.2.22 | Emergency Planning | All records relating to the creation, implementation and maintenance of the local authority's emergency plan | 6 years | | Date plan expires | Common Practice |
| 12.2.23 | Emergency Planning | All records relating to the publication of information and advice on how to deal with emergency weather conditions such as flooding, heavy snowfalls etc. | 3 years | | Year record created | Common Practice |
| 12.2.24 | Equality, Diversity and Inclusion | All records relating to the development, implementation and monitoring of equality and diversity policies | 3 years | | From date policy expires | Common Practice |
| 12.2.25 | Performance & Governance | Records relating to the monitoring or review of the quality, efficiency or performance of the council or an individual unit:  - Performance reports  - Business Plans | 5 years | | From closure | Common Practice |
| 12.2.26 | Performance & Governance | All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides | 5 years | | From year record created | Common Practice |