

Business Function	Sub Activity	Retention Policy Name	Retention Period	Citation
Conservation	Archaeology	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Conservation	Cultural Heritage	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Conservation	Definitive Map	Infrastructure - Definitive Map, correspondence concerning enquiries and disputes	Permanent	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000
Conservation	Definitive Map	Infrastructure - Amendments to the definitive map, Road adoption	Permanent	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000
Conservation	Definitive Map	Rights of Way - Orders and claims to change the definitive map and statements	Permanent	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000
Conservation	Definitive Map	Rights of Way - Correspondence files not resulting in an application for a diversion or a claim to change the definitive map	Retain for 2 years and then review	<i>Operational</i> Business Need
Conservation	Ecology, Biodiversity, Nature and Species	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Conservation	Ecology, Biodiversity, Nature and Species	Environmental Protection - Sustainability and climate change, Policies and other records	Superseded + 6 years, then review	Limitation Act 1980
Conservation	Ecology, Biodiversity, Nature and Species	Environmental Protection - Biodiversity action plan	Date of plan + 10 years	Reference and evidential value
Conservation	Ecology, Biodiversity, Nature and Species	Environmental Protection - Biodiversity planning	Current year + 10 years	Reference and evidential value
Conservation	Ecology, Biodiversity, Nature and Species	Environmental Protection - Wildlife and habitat surveys	Life of site	Reference and evidential value
Conservation	Ecology, Biodiversity, Nature and Species	Environmental Protection - Countryside working files	Closure + 5 years and then review	Reference and evidential value
Conservation	Ecology, Biodiversity, Nature and Species	Environmental Protection - Countryside management files	Current year + 15 years	Reference and evidential value
Conservation	Ecology, Biodiversity, Nature and Species	Environmental Protection - Forestry and woodland management files	Closure +25 years	Reference and evidential value
Conservation	Environmental Incident Recording, Reporting and Investigation	Environmental protection - Public Register of Information (IPC) – Information from third parties	Permanent	Public Records
Conservation	Environmental Incident Recording, Reporting and Investigation	Environmental Protection - ISO14001 certification	Date of last certification + 3 years then review	Reference and evidential value
Conservation	Geological Conservation	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Conservation	Historical and Cultural Heritage	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Conservation	Historical and Cultural Heritage	Planning - Applications related to heritage conservation sites	Current year + 20 years	Reference and evidential value
Conservation	Landscape	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Conservation	Listed Buildings	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Conservation	Minerals and Waste Planning	Minerals and Waste Planning - Successful applications, mineral register, land use surveys	Permanent	Enduring historical value
Conservation	Minerals and Waste Planning	Minerals and Waste Planning - Considering and responding to submissions and objections	Destroy 15 years after decision. Recommend controversial/high profile schemes be archived	Reference and evidential value
Conservation	Open Access and Rights of Way	Rights of Way - Orders and claims to change the definitive map and statements	Permanent	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000
Conservation	Open Access and Rights of Way	Rights of Way - Schedules	Permanent	Highways Act 1980 Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000
Conservation	Open Access and Rights of Way	Rights of Way - Diversion of rights of way files	Permanent	Highways Act 1980 Wildlife Countryside Act 1981 Town & Country Planning Act 1990
Conservation	Open Access and Rights of Way	Rights of Way - Dedications to create a public right of way by agreement	Permanent	Highways Act 1980 sect 25
Conservation	Open Access and Rights of Way	Rights of Way - Creation Order files	Permanent	Highways Act 1980 s26
Conservation	Open Access and Rights of Way	Rights of Way - Orders to extinguish footpaths or bridleways	Permanent	Highways Act 1980 s118
Conservation	Open Access and Rights of Way	Rights of Way - Orders to divert footpaths or bridleways	Permanent	Highways Act 1980 s119
Conservation	Open Access and Rights of Way	Rights of Way - Common Land or Village Green searches	Current year + 3 years	Commons Registration Act 1965
Conservation	Open Access and Rights of Way	Rights of Way - Enforcement Files	Retain until case is closed	Highways Act 1980
Conservation	Open Access and Rights of Way	Rights of Way - Correspondence files not resulting in an application for a diversion or a claim to change the definitive map	Retain for 2 years and then review	<i>Operational</i> Business Need
Conservation	Open Access and Rights of Way	Rights of Way - General footpath files	Permanent	Enduring historical value
