

Winchester City Council Record Retention Schedule

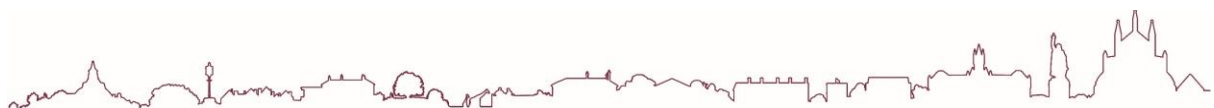


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1. Introduction

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.

2. 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.

3. 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
4.12	General Information	<p>Unstructured Records that do not support a business process.</p> <ul style="list-style-type: none"> - 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	<p>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.</p> <ul style="list-style-type: none"> - Letters - Emails - Faxes - General correspondence / files 	5 years (if no further action or addition).	Date of correspondence	Common practice
4.14	General Information	<p>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)</p> <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
4.15	General - paper documentation	Documentation including - scanning - manual	1 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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	Includes: - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
6.4.2	Alcohol &entertainment	All records related to: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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	All 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
6.6.8	Legal documents	Information including <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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.

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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	1 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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/m

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					edia/documents/ NHSE_Records_ Management_Co P_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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Cash transaction - Payment instruction 	6 years	From conclusion of transaction	Financial Services Act 1986. Limitation Act 1980

Ref No.	Function	Activity	Retention Period	Triggers	Notes
		- Deposits and withdrawals.			
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
8.1.9	corporate reporting	Records relating to the process that consolidates financial transactions on an annual basis for corporate reporting purposes: <ul style="list-style-type: none"> - 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.

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
8.1.22	Financial Transaction Management	Records relating to payments and purchasing records: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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 Administration: Records relating to taxation and National Insurance - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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	1 Year	Date record created	Common Practice

Ref No.	Function	Activity	Retention Period	Triggers	Notes
		- Standard leave			
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
8.5.2	Contract – awarding	<p>Information relating to awarding a contract. Signed contract. Ordinary contracts until Contract End + 6 years</p> <p>Contracts executed as a Deed (sealed)</p> <p>Contracts for Property Maintenance</p> <p>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.</p>	<p>Ordinary Contracts – Destroy - 6 years.</p> <p>Contracts Under Seal - Destroy - 12</p> <p>Property Maintenance contracts -15 years</p>	<p>After the term of the contract has expired</p> <p>After the term of the contract has expired.</p> <p>Contract End</p>	<p>Limitation Act 1980,. 58, s. 5</p> <p>Limitation Act 1980, c.58, s. 8</p> <p>Limitation Act 1980, c 58, s. 14 (b) (1)</p> <p>Based on the Long stop for latent damage for actions relating to property, Limitation Act 1980, c. 58, s. 14(b)</p>
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		<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.</p> <p>Good Practice Information and Records Management Society (former Records Management Retention Group)</p>

Ref No.	Function	Activity	Retention Period	Triggers	Notes
8.5.4	Contract - unsuccessful bidders	<p>All records relating to Supplier Questionnaires</p> <ul style="list-style-type: none"> - (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.	<p>Limitation Act 1980 (Section 2)</p> <p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.</p> <p>Good practice Information and Records Management Society (former Records management Retention Group)</p> <p>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.</p>

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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	<p>Ordinary Contracts – Destroy - 6 years.</p> <p>Contracts Under Seal - Destroy - 12</p> <p>Property Maintenance contracts -15 years</p>	<p>After the term of the contract has expired</p> <p>After the term of the contract has expired.</p> <p>Contract End</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9</p> <p>Limitation Act 1980, c. 58, s. 5</p> <p>Based on the Long stop for latent damage for actions relating to property, Limitation Act 1980, c. 58, s. 14(b)</p> <p>Good practice - Information and</p>

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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/disco units
8.6.3	NEC - Council Tax	Administration & recovery of Council Tax	Permeant	NA	To accommodate retrospective adjustments for bandings/RV and exemptions/disco units
8.6.4	NEC - Business Rates	Administration & recovery of Business Rates	Permeant	NA	To accommodate retrospective adjustments for bandings/RV and exemptions/disco units

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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	<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
9.3.10	Sheltered & Extra Care Services	Tenancy files including: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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 adaptations	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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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	<u>After publication of anonymised report</u>	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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					(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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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.

Ref No.	Function	Activity	Retention Period	Triggers	Notes
10.1.21	Electoral Services	Voter Authority Certificates	28 days		<p>There are 3 statutory retention periods which can be found here:</p> <p>https://www.electoralcommission.org.uk/running-electoral-registration-england/voter-authority-certificates-and-anonymous-electors-documents/data-retention</p>
10.1.22	Electoral Services	Home address form - Parliamentary Election	21 calendar days	date of UK Parliamentary election	<p>Statutory duty to administer an election in accordance with the Election Rules.</p> <p>Representation of the Peoples Act 1983 Section 23 and schedule 1 rule 57. Local Elections (Principal Areas) Rules 2006</p>

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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 - Waterloooville	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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
10.2.23	Property	Records related to Conveyancing: <ul style="list-style-type: none"> - 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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
					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	6 years + current	Date created	Common practice

Ref No.	Function	Activity	Retention Period	Triggers	Notes
		- operatives completed job sheets (not Orchard) requested by other depts not including Housing			
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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)

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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

Ref No.	Function	Activity	Retention Period	Triggers	Notes
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