



Peak District National Park Authority Information Management Policies Framework (Retention Policy)

May 2018

Note: The retention periods in this document are based on National Archive guidance. These may be subject to review and amendment by the relevant Information Asset Owner (IAO). If unsure please check with the IAO or Data Development Manager before deleting.

History

Version	Status	Date	Amendment History
1.0	Draft consultation	March 2012	Created by Michele Sarginson
1.1	Amended draft	June 2013	Amended by Jeff Winston
2.0	Final working document	July 2013	Finalised by Jeff Winston with amendments from Michele Sarginson
2.1	Final working document	January 2015	Update PDNPA logo and font, addition of retention period relating to CDM health and safety records.
2.2	Final working document	July 2015	Update to include records relating to process of confidential reporting
2.3	Final working document	Feb 2017	Update to include change to length of time recordings of Authority meetings are retained
2.4	Final working document	June 2017	Amendment of CRB to DBS on Page 17 re staff recruitment Inc. of note re TNA web archiving on page 9
2.5	Final working document	May 2018	Replaced Data Protection Act 1998 with General Data Protection Regulation 2016/679

Distribution Copy No.	Name	Role	Organisation
2.0	All Staff		PDNPA
2.1	All Staff		PDNPA
2.3	All Staff		PDNPA
2.4	All Staff		PDNPA
2.5	All Staff		PDNPA

Retention Schedule

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Authority Function	Examples of records	Retention & Disposal Action	Notes
Democratic Process			Return to contents
Corporate planning & reporting activities of the Authority	Corporate plans Strategic plans Business plans Annual reports NPA management plan	Permanent	Transfer to place of deposit after administrative use is concluded
Process of preparing Authority business, considering and compiling the record of discussion, debate & resolution.	Agendas, minutes, reports & supporting papers for statutory committees	Permanent	Transfer to place of deposit after administrative use is concluded
	Background papers: Principal set All other sets	5 years Operational use	
	Agendas, minutes & supporting papers for all non-statutory bodies	6 years	
	Past Members interests	18 months following resignation or retirement	
	Present Members interests	Election + 7 years	
	Members allowances	Election + 7 years	
Minute taking	Draft minutes	Destroy after date of confirmation of minutes	
Audio recordings of Authority meetings		Recordings will be held by the Monitoring Officer for a period of three years from the date of the meeting and then deleted. However the Chair of the meeting or the Monitoring Officer may agree that recording may be retained for a longer period if required	<i>The Chair of the meeting or the Monitoring Officer may agree that recording may be retained for a longer period if required</i>
Partnership, Agency & External Meetings			Return to contents
Process of preparing Authority business for partnership & agencies considering and making the record of discussion, debate & resolutions, where the Authority legally owns the record.	Documents setting up committee Agendas Minutes Reports & supporting documents (briefing and discussion papers) Recommendations	Permanent 6 years	Transfer to place of deposit after administrative use is concluded

Process of preparing business for external committees' consideration, & making the record of discussion, debate & resolutions where the Authority does not own the records	Documents setting up committee Reports Recommendations Supporting documents (briefing & discussion papers)	Destroy 3 years after last action	
Corporate Planning, Policy & Reporting			Return to contents
The corporate planning & reporting activities of the Authority	National Park Management Plan Corporate Plans Strategy Plans Business Plans Best Value Performance Plans Annual Reports	Permanent	Transfer to place of deposit after administrative use is concluded
The process of preparing business for strategic consideration and making the record of discussion, debate and resolution	Corporate and strategic management team minutes Operations	Transfer to place of deposit after administrative use is concluded	Ensure personal data is held securely and access provided on a controlled basis
	Management team notes	7 years	
The process of preparing business for cross-service consideration and making record of discussion debate and resolutions	Project Plans Service Plans	Destroy 3 years from closure	
The process of preparing business for team consideration and making record of the discussion, debate and resolutions.	Team Plans	Destroy 3 years from closure	
	Team notes	5 years	
Activities that develop policies, procedures, strategies and structures for the Authority	Policy procedure, precedent and instructions Asset Management Plan Records relating to policy implementation and development Community strategy Community Plan	Transfer to place of deposit after administrative use is concluded	Ensure personal data is held securely and access provided on a controlled basis.
The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines		Destroy 5 years from closure	
Internal staff committees/working groups.	Minutes/briefings	Current + 3 years then review	
Internal Audit	Audit reports and supporting papers compiled during a fraud investigation	Destroy 6 years after legal or disciplinary proceedings have been completed	