Conservation	Open Access and Rights of Way	Rights of Way - Small Works Orders	2 years from date of works	<i>Operational</i> Business Need
Conservation	Open Access and Rights of Way	Rights of Way - Schedule of Paths Out of Repair	Ongoing working document	<i>Operational</i> Business Need
Conservation	Open Access and Rights of Way	Rights of Way - Temporary Traffic Regulation Orders (Area Office copies)	Permanent - kept on relevant footpath file	Road Traffic Regulation Act 1984 Section 14
Conservation	Open Access and Rights of Way	Rights of Way - General information files	Operational use - these files should be reviewed after their operational use has ceased	<i>Operational</i> Business Need
Conservation	Open Access and Rights of Way	Rights of Way - General enquiries dealt with by the Public Rights of Way Unit	Current year + 1 year	<i>Operational</i> Business Need
Conservation	Open Access and Rights of Way	Rights of Way - Records created to administer the Local Access Forum other than the principal copies	Current year + 3 years then review	<i>Operational</i> Business Need
Conservation	Open Access and Rights of Way	Rights of Way - Information relating to financial aspects of creation of temporary closure orders held by the Public Rights of Way Unit	Current year + 1	<i>Operational</i> Business Need
Conservation	Open Access and Rights of Way	Traffic Management - Traffic orders	Destroy 7 years after action completed	Limitation Act 1980
Conservation	Partnership Groups and Working	Partnership Working	Dissolution of partnership or end of relationship + 6 years	Limitation Act 1980
Conservation	Sites and Monuments	Historical buildings, sites, monuments and ecology	Permanent	Enduring historical value
Estates and Facilities	Building Construction and Refurbishment	Property Management - Design & Construction	Last action on project + 5 years	Reference and evidential value
Estates and Facilities	Building Construction and Refurbishment	Property Management - Inventory of equipment, premises files including floor plans, major works	Life of Authority's ownership of building plus any continuing liability	Reference and evidential value
Estates and Facilities	Building Construction and Refurbishment	Property Management - Project files relating to safety	Destroy 6 years following end of life of structure/development; but retain copy whilst Authority has outstanding liability/interests, and transfer to client on practical completion of project	Limitation Act 1980 Construction (Design and Maintenance) Regulations 1994
Estates and Facilities	Building Maintenance and Management	Property Management - Reports to management on overall property of the Authority	Transfer to place of deposit after administrative use is concluded	Enduring historical value
Estates and Facilities	Building Maintenance and Management	Property Management - Inventory of equipment, premises files including floor plans, major works	Life of Authority's ownership of building plus any continuing liability	Limitation Act 1980
Estates and Facilities	Building Maintenance and Management	Property Management - Project files relating to safety	Destroy 6 years following end of life of structure/development; but retain copy whilst Authority has outstanding liability/interests, and transfer to client on practical completion of project	Limitation Act 1980 Construction (Design and Maintenance) Regulations 1994

Estates and Facilities	Building Maintenance and Management	Property Management - Property management/history files (PM)	Last date on file + 15 years	Limitation Act 1980
Estates and Facilities	Car Park Maintenance and Management	Facilities Management - Management of all other buildings and properties	Retain for life of buildings and properties	Reference and evidential value
Estates and Facilities	Energy Management	Energy Management	Current year + 6 years	Limitation Act 1980
Estates and Facilities	Facilities Management	Facilities Management - Renovations and development of property	Last action on file + 5 years then review	Reference and evidential value
Estates and Facilities	Facilities Management	Facilities Management - Management of buildings and estates of "special interest"	Transfer to place of deposit after administrative use is concluded	Enduring historical value
Estates and Facilities	Facilities Management	Facilities Management - Management of all other buildings and properties	Retain for life of buildings and properties	Reference and evidential value
Estates and Facilities	Facilities Management	Facilities Management - Manuals, agreements and maintenance records	Last use of equipment + 7 years	Limitation Act 1980
Estates and Facilities	Facilities Management	Facilities Management - Managing leased property, including lease agreements, valuation queries, rental revisions	Destroy 15 years after the expiry of the lease	Limitation Act 1980
Estates and Facilities	Facilities Management	Facilities Management - Managing the occupancy of a property	Destroy 7 years after the conclusion of the transaction that the record supports	Limitation Act 1980
Estates and Facilities	Facilities Management	Facilities Management - Hiring out of conference facilities, including agreement	Destroy 6 years after termination of agreement	Limitation Act 1980
Estates and Facilities	Facilities Management	Health and Safety - Fire Alarm/Emergency lighting	Retain last 2 certificates	Regulatory Reform (Fire Safety) Order 2005