	Audit management programmes, plans and strategies	Destroy 1 year after the last date of the plan, or when superseded	
	Annual report to the S151 Officer (Finance Officer)	4 years	
	Other audit reports (inc drafts)	4 years	
	Audit reports (inc interim and drafts) that are concerned with the examination of long term contracts	7 years	
	Audit manual and guides relating to departmental procedures	When superseded	
Confidential reporting/Whistleblowing	Records related to reporting and investigative process	Last action on case + 6 years	
Civic and Royal Events	The recording of ceremonial events and civic occasions: Visitor Books Audio and video tapes Photos Newspaper articles	Permanent	Offer to local records archives
	The process of organising a ceremonial event of civic occasion	Destroy 7 years after administrative use is concluded	
Statutory Returns			Return to contents
The process of preparing information to be passed onto regional or central government as part of statutory requirements	Reports Returns (PS1/2) Correspondence Ombudsman	Destroy 7 years from closure	
Enquiries and Complaints			Return to contents
Records of complaints/appeals	Indexes Registers	Permanent	Transfer to place of deposit
	Reports Returns Correspondence	Destroy 6 years after closure of file	
Freedom of Information/Environmental Information Regulations	Policy records Case files	6 years after closing of query 3 years after date of creation	
	Statistical data	10 years	
	Guidance from the ICO	Until superseded	
Data Protection	Subject Access requests	6 years after closing of query	

General enquires	Not made under FOI Enquiries from the media	Destroy 2 years after administrative use	
Correspondence templates		Operational use	
Marketing and Press			Return to contents
Media relations	Press cuttings, press releases and reports	3 years	
The process of developing and promoting the Authority's campaigns and events	Marketing materials	Permanent	Transfer to place of deposit
Public Relations and Publications			Return to contents
The process of design setting information for publication		Destroy 3 years from last action	
Published work	Leaflets	Destroy after administrative use is concluded	Archive 1 copy from original print run
Education Services			Return to contents
Education events/ outreach/ events group visits		Destroy 6 years from date of event	
Evaluation	Leaders report forms Attendee evaluation	Destroy 1 year from date of event	
Group organisers	Contact details	Destroy 2 years from date of event	
Public Consultation			Return to contents
The process of consulting the public and staff in the development of significant policies of the Authority	National Park Management Plan Local Development Framework	Destroy 5 years from closure	
The process of consulting the public and staff in the development of minor policies of the Authority		Destroy 1 year from closure	
Information Management			Return to contents
Framework for managing information effectively	Classification schemes Registers Indexes Authorised lists of file headings	Transfer to place of deposit after administrative use is concluded	<i>Ensure personal data is held securely and access provided on a controlled basis.</i>
The management of collections of records transferred to archives.	Accession registers Depositor files	Transfer to place of deposit after administrative use is concluded	
The process that records the disposal of records	Disposal certificates	Destroy 12 years after last action	

Email data		Date email sent/received + 6 months	
Emails held in a corporate email archive		Hold for 4 years	
Telephony data		Time call ends + 1 year	
SMS, EMS, and MMS data		Time call ends + 6 months	
ISP data		Data data changed or subscriber leaves the services + 6 months	
Web activity logs		Time page viewed + 1 year	
Archived web pages		Date pages archived + 3 years then review	Archived websites held in the UK Government Web Archive by TNA are Public Records and will be kept permanently.
Systems Management			Return to contents
The process to implement a system used to support the activities of the Authority	Project plan	Destroy 7 years after last action	
The process of supporting and administering a system used to support the activities of the Authority	Support logs Administration logs User and administration manuals	Destroy 5 years after last action	
The initial process to develop or extend the capabilities of a system used to support the activities of the Authority	Software development requests Software Development plan	Retain for life of system	
Quality & Performance Management			Return to contents
The process of monitoring or reviewing the quality, efficiency, or performance of an Authority service or team	Best Value Review	Destroy 5 years from closure	
The process of assessing the quality, efficiency, or performance of the Authority service or unit.	Assessment forms	Destroy 2 years from closure	
Risk Register		Destroy 2 years from closure	
Tendering and Contracts			Return to contents
Contracts & Tendering Pre-Contracts Advice			Return to contents

The process of calling for expressions of interest	Expressions of interest	Destroy 12 years after letting of contract or not proceeded with	
Specification & Contract Development			Return to contents
The process involved in the development and specification of a contract		<u>Contracts under seal</u> Destroy 12 years after the terms of contract have expired	Drafts can be destroyed once the final has been approved
Tender Issuing & Return			Return to contents
The process involved in the issuing and return of a tender	Opening notice Tender envelope Tender receipt book Tender diary	Destroy 1 year after start of contract Indefinite	
Evaluation of Tender			Return to contents
The process involved in consideration of tender	Evaluation criteria	<u>Ordinary contract</u> Destroy 6 years after terms of contract have expired <u>Contracts under seal</u> Destroy 12 years after the terms of contract have expired	Statutory
Successful tender document	Tender documents Quotations	<u>Ordinary contract</u> Destroy 6 years after the terms of contract have expired <u>Contracts under seal</u> Destroy 12 years after the terms of contract expired	
Unsuccessful tender documents	Tender documents Quotations	Destroy 1 year after start of contract	
Post Tender Negotiation			Return to contents
The process in negotiation of a contract after a preferred tender is selected	Clarification of contract Post tender negotiation	Destroy 1 year after the terms of contract have expired	
Award of Contract			Return to contents
The process of awarding of contract	Signed contract	<u>Ordinary contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts under seal</u> Destroy 12 years after the terms of the contract have expired	
Contract Management			Return to contents