Estates and Facilities	Facilities Management	Health and Safety - Fire precaution log book	6 years after last entry	Limitation Act 1980
Estates and Facilities	Facilities Management	Health and Safety - Fire certificates	Current + 2 years	The Regulatory Reform (Fire Safety) Order 2005
Estates and Facilities	Facilities Management	Health and Safety - Machine maintenance log book	Life of equipment	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974 Reference and evidential value
Estates and Facilities	Fleet Management	Fleet - Motor vehicle logs	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Estates and Facilities	Fleet Management	Vehicles - Acquisition and disposal through lease or purchase	Destroy 7 years after the disposal of the vehicle	Limitation Act 1980
Estates and Facilities	Fleet Management	Vehicles - Allocation and maintenance	Destroy 7 years after the sale or disposal of the vehicle	Limitation Act 1980
Estates and Facilities	Fleet Management	Vehicles - Recording vehicle usage	Destroy 3 years after the sale or disposal of the vehicle	Reference and evidential value
Estates and Facilities	Fleet Management	Vehicles - Recording driver usage	Destroy 7 years after closure	Limitation Act 1980
Estates and Facilities	Public Toilets	Facilities Management - Management of all other buildings and properties	Retain for life of buildings and properties	Reference and evidential value
Estates and Facilities	Waste Management	Waste - Categorization and disposal	Destroy 3 years after creation	The Waste Electrical and Electronic Equipment Regulations 2013 The Hazardous Waste (England and Wales) Regulations 2005 The Waste (England and Wales) Regulations 2011
Estates and Facilities	Waste Management	Waste - Waste transfer notes (COSH)	3 years	The Waste Electrical and Electronic Equipment Regulations 2013 The Hazardous Waste (England and Wales) Regulations 2005 The Waste (England and Wales) Regulations 2011 Control of Substances Hazardous to Health Regulations 2002
Finance	Annual Corporate Financial Reporting	Annual accounts – Creation, operational copies	Operational use	Operational Business Need
Finance	Annual Corporate Financial Reporting	Annual accounts – Creation, principal copy	Permanent	Public Records
Finance	Annual Corporate Financial Reporting	Annual accounts – Creation, background records	Close of audit + 3 years	Business Need
Finance	Annual Corporate Financial Reporting	Annual accounts – Creation, closedown of the annual accounts	Current year + 6 years	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Annual Corporate Financial Reporting	Accounting Records - Ledgers and journals	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Annual Corporate Financial Reporting	Financial Audit Reports - Audit committee reports	Operational use + 3 years	Business Need Accounts and Audit Regulations 2003 Audit Commission Act 1998
Finance	Annual Corporate Financial Reporting	Financial Audit Reports - Outcome, Back up notes, irregularity reports and files	End of financial year in which audit was completed + 1 year	Business Need Accounts and Audit Regulations 2003 Audit Commission Act 1998
Finance	Asset Management	Asset Management - Asset register, schedule of acquisitions, consolidated reports	Transfer to place of deposit after administrative use is concluded	Public Records
Finance	Asset Management	Asset Management - Subsidiary asset register	Destroy 7 years after the conclusion of the financial transaction that the record supports	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Asset Management	Asset Management - Inventories, stocktakes, surveys, acquisition and disposal reports	Destroy 2 years after administrative use is concluded	Operational Business Need
Finance	Asset Management	Asset Management - Asset maintenance (gardens, cleaning, painting)	Destroy 7 years after last action	Limitation Act 1980
Finance	Asset Management	Asset Management - Maintaining plant and equipment	Destroy 7 years after sale or disposal of asset	Limitation Act 1980
Finance	Asset Management	Asset Management - Legal documents for acquisition (by financial lease or purchase) and disposal (by sale or write off)	Destroy after 6 years if under £50,000 or 12 years if over £50,000, after all obligations/entitlements are concluded	Limitation Act 1980
Finance	Banking	Financial Transactions - Receipt, expenditure and write offs of public monies	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Budgets and Management Accounts	Budgets - Annual budget	Date of budget + 3 years	Operational Business Need
Finance	Budgets and Management Accounts	Budgets - Budget rreparation and monitoring	Financial year + 6 years	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Budgets and Management Accounts	Budgets - Staffing budgets	Financial year + 6 years	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Budgets and Management Accounts	Budgets - Papers supporting successful inclusion in annual	Date of budget + 3 years	Operational Business Need
Finance	Budgets and Management Accounts	Budgets - Papers supporting unsuccessful bids for inclusion in annual budget	Date of budget + 1 year	Operational Business Need

Finance	Budgets and Management Accounts	Budgets - Revenue budget working files	Date of budget + 1 year	Operational Business Need