Contract operation and monitoring	Service Level Agreements with suppliers Compliance reports Performance reports	Destroy 2 years after the terms of the contract have expired	
Management and amendment of contract	Minutes and papers of meetings Changes to requirements Variation forms Extension to contract Complaints Disputes on payments	<u>Ordinary contracts</u> Destroy 6 years after terms of contract have expired	
		<u>Contracts under seal</u> Destroy 12 years after the terms of the contract have expired	
Process of agreeing terms between organisations NOT contractual agreements.	Service Level Agreements – partner organisations and internal	Destroy 6 years after agreement expires or terminates	
List of Approved Suppliers		Destroy after review, update and approval	Active document which is updated regularly. Set timescale for new list.
Legal Services			Return to contents
Litigation			Return to contents
Process of litigation	Criminal case files Prosecution files Correspondence	Destroy 7 years after last litigation Major litigation – offer to archives	The Limitations Act 1980
	Case files related to planning contravention notices	Close of case + 6 years then review	
	Case files related to breach of condition notices	Close of case + 6 years then review	
	Case files relating to judicial review	Close of case + 6 years then review	
	Case files relating to debt recovery	Close of case + 6 years then review	
	Case files relating to Planning and Compulsory Purchase Order appeals (Public Inquiries)	Close of case + 6 years then review	
The process of providing legal advice on a point of law	Legal request forms	Destroy after 6 years. Major precedent – offer to archives	
The process of agreeing terms between organisations Note: this does not include contractual agreements	Concordant	Destroy 6 years after agreement expires or is terminated.	
Conveyancing			Return to contents

Process of conveyancing	Freehold title deeds	Retain until interest in property ceases	
	Deeds of dedication	Retain for minimum of 21 years	
	Compulsory Purchase Orders	Retain permanently	Review 6 years after purchase date. Consider destruction 12 years after purchase date (see Hillingdon LBC V ARC Ltd – Limitation Act 1980 Section 9)
	Property conveyance files	Destroy 12 years after closure	
Case files	Section 106 agreements, TPOs, leases, licences and general matters.	Close of case + 6 years then review	

Contracts			
Process of preparing contract documents	Case files	Close of case + 6 years then review	
Notification			
			Return to contents
The process of issuing notices to citizens with respect to particular responsibility	Enforcement notices	Destroy 2 years after notice has expired	
Investigation, Inspection and Monitoring			
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The process of investigating, monitoring or inspection laws in the responsibility of the Authority		Destroy 7 years from last action	
Prosecution			
			Return to contents
The process of prosecuting or sanction of an individual or organisation for failing to comply with their legal responsibilities	Prosecution/sanction files	Destroy 7 years from last action	
Intellectual Property Rights			
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Control of disclosure of intellectual property rights		Destroy 6 years after disclosure	
Administration of agreements	Intellectual property rights agreements	Destroy 6 years after termination of agreement	
Claims of infringement of intellectual property rights		Destroy 6 years after settlement of claim	
Finance			
			Return to contents
Audit Statements			
			Return to contents
Copies of financial records where the main copy of the record has been sent to Finance for payment.		Current + 1 Year	Financial Regulations 2007
Financial Records – main copy		Close of audit + 3 years	Financial Regulations 2007
Creation of annual accounts – operational copies		Operational use	
Creation of accounts – principal copy		Permanent	
Background records relating to the creation of the annual accounts		Close of audit + 3 years	

All financial records which are subject to VAT and are not eligible for the 3 years concession		Current year + 6 years	Financial Regulations 2007
All income or expenditure financial records which are subject to tax (income or corporation taxation)		Current year + 6 years	Financial Regulations 2007
All records relating to the closedown of the annual accounts		Current year + 6 years	
Audit			Return to contents
Audit committee reports		Operational use + 3 years.	
Outcome of audit reports		End of financial year in which audit was completed + 1 year.	
Back up notes to audit reports		End of financial year in which audit was completed + 1 year	
Irregularity reports and files		End of financial year in which the audit was completed + 1 year	
Financial Transactions Management			Return to contents
Approvals process for purchase	Appointments and delegations Arrangements for provisions of goods and/or services	Destroy 7 years after the end of the financial year in which the records were created.	
Identification of the receipt, expenditure and write offs of public monies	Allowances Work orders Invoices Credit card statements Cash books Cheque counterfoils Bank statements Annual subsidiary ledgers Journals Vouchers VAT records	Destroy 6 years after the conclusion of the financial transaction that the record supports.	This period may be reduced with the agreement of Revenue and Customs
Process involving the provision and support for staff using public transport	Applications Card issue Rail warrants	Destroy 6 years after the conclusion of the financial transaction that the record supports.	
Processes that balance and reconcile financial accounts	Reconciliation Summaries of accounts	Destroy 2 years after administrative use is concluded.	
Taxation records	Taxation records Fringe benefits tax records Motor vehicle logs Group certificates	Destroy 7 years after the end of the financial year in which the records were created.	

Processes involved in the collection of National Insurance Numbers	Notification and input records	Destroy 2 years after the employee ceases employment.	
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Payroll			Return to contents
Processes relating to payment of employees	Authority sheets Payroll deduction authorities Payroll disbursement Employee pay records Employee taxation	Accountable – destroy 7 years after the conclusion of the financial transaction that the record supports	
	Summary employee pay reports	Non-accountable – destroy after administrative use is concluded.	
Pensions			Return to contents
Contribution income to pension funds		Current + 6 years	Financial Regulations 2007
Returns relating to members of staff transferring into pension fund		Current + 6 years	Financial Regulations 2007
Monitoring of investments on behalf of the pension fund		Current + 6 years	Financial Regulations 2007
Files relating to individual members of the pension scheme (including dependents)		Date of the last contact with the scheme of all dependents + 100 years	
Records of former employers and associations		Date of last contact by pensioner/dependent + 100 years	
Bank details, pay details of individual pensioners		Date of last payment + 6 years	
Budgets & Estimates			Return to contents
Annual budget	Budget spreadsheets & budget reconciliation spreadsheets Records relating to the creation of the annual budget	Date of budget + 3 years	
Budget Preparation		Financial year + 6 years	Financial Regulations 2007
Budget monitoring		Financial year + 6 years	Financial Regulations 2007
Staffing budgets		Financial year + 6 years	Financial Regulations 2007
Papers supporting the successful inclusion in the annual budget plan		Date of budget + 3 years	
Papers relating to unsuccessful bids for inclusion in the annual budget plan		Date of budget + 1 year	
Revenue budget working files		Date of budget + 1 year	

The process of reporting which examines the budget in relation to actual revenue and expenditure	Quarterly statements	Destroy after next year's annual budget has been adopted by the Authority	
Loans			Return to contents
The activity of borrowing money to enable the Authority to perform its function and exercise its powers	Loan files	Destroy 7 years after the loan has been repaid	
Summary management of loans	Loan registers	Transfer to place of deposit after administrative use is concluded	
Summary Asset Management			Return to contents
Summary management reporting on overall assets of the Authority	Schedule of acquisitions Consolidated current asset reports Annual reports Summary of current assets Asset register	Transfer to place of deposit after administrative use is concluded.	See also Property Management re: property assets. See Vehicle Management for vehicle assets.
Asset Monitoring & Maintenance			Return to contents
Process of monitoring and management of assets in summary form	Subsidiary asset register	Destroy 7 years after the conclusion of the financial transaction that the record supports	
Process of reporting and reviewing assets status	Routine returns and reports on asset status Inventories Stocktakes Surveys of useage Acquisition and disposal reports and proposals	Destroy 2 years after administrative use is concluded.	
The process of maintaining assets	Garden maintenance Cleaning Painting	Destroy 7 years after last action	
The process of maintaining plant and equipment	Service records Repair records Plant files	Destroy 7 years after sale or disposal of asset	

Asset Acquisition and Disposal			Return to contents
Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Legal documents relating to purchase or sale Particulars of sale documents Board of survey Leases Applications for leases, licences and rental revision Tender documents Conditions of contract Certificate of approval	Destroy after 6 years if under £50,000 or 12 years if over £50,000, after all obligations/entitlements are concluded	
Grant Funding			Return to contents
UK funding	Application forms and supporting documentation, eg business plans, financial projections	Date of successful submission + 2 years <i>unless specific requirement from funding agency for longer.</i>	
European funding	Application forms and supporting documentation, eg business plans, financial projections	Date funding awarded + 12 years	
Regeneration grants	All documentation relating to award	Current year + 6 years	
External funding		Last action on project + 12 years	
Vehicle Management			Return to contents
The process of acquisition and disposal of vehicles through lease or purchase	Leases Contracts Quotes Approvals Fleet authorisation numbers	Destroy 7 years after the disposal of the vehicle	
The process of managing allocation and maintenance of vehicles	Driver approvals Allocation and authorisation of vehicles Maintenance	Destroy 7 years after the sale or disposal of the vehicle	
Process of recording vehicle usage	Vehicle usage logs GPS tracking logs	Destroy 3 years after the sale or disposal of the vehicle	
Process of recording driver usage	Vehicle logs GPS tracking logs	Destroy 7 years after closure	
Insurance			Return to contents
The summary management of insurance arrangements	Insurance register	Transfer to place of deposit after administrative use is concluded.	