Finance	Budgets and Management Accounts	Budgets - Reporting, Quarterly statements	Destroy after next year's annual budget has been adopted by the Authority	Operational Business Need
Finance	Grants and European Funding	Grant Funding - UK Funding application forms and supporting documentation	Date of successful submission + 2 years unless specific requirement from funding agency for longer	Reference and evidential value
Finance	Grants and European Funding	Grant Funding - European Funding application forms and supporting documentation	Date funding awarded + 12 years	Limitation Act 1980
Finance	Grants and European Funding	Grant Funding - Regeneration grants	Current year + 6 years	Limitation Act 1980
Finance	Grants and European Funding	Grant Funding - External funding	Last action on project + 12 years	Limitation Act 1980
Finance	Income and Expenditure	Financial Transactions - Approvals process for purchase	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Financial Transactions - Receipt, expenditure and write offs of public monies	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Financial Transactions - Reconciliation, summaries of accounts	Destroy 2 years after administrative use is concluded	Operational Business Need
Finance	Income and Expenditure	Creditors - Supplier details,correspondence	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Creditors - Ledger records	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Debtors - Notes and Correspondence	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Debtors - Write-off notifications	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Debtors - Reports and ledger records	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Loans - Borrowing money, loan files	Destroy 7 years after the loan has been repaid	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Income and Expenditure	Loans - Loan registers	Transfer to place of deposit after administrative use is concluded	Public Records
Finance	Payroll	Payroll - Public transport applications, card issue, rail warrants	Destroy 6 years after the conclusion of the financial transaction that the record supports	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Payroll	Payroll - NI number notification and input records	Destroy 2 years after the employee ceases employment	Operational Business Need
Finance	Payroll	Payroll - Authority sheets, deduction authorities, disbursement, employee pay and taxation	Destroy 7 years after the conclusion of the financial transaction that the record supports	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Finance	Payroll	Payroll - Summary employee pay reports	Destroy after administrative use is concluded	Operational Business Need
Finance	Pensions Administration	Pensions - Contribution income to pension funds	Current + 6 years	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006 Retirement Benefits Schemes (Information Provision) Regulations 1995 Pensions Regulator Detailed Guidance-9, Keeping Records, April 2015 Pensions Act 2004 Occupational Pension Schemes (Scheme Administration) Regulations 1996 Employers' Duties (Registration and Compliance) Regulations 2010
Finance	Pensions Administration	Pensions - Returns relating to members of staff transferring into pension fund	Current + 6 years	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006 Retirement Benefits Schemes (Information Provision) Regulations 1995 Pensions Regulator Detailed Guidance-9, Keeping Records, April 2015 Pensions Act 2004 Occupational Pension Schemes (Scheme Administration) Regulations 1996 Employers' Duties (Registration and Compliance) Regulations 2010
Finance	Pensions Administration	Pensions - Monitoring of investments on behalf of the pension fund	Current + 6 years	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006 Retirement Benefits Schemes (Information Provision) Regulations 1995 Pensions Regulator Detailed Guidance-9, Keeping Records, April 2015 Pensions Act 2004 Occupational Pension Schemes (Scheme Administration) Regulations 1996 Employers' Duties (Registration and Compliance) Regulations 2010
Finance	Pensions Administration	Pensions - Files relating to individual members of the pension scheme (including dependents)	Date of the last contact with the scheme of all dependents + 100 years	Reference and evidential value
Finance	Pensions Administration	Pensions - Records of former employers and associations	Date of last contact by pensioner/dependent + 100 years	Reference and evidential value
Finance	Pensions Administration	Pensions - Bank details, pay details of individual pensioners	Date of last payment + 6 years	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006 Retirement Benefits Schemes (Information Provision) Regulations 1995 Pensions Regulator Detailed Guidance-9, Keeping Records, April 2015 Pensions Act 2004 Occupational Pension Schemes (Scheme Administration) Regulations 1996 Employers' Duties (Registration and Compliance) Regulations 2010
Finance	Tax	Taxation records	Destroy 7 years after the end of the financial year in which the records were created	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Human Resources	Discipline and Grievance	Employee & Industrial Relations - Discipline where proved	Oral warning = 6 months, Written warning = 1 year, Final warning = 18 months	Acas guide on 'Discipline and grievances at work', aligned to Data Protection Employment Act 2002 Schedule 2 The Employment Rights Act 1996 Section 92 (4A) with regards dismissal