The process of insuring Authority officers, property, vehicles and equipment against negligence, loss or damage	Insurance policies Correspondence	Destroy 6 years after the terms of the policy have expired	
The process of renewing insurance policies	Insurance policy Renewal records Correspondence	Destroy 5 years after the insurance policy has been renewed.	
Claims Management			Return to contents
The process that records insurance claims against the Authority or Authority officers	Claims record Correspondence	Destroy 6 years after all obligations/entitlement are concluded (allowing for the claimant to reach 25 years of age)	
Human Resources			Return to contents
Personnel Administration			Return to contents
Information recorded in personnel management systems that allow the monitoring and management of employees: Name, DoB, date of appointment, work history, position, title and dates held.	Employment register: permanent staff, temporary & casual staff. Registers of personnel files Personal history cards Superannuation history card Salary master record	Destroy 6 years from date of termination.	
The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements	Superannuation records Medical examination & clearance Contracts of employment Appointment & acceptance letters Personal particulars Educational qualifications Job & person specifications Declarations of pecuniary interest Secrecy undertakings Probation reports	Destroy 6 years from date of last pension payment	
All other records	Appointment of members	Destroy 6 years from date of termination	
Employee & Industrial Relations			Return to contents

Identification and development of significant directions relating to industrial matters	Generic agreements & awards Negotiations Disputes Claims lodged	Transfer to place of deposit after administrative use is concluded.	
Liaison process for routine and minor industrial matters	Day-to-day industrial relations management	Destroy 2 years after administrative use is concluded	
Processing of disciplinary and grievance investigations where proved	Oral warning Written warning Final warning	6 months 1 year 18 months	Limitations Act 1980 states hearings against staff should be destroyed 6 years after settlement unless merged with staff personnel file.
Processing of disciplinary and grievance procedures where unfounded	As above	Destroy immediately after decision has been made, or after appeal	
Staff Surveys and questionnaires		Date of survey/questionnaire + 5 years	
Grievance procedure	Records related to grievance process	Date grievance resolved + 6 years	
Equal Employment Opportunities			Return to contents
The process of investigation and reporting on specific cases to ensure that entitlements and obligations are in accordance with agreed Equal Employment Opportunities guidelines policies		Destroy 5 years after action completed.	
Occupational Health			Return to contents
The process of checking and ensuring the health of staff	Health questionnaire Medical clearance Adjustment to workplace Restrictions Recommendations	Destroy 75 years after DoB of employee	
Policies	Written statement of employers general policy for the health and safety at work of employees.	Until superseded	
	Record of health and safety arrangements	Until arrangement superseded	
	Notice stating the composition of the	For the lifetime of the Committee	
Health Records	Health screening records	40 years	

Asbestos Records	Certificate of health examination which must be retained and a copy given to employee	40 years from date of issue	
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Recruitment			Return to contents
The process of selecting an individual for an established post	Advertisements Applications Referee reports Interview reports & scores Unsuccessful applicants	Destroy 1 year after recruitment has been finalised	Transfer job application of successful applicant to staff personnel file
Secondment	People transferred out	Current year + 6 years	
Volunteers	Records relating to medical details and next of kin	Whilst volunteers are active	
Staff Monitoring			Return to contents
Performance	Probation reports JPARs	Destroy 5 years after actions have been completed	
Process of monitoring staff leave and attendance	Sick leave Study leave Sabbaticals Compassionate leave Unpaid leave Flexitime sheets Leave forms Annual leave Medical certificates	Destroy 2 years after actions have been completed Tax year to which they relate + 3 years	Required for SSP
Financial reward	Honarariums	Destroy 7 years after actions have been completed	
	Reward strategy	Last action on file + 5 years then review	
Ethnic monitoring	Questionnaire	Destroy 5 years after creation	
DBS checks		Destroy 6 months from receipt	
Termination			Return to contents
The process of termination of contracts through voluntary redundancy, retirement and dismissal	Resignation Redundancy (Section 188) Dismissal Retirement Death	Destroy 6 years after termination	If a pension is paid then records should be destroyed 6 years after last pension payment
Training & Development			Return to contents
Routine staff training	Training register Course assessment by staff	Destroy 2 years after action completed	
Occupational health & safety training	Training register	Destroy 50 years after training completed	

Occupational health & safety training Training materials	First Aid training	Destroy individual records every 3 years once training has been renewed.	
	Manuals Presentations Guide notes Online tools	Destroy 1 year after course is superseded	
Proof of completion of training	Certificates Awards Examination results	Destroy 7 years after award	
Investors in People		Last action on file + 5 years and then review	
Property & Land Management			Return to contents
Property Management			Return to contents
Reports to management on overall property of the Authority	Consolidated property & annual buildings reports Summary of leased property Summary of PDNPA owned property Site register Register of leases	Transfer to place of deposit after administrative use is concluded	
Design & Construction	Project files relating to the technical aspects of building projects	Last action on project + 5 years	
Design & Construction Inventory of equipment	Premises files including floor plans, major works and other records	Life of Authority's ownership of building plus any continuing liability	
Design and construction	Project files relating to safety	Destroy 6 yrs ^(1 & 2) following end of life of structure/development. ¹ Retain copy whilst Authority has outstanding liability/interests ² Transfer to client on practical completion of project	Limitation Act 1980 and Construction (Design and Maintenance) Regulations 1994
Property history	Property management files (PM)	Last date on file + 12 years	
Byelaws			Return to contents
Implementation and management of byelaws	Byelaws made by the Authority (including footpath orders): Master set of byelaws Policy development documents Correspondence Submissions	Permanent	Transfer to place of deposit after administrative use is concluded.

Implementation and management of byelaws	The process of administering and enforcing byelaws: Applications & certificates Permits Licences Infringement notices Correspondence	Destroy 2 years after certificate has expired, penalty payment has been made or the correspondence on the matter has ceased.	
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Rights of Way			Return to contents
Orders and claims to change the definitive map and statements		Permanent	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000
Schedules	Diversions to public rights of way; Claims to change rights of way on the definitive map; Dedications to create a public right of way by agreement; Applications to make creation orders; Applications to extinguish footpaths or bridleways	Permanent	Highways Act 1980 Wildlife and Countryside Act 1981
Diversion of rights of way files		Permanent	Highways Act 1980 Wildlife and Countryside Act 1981
Claims to change the definitive map		Permanent	Wildlife and Countryside Act 1981
Dedications to create a public right of way by agreement		Permanent	Highways Act 1980 sect 25
Creation Order files		Permanent	Highways Act 1980 s26
Orders to extinguish footpaths or bridleways		Permanent	Highways Act 1980 s118
Orders to divert footpaths or bridleways		Permanent	Highways Act 1980 s119
Common Land or Village Green searches		Current year + 3 years	Commons Registration Act 1965
Enforcement Files		Retain until case is closed	Highways Act 1980
Correspondence files – Queries etc which donot result in an application for a diversion or a claim to change the definitive map		Retain for 2 years and then review.	
General footpath files – stored by footpath number These contain all the information relating to the maintenance, assertion and protection of public rights of way, these files also include any temporary traffic regulation		Permanent	
Small Works Orders		2 years from date of works	
Schedule of Paths Out of Repair		Ongoing working document	
Temporary Traffic Regulation Orders (Area Office copies)		Permanent - kept on relevant footpath file	Section 14 of the Road Traffic Regulation Act 1984

General information files		Operational use - these files should be reviewed after their operational use has ceased	
General enquiries dealt with by the Public Rights of Way Unit		Current year + 1 year	
Records created to administer the Local Access Forum other than the principal copy of the minutes and the papers		Current year + 3 years then review	
Information relating to financial aspects of the creation of temporary closure orders held by the Public Rights of Way Unit		Current year + 1	
Property Acquisition & Disposal (see also Conveyancing)			Return to contents
Management of the acquisition (by financial lease or purchase) process for real property	Plans	Retain for life of property or building plus 12 years	
Management of the disposal (by sale or write off) process for real property	Legal documents relating to sale Documents relating to the particulars of sale Board of survey Tender documents Conditions of contract	Destroy 15 years after all obligations/entitlements are concluded.	
Facilities Management			Return to contents
The process of managing and undertaking renovations and development of property	Work orders Invoices Payments Floor Plans Electrical surveys	Last action on file + 5 years then review	
Management of buildings and estates of "special interest"	Project specifications Plans Manuals Certificates of approval	Transfer to place of deposit after administrative use is concluded	
Management of all other buildings and properties	Project specifications Plans Manuals Certificates of approval	Retain for life of buildings and properties	For asbestos see Health and Safety under General Public Services
Manuals, agreements and maintenance	Instruction manuals Service agreements Maintenance records	Last use of equipment + 7 years	Limitation Act 1980

Leasing & Occupancy			Return to contents
The process of managing leased property	Lease agreements Rental expenditure authorities Valuation queries Applications for leases, licences and rental revisions	Destroy 15 years after the expiry of the lease	
The process of managing the occupancy of a property	Requests for works – cleaning etc.	Destroy 7 years after the conclusion of the transaction that the record supports	
Hiring out of conference facilities	Hire agreement	Destroy 6 years after termination of agreement	
General Public Services			Return to contents
Health and Safety			Return to contents
Safe systems of work	Written report about the industrial activity	Until superseded. Review every 5 years	
Safe systems of work Training	Certificates	6 months after completion of work	
	H & S records of training	Until termination of contract + 6 years	
Process of investigation, monitoring or inspection as duty of Authority	HASW inspection, accident investigation	Destroy 7 years from last action	
Process of inspecting equipment to ensure it is safe	Equipment inspection records Inspection certificates	Destroy 6 years from date of destruction of equipment	
Processing the geotechnical assessments of a quarry		Consult or refer to HSE when quarry is no longer in production	
Monitoring to ensure that a process is safe	Monitoring results	Destroy 3 years from last action	
Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Property asbestos files	Destroy 50 years from last action or at age 75 years, whichever is the greater	
Asbestos Records	Record or suitable summary of air monitoring of employees exposure to asbestos where appropriate	5 years from date of monitoring or 40 years if health record required	
Process of monitoring of areas where employees and persons are likely to have come into contact with radiation	Radon monitoring Other radioactive sources	Destroy 40 years from last action	
Process to ensure safety systems at work		Retain until superseded or process ceases + 1 year	
Process to assess the level of risk	Risk assessments	Destroy 3 years from last assessment	
Process that records injuries to adults	Accident books	Destroy 3 years after last action	