Human Resources	Discipline and Grievance	Employee & Industrial Relations - Discipline where unproved	Destroy immediately after decision has been made, or after appeal	Acas guide on 'Discipline and grievances at work', aligned to Data Protection

Human Resources	Employee and Industrial Relations	Employee & Industrial Relations - Significant matters	Transfer to place of deposit after administrative use is concluded	Enduring historical value
Human Resources	Employee and Industrial Relations	Employee & Industrial Relations - Day-to-day matters	Destroy 2 years after administrative use is concluded	<i>Operational</i> Business Need
Human Resources	Employee and Industrial Relations	Employee & Industrial Relations - Staff surveys and questionnaires	Date of survey/questionnaire + 5 years	<i>Operational</i> Business Need
Human Resources	Employee and Industrial Relations	Employee & Industrial Relations - Grievance procedure	Date grievance resolved + 6 years	Limitation Act 1980
Human Resources	Equality and Diversity	Equal Employment Opportunities - Investigation and reporting	Destroy 5 years after action completed	Reference and evidential value
Human Resources	Equality and Diversity	Ethnic monitoring - Questionnaire	Destroy 5 years after creation	Reference and evidential value
Human Resources	Occupational Health	Occupational Health - Health questionnaire, medical clearance, adjustment to workplace, restrictions, recommendations	Destroy 75 years after DoB of employee	Control of Substances Hazardous to Health Regulations 2002 Provision and Use of Work Equipment Regulations 1998 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Control of Lead at Work Regulations 2002 Ionising Radiations Regulations 1999 Control of Asbestos Regulations 2012
Human Resources	Occupational Health	Occupational Health - Written statement of employers general policy for health and safety at work of employees	Until superseded	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Human Resources	Occupational Health	Occupational Health - Record of health and safety arrangements	Until arrangement superseded	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Human Resources	Occupational Health	Occupational Health - Notice stating the composition of the Health & Safety Group	For the lifetime of the Committee	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974 Safety Representatives and Safety Committees Regulations 1977 Health and Safety (Consultation with Employees) Regulations 1996
Human Resources	Occupational Health	Occupational Health - Health screening records	40 years	Control of Substances Hazardous to Health Regulations 2002 Provision and Use of Work Equipment Regulations 1998 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Control of Lead at Work Regulations 2002 Ionising Radiations Regulations 1999 Control of Asbestos Regulations 2012
Human Resources	Occupational Health	Occupational Health - Asbestos Records certificate of health examination	40 years from date of issue	Control of Asbestos Regulations 2012
Human Resources	Pension Schemes	Pension Scheme Management	Life of Scheme + 12 years	Limitation Act 1980
Human Resources	Personnel Management	Personnel Administration - Registers and master records	Destroy 6 years from date of termination	Limitation Act 1980
Human Resources	Personnel Management	Personnel Administration - Personnel files	Destroy 6 years from date of last pension payment	Limitation Act 1980
Human Resources	Personnel Management	Personnel Administration - Appointment of members	Destroy 6 years from date of termination	Limitation Act 1980
Human Resources	Personnel Management	Personnel Administration - Performance, probation reports, JPARs	Destroy 5 years after actions have been completed	Reference and evidential value
Human Resources	Personnel Management	Personnel Administration - Monitoring staff leave and attendance	Destroy 2 years after actions have been completed	<i>Operational</i> Business Need
Human Resources	Personnel Management	Personnel Administration - Medical certificates	Tax year to which they relate + 3 years	The Statutory Sick Pay (General) Regulations 1982
Human Resources	Personnel Management	DBS checks	Destroy 6 months from receipt	Data Protection Home Office Code of Practice For Registered Persons and other recipients of Disclosure Information
Human Resources	Personnel Management	Personnel Administration - Termination of contracts through voluntary redundancy, retirement and dismissal	Destroy 6 years after termination	Limitation Act 1980
Human Resources	Recruitment	Recruitment - Selecting an individual for an established post	Destroy 1 year after recruitment has been finalised; Transfer job application of successful applicant to staff personnel file	Equality Act 2010 Code of Practice, Employment Statutory Code of Practice, Chapter 16
Human Resources	Recruitment	Recruitment - Secondment	Current year + 6 years	Limitation Act 1980
Human Resources	Recruitment	Recruitment - Volunteers (medical details and next of kin)	Whilst volunteers are active	Reference and evidential value Data Protection
Human Resources	Recruitment	DBS checks	Destroy 6 months from receipt	Data Protection Home Office Code of Practice For Registered Persons and other recipients of Disclosure Information
Human Resources	Training	Training & Development - Routine staff training, training register, course assessment	Destroy 2 years after action completed	<i>Operational</i> Business Need
Human Resources	Training	Training & Development - Occupational health & safety training	Destroy 50 years after training completed	Control of Substances Hazardous to Health Regulations 2002 Provision and Use of Work Equipment Regulations 1998 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Control of Lead at Work Regulations 2002 Ionising Radiations Regulations 1999 Control of Asbestos Regulations 2012
Human Resources	Training	Training & Development - First Aid training	Destroy individual records every 3 years once training has been renewed.	Reference and evidential value
Human Resources	Training	Training & Development - Training materials	Destroy 1 year after course is superseded	<i>Operational</i> Business Need
Human Resources	Training	Training & Development - Certificates, awards, examination results	Destroy 7 years after award	Limitation Act 1980
Human Resources	Training	Training & Development - Investors in People	Last action on file + 5 years and then review	Reference and evidential value
Human Resources	Volunteer Management	Recruitment - Volunteers (medical details and next of kin)	Whilst volunteers are active	Reference and evidential value Data Protection
Human Resources	Workforce Development	Staff Financial Reward - Honarariums	Destroy 7 years after actions have been completed	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Human Resources	Workforce Development	Staff Financial Reward - Reward strategy	Last action on file + 5 years then review	Reference and evidential value
Information and Communications Technology	GIS	ICT - System support and administration	Destroy 5 years after last action	Reference and evidential value
Information and Communications Technology	GIS	ICT - System implementation	Destroy 7 years after last action	Reference and evidential value
Information and Communications Technology	GIS	ICT - Software development	Retain for life of system	Reference and evidential value
Information and Communications Technology	GIS	Infrastructure - Definitive Map, correspondence concerning enquiries and disputes	Permanent	Countryside and Wildlife Act 1981 Countryside and Rights of Way Act 2000

Information and Communications Technology	Maintenance and Support	ICT - Emails held in a corporate email archive	Hold for 4 years	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001
Information and Communications Technology	Maintenance and Support	ICT - Telephony data	Time call ends + 1 year	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001
Information and Communications Technology	Maintenance and Support	ICT - SMS, EMS, and MMS data	Time call ends + 6 months	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001
Information and Communications Technology	Maintenance and Support	ICT - ISP data	Date data changed or subscriber leaves the services + 6 months	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001
Information and Communications Technology	Maintenance and Support	ICT - System support and administration	Destroy 5 years after last action	Reference and evidential value
Information and Communications Technology	Projects	ICT - System implementation	Destroy 7 years after last action	Reference and evidential value
Information and Communications Technology	Projects	ICT - Software development	Retain for life of system	Reference and evidential value
Information and Communications Technology	Security Management	ICT - System support and administration	Destroy 5 years after last action	Reference and evidential value
Information and Communications Technology	Software Licensing	ICT - Software licences and manuals	Life of the licence/system + 6 years	Limitation Act 1980
Information and Communications Technology	Web Content Management	Web Content - Web activity logs	Time page viewed + 1 year	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001
Information and Communications Technology	Web Content Management	Web Content - Archived web pages	Date pages archived + 3 years then review	Public Records
Legal Affairs	Byelaws	Byelaws - Master set of byelaws, policy development documents, correspondence, submissions	Permanent	Public Records
Legal Affairs	Byelaws	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	Reference and evidential value
Legal Affairs	Contracts	Tendering and Contracts - Expressions of interest	Destroy 12 years after letting of contract or not proceeded with	Limitation Act 1980
	Contracts	Tendering and Contracts - Ordinary contracts specification, tender, evaluation, award, management and amendment	Destroy 6 years after the terms of contract have expired	Limitation Act 1980
	Contracts	Tendering and Contracts - Contracts under seal specification, tender, evaluation, award, management and amendment	Destroy 12 years after the terms of contract have expired	Limitation Act 1980
Legal Affairs	Contracts	Tendering and Contracts - Contract development and specification Drafts	Drafts can be destroyed once the final has been approved	Operational Business Need
Legal Affairs	Contracts	Tendering and Contracts - Tender Opening notice, Tender envelope	Destroy 1 year after start of contract	Reference and evidential value