Process that records injuries to children under 18	Accident books	Destroy 25 years after last action	
Process that records the categorization and disposal of waste		Destroy 3 years after creation	
Environmental protection	Public Register of Information (IPC) – information from third parties	Permanent	Transfer to place of deposit after administrative use is concluded.
Safety Inspections/Audits		Date of audit + 3 years & review	
Fire Alarm/Emergency lighting		Retain last 2 certificates	
Fire precaution log book		6 years after last entry	
Fire certificates		Current + 2 years	
Machine maintenance log book		Life of equipment	
Control of Substances Hazardous to Health (COSHH)	Record of any monitoring carried out to comply with COSHH	5 years, or 40 years for personal experience of identifiable individuals	
Control of Substances Hazardous to Health (COSHH) Waste	Health Surveillance records	40 years from date of last incident	
	Waste transfer notes	3 years	
Lifting Operations	Records made under Regulation 10(2)	Until superseded	
	Examinations and inspections (other than an accessory)	For as long as the equipment is operated.	
	Examinations and inspection – accessory for lifting	2 years from date of report	
	Examinations and inspections – installation or after assembly at new site/location	For as long as equipment is operated	
	Examination and inspection – 6-12 monthly inspections under Regulation 9	Until superseded or the expiration of 2 years whichever is later	
Compressed Air	Health records	40 years form date of last entry	
	Notification to HSE, likely receiving hospitals, emergency services etc	Until work completed	
	Individual record of exposure	40 years from date of last entry	
	Record of exposure times and pressures	40 years from date of last entry	
	Plant and equipment examinations and tests	Current + 6 years	
Emergency Planning			Return to contents

Process to develop the emergency/disaster plan for Authority	Major incident plan	Permanent	Transfer to place of deposit once superseded
Process of recording the results of the test for the emergency/disaster plan for the Authority		Destroy 10 years after closure	
Planning and Land Use			Return to contents
Planning Scheme Development & Amendment			Return to contents
The activity of developing a vision and strategic directions regarding existing and future land use within the Authority and the development of local and town centre plans to ensure the implementation of the Structure Plan	Structure Plan Local Plan Town Centre Plans	When superseded	
The activity of consultation to gain approval for the Structure Plan and local development framework	Consultation documents and responses Enquiries and objections raised by members of the public Public inquiry documents	Review after 3 years	
The activity of recording information on historical buildings, monuments and ecology at specific sites	Sites and monuments records Ecological surveys Species surveys Historically listed buildings Definitive maps Commons registration	Permanent	Transfer to place of deposit after administrative use is concluded
The activity of establishing planning scheme controls and providing for them to be amended	Successful waste planning application Successful mineral planning applications Application for mineral extraction Amendments to definitive map Mineral register Land use surveys	Permanent	Transfer to place of deposit after administrative use is concluded
The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Waste planning application consultation Mineral planning application consultation Objections Public inquiries Archaeological advice/conditions	Destroy 15 years after decision. Recommend controversial/high profile schemes be archived	

The process of controlling development of areas through applications for planning permission	Planning application case files Correspondence relating to objections Hearing papers Planning application register	Transfer planning register to archives once the register has been completed Refer all other records to records officer for sampling	
The process of maintaining the countryside and developing open spaces for public amenity	Tree preservation orders Country parks and nature reserves Development plans Correspondence Land purchase agreements	Refer all files relating to policy to the archives Destroy other files 7 years after administrative use concluded	
Planning Applications	Case files held within M3 and the HUB including decision notice, committee reports, and supporting correspondence	Permanent	Town & Country Planning Act 1990. <i>These records are made available via the website, personal information redacted as appropriate</i>
	Paper working files held by case officers	Operational use, on decision, file scanned.	
	Environmental Impact Assessment	Permanent	
	Applications related to heritage conservation sites	Current year + 20 years	
Planning Enquiries	Including pre-application enquiries held in M3	Current year + 7 years	<i>Enquiries can be speculative and may not result in an application being submitted. If an application is received then the pre-app enquiry will become part of the application case file.</i>
Planning Appeals	Correspondence and other general records related to public enquiries	Current year + 1 year then review	
Enforcement	Planning monitoring records	Permanent	<i>May be made available via website with exception of complainant's details which remain confidential</i>
	Case files held on M3	Permanent	