Legal Affairs	Contracts	Tendering and Contracts - Tender receipt book, Tender diary	Indefinite	Reference and evidential value
Legal Affairs	Contracts	Tendering and Contracts - Unsuccessful tender document, quotations	Destroy 1 year after start of contract	Reference and evidential value
Legal Affairs	Contracts	Tendering and Contracts - Contract negotiation	Destroy 1 year after the terms of contract have expired	Reference and evidential value
Legal Affairs	Contracts	Tendering and Contracts - Contract operation and monitoring	Destroy 2 years after the terms of the contract have expired	Reference and evidential value
Legal Affairs	Contracts	Tendering and Contracts - agreeing terms/SLAs/Concordants, NOT contractual agreements	Destroy 6 years after agreement expires or terminates	Limitation Act 1980
Legal Affairs	Contracts	Tendering and Contracts - List of Approved Suppliers	Destroy after review, update and approval	Reference and evidential value
Legal Affairs	Intellectual Property Rights	IPR - Control of disclosure	Destroy 6 years after disclosure	Limitation Act 1980
Legal Affairs	Intellectual Property Rights	IPR - Agreements	Destroy 6 years after termination of agreement	Limitation Act 1980
Legal Affairs	Intellectual Property Rights	IPR - Claims of infringement	Destroy 6 years after settlement of claim	Limitation Act 1980
Legal Affairs	Legal Advice Provision	Legal Advice - No major precedent	Destroy after 6 years	Limitation Act 1980
Legal Affairs	Legal Advice Provision	Legal Advice - Major precedent	Offer to archives	Enduring historical value
Legal Affairs	Litigation	Litigation - Criminal cases, not major litigation	Destroy 7 years after last litigation	Limitation Act 1980

Legal Affairs	Litigation	Litigation - Criminal cases, Major litigation	Major litigation – offer to archives	Enduring historical value
Legal Affairs	Litigation	Litigation - Planning contravention notices	Close of case + 6 years then review	Limitation Act 1980
Legal Affairs	Litigation	Litigation - Breach of condition notices	Close of case + 6 years then review	Limitation Act 1980
Legal Affairs	Litigation	Litigation - Judicial review	Close of case + 6 years then review	Limitation Act 1980
Legal Affairs	Litigation	Litigation - Debt recovery	Close of case + 6 years then review	Limitation Act 1980
Legal Affairs	Litigation	Litigation - Planning and Compulsory Purchase Order appeals (Public Inquiries)	Close of case + 6 years then review	Limitation Act 1980
Legal Affairs	Property Acquisition and Disposal	Conveyancing - Compulsory Purchase Orders	Retain permanently Review 6 years after purchase date; Consider destruction 12 years after purchase date	Hillingdon LBC V ARC Ltd Limitation Act 1980
Legal Affairs	Property Acquisition and Disposal	Conveyancing - Property conveyance files	Destroy 12 years after closure	Limitation Act 1980
Legal Affairs	Property Acquisition and Disposal	Conveyancing - Case files: Section 106 agreements, TPOs etc.	Close of case + 6 years then review	Limitation Act 1980 Town and Country Planning Act 1990
Legal Affairs	Property Acquisition and Disposal	Property Acquisition & Disposal - Plans	Retain for life of property or building plus 12 years	Limitation Act 1980
Legal Affairs	Property Acquisition and Disposal	Property Acquisition & Disposal - Legal documents relating to sale	Destroy 15 years after all obligations/entitlements are concluded	Limitation Act 1980
Legal Affairs	Property Ownership and Lease	Conveyancing - Freehold title deeds	Retain until interest in property ceases	Reference and evidential value
Legal Affairs	Property Ownership and Lease	Conveyancing - Deeds of dedication	Retain for minimum of 21 years	Reference and evidential value
Legal Affairs	Prosecution and Enforcement	Legal - Enforcement notices	Destroy 2 years after notice has expired	Reference and evidential value
Legal Affairs	Prosecution and Enforcement	Legal - Laws in the responsibility of the Authority: investigating, monitoring or inspection	Destroy 7 years from last action	Limitation Act 1980
Legal Affairs	Prosecution and Enforcement	Legal - Prosecution/sanction files	Destroy 7 years from last action	Limitation Act 1980 Police and Criminal Evidence Act 1984
Legal Affairs	Tenancy Management	Tendering and Contracts - Management and amendment of contract, ordinary contracts	Destroy 6 years after terms of contract have expired	Limitation Act 1980
Legal Affairs	Tenancy Management	Tendering and Contracts - Management and amendment of contract, contracts under seal	Destroy 12 years after the terms of the contract have expired	Limitation Act 1980
Planning, Development and Enforcement	Agriculture, Land Use and Affordable Housing	Planning & Development - vision and strategic directions regarding existing transport and infrastructure	Superseded + 6 years, then review	Reference and evidential value
Planning, Development and Enforcement	Building and Land Regulations	Planning - enforcing infrastructure and transport regulations	Destroy 50 years after enforcement notice; Destroy 3 years after compliance	Reference and evidential value
Planning, Development and Enforcement	Land Charges	Land Charges - Copies of completed searches	Destroy 6 years from completion	Limitation Act 1980