Environmental Protection			Return to contents
Sustainability and climate change	Policies and other records	Date of creation + 3 years	
Biodiversity action plan		Date of plan + 10 years	
Biodiversity planning		Current year + 10 years	
Wildlife and habitat surveys		Life of site	
Countryside working files		Closure + 5 years and then review	
Countryside management files		Current year + 15 years	
Forestry and woodland management files		Closure + 25 years	
ISO14001 certification	Records created to monitor environmental performance for the Authority against certification	Date of last certification + 3 years then review	
Infrastructure and Transport			Return to contents
Planning & Development			Return to contents
The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the area	Structure Plan Local Transport Plan	Permanent	Transfer to place of deposit after administrative use is concluded
The activity of recording the location of highways, bridle paths and rights of way	Definitive Map Correspondence concerning enquiries and disputes	Permanent	Transfer to place of deposit after administrative use is concluded
The activity of establishing planning scheme controls and providing for them to be amended and modified	Amendments to the definitive map Road adoption	Permanent	Transfer to place of deposit after administrative use is concluded
The process of receiving, considering and responding to submission and objections to planning schemes and amendments	Enquiries Consultation documents Objections Correspondence	Destroy 7 years after decision.	
The process of enforcing infrastructure and transport regulations		Destroy 50 years after enforcement notice. Destroy 3 years after compliance	
Land Charges	Copies of completed searches	Destroy 6 years from completion	
Land Charges	Register of local land charges searches	Permanent	Transfer to place of deposit after administrative use is concluded
Traffic Management			Return to contents

The activity of planning, and programming the continued flow, diversion or reduction of traffic	Traffic orders	Destroy 7 years after action completed	
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Infrastructure Management & Maintenance			Return to contents
The activity of providing services in relation to the infrastructure within the Authority	Street files Street records Requests for: Hedge clipping, tree planting, street load limits, street signs, bus shelters, applications to dig up pavements, advice/comments, rights of way, roundabouts, traffic calming measures	Destroy 7 years after last action.	
Licences			Return to contents
Permits	Application forms Correspondence Certificate Registers	Destroy 6 years after permit has expired	
Other correspondence			Return to contents
Documents collected for reference purposes		Operational use	
Routine files not covered in the headings above		Destroy after 5 years	
Paper application forms and associated documentation		Scanned on receipt and retained until image has been checked for legibility	

Materials that may be disposed of without a specific retention period:

The following materials are considered to have no administrative, legal, financial or archival requirements for their retention. They may be disposed of as soon as they have served their reference purpose:

Documents created in error – incorrect versions of documents, forms or reports that were generated in order to correct typos, data entry, grammar or formats.

Duplicates – additional copies of correspondence, forms, bulleting, statistics, reports, purchase orders, extracts from master copies of documents, mailing lists etc, used only for reference or distributed for information only.

Extracted Data - data derived from a master file or database in the form of statistics, reports, hardcopy printouts, mailing lists, auto-generated notifications and reminders, etc. These records will be visible and accessible for their full retention period in the original record and can be reprinted as needed.

Lists/Logs - containing information from which elements are superseded as new data/information is received and where not covered by a more specific series of records.

Miscellaneous notes or memoranda – not related to the functional responsibility of the department (i.e., announcements of meetings, reservations, confirmations, itineraries, acknowledgements, form-letter thank you notes, etc.).

Preliminary Drafts – not required on release of final version, although may be retained for purpose of tracking changes.

Published Reference Materials - may include technical reports/studies, magazines, catalogues, periodicals, flyers, announcements, newsletters and other widely distributed printed materials which we routinely receive

Stocks of Publications – multiple copies of printed documents which are superseded, obsolete or otherwise valueless. May include brochures, booklets, flyers, forms, catalogues, directories, manuals, posters and other informational materials which we produce for distribution

We should retain one copy of our publications for archive purposes.

Letters and FAX cover sheets – generally these do not add any substantive information to the transmitted material

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Footnote:

The following Acts of Parliament have sections relevant to record keeping and disposal, and have been taken into account in compiling the above schedule.

Health and Safety at Work Act 1974

Sex Discrimination Acts 1975 and 1986

Race Relations Act 1976

Limitation Act 1980

Licensing Act 2003

Companies Act 1985 and 1989

Financial Services Act 1986

Copyright, Designs and Patents Act 1988

Value Added Tax Act 1994

Disability Discrimination Act 1995

Civil Evidence Act 1995 – *NB, has resolved many of the problems of legal admissibility of evidence generated by or held on computers, by shifting the argument away from admissibility to the evidential value or weight of a document. A court will still need to be satisfied as to the authenticity of the document, and therefore procedures need to be in place to prove this.*

General Data Protection Regulation 2016/679

Freedom of Information Act (FOI) Act 2000

Electronic Communication Act 2000 – *NB, provides for legal recognition of electronic signatures and the process under which they are generated, communicated or verified*

Statutory Health and Safety at Work Act 1974

Statutory Management of Health and Safety at Work Regulations 1992

Statutory Control of Substances Hazardous to Health Regulations 1999

Commons Registration Act 1965

Countryside and Wildlife Act 1981

Countryside and Rights of Way Act 2000

Highways Act 1980

Road Traffic Regulation Act 1984

Construction (Design and Maintenance) Regulations 1994

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