Planning, Development and Enforcement	Land Charges	Land Charges - Register of local land charges searches	Permanent	Public Records
Planning, Development and Enforcement	Planning Advice	Planning - Planning Enquiries	Current year + 7 years	Limitation Act 1980
Planning, Development and Enforcement	Planning Appeals	Planning - Planning Appeals	Current year + 1 year then review	Reference and evidential value
Planning, Development and Enforcement	Planning Applications	Planning - Planning application case files, register	Transfer planning register to archives once the register has been completed; refer all other records to records officer for sampling	Town & Country Planning Act 1990
Planning, Development and Enforcement	Planning Applications	Planning - Case files held within M3 and the HUB including decision notice, committee reports, and supporting correspondence	Permanent	Town & Country Planning Act 1990
Planning, Development and Enforcement	Planning Applications	Planning - Paper working files held by case officers	Operational use, on decision, file scanned	Operational Business Need
Planning, Development and Enforcement	Planning Applications	Planning - Environmental Impact Assessment	Permanent	Enduring historical value
Planning, Development and Enforcement	Planning Applications	Planning - Applications related to heritage conservation sites	Current year + 20 years	Reference and evidential value
Planning, Development and Enforcement	Planning Enforcement	Planning - Enforcement, Planning monitoring records	Permanent	Town & Country Planning Act 1990
Planning, Development and Enforcement	Planning Enforcement	Planning - Enforcement, Case files held on M3	Permanent	Town & Country Planning Act 1990
Planning, Development and Enforcement	Planning Enquiries	Planning - Planning Enquiries	Current year + 7 years	Limitation Act 1980
Planning, Development and Enforcement	Planning Enquiries	Planning - Submission and objections to planning schemes and amendments	Destroy 7 years after decision.	Limitation Act 1980
Planning, Development and Enforcement	Planning Register	Planning - Planning application case files, register	Transfer planning register to archives once the register has been completed; refer all other records to records officer for sampling	Town & Country Planning Act 1990
Planning, Development and Enforcement	Illegal Off-roading	Legal - Prosecution/sanction files	Destroy 7 years from last action	Limitation Act 1980 Police and Criminal Evidence Act 1984
Planning, Development and Enforcement	Raves and Illegal Campers	Legal - Prosecution/sanction files	Destroy 7 years from last action	Limitation Act 1980 Police and Criminal Evidence Act 1984
Planning, Development and Enforcement	Traffic Management	Traffic Management - Traffic orders	Destroy 7 years after action completed	Limitation Act 1980
Planning, Development and Enforcement	Traffic Management	Traffic Management - Streets, hedges, tree planting, traffic claming records	Destroy 7 years after last action	Limitation Act 1980
Public Enjoyment	Countryside Maintenance	Planning - and developing open spaces for public amenity (including TPOs, development plans, land purchase agreements)	Refer all files relating to policy to the archives; Destroy other files 7 years after administrative use concluded	Enduring historical value Limitation Act 1980
Public Enjoyment	Cycle Hire	Financial Transactions - Receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006
Public Enjoyment	Education, Learning and Discovery	Education - Events, outreach, events group visits	Destroy 6 years from date of event	Limitation Act 1980
Public Enjoyment	Education, Learning and Discovery	Education - Evaluation: leaders reports, attendees	Destroy 1 year from date of event	Operational Business Need
Public Enjoyment	Education, Learning and Discovery	Education - Group organisers, Contact details	Destroy 2 years from date of event	Operational Business Need
Public Enjoyment	Health and Wellbeing	Education - Events, outreach, events group visits	Destroy 6 years from date of event	Limitation Act 1980
Public Enjoyment	Retail	Financial Transactions - Receipt, expenditure and write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	Finance Act 2007 Value Added Tax Act 1994 Companies Act 2006

Public Enjoyment	Visitor experience	Education - Events, outreach, events group visits	Destroy 6 years from date of event	Limitation Act 1980
Public Enjoyment	Volunteering	Recruitment - Volunteers (medical details and next of kin)	Whilst volunteers are active	Reference and evidential value Data Protection
Publicity and Press	Advertising	Marketing Campaigns and Materials	Permanent	Enduring historical value
Publicity and Press	Civic and Royal Functions	Civic and Royal Events - Recording	Permanent	Enduring historical value
Publicity and Press	Civic and Royal Functions	Civic and Royal Events - Organising	Destroy 7 years after administrative use is concluded	Limitation Act 1980
Publicity and Press	Corporate Brand	Corporate Brand	Permanent	Enduring historical value
Publicity and Press	Event Management	Education - Events, outreach, events group visits	Destroy 6 years from date of event	Limitation Act 1980
Publicity and Press	Marketing Campaigns	Marketing Campaigns and Materials	Permanent	Enduring historical value
Publicity and Press	Media Relations	General Enquires not under FOI	Destroy 2 years after administrative use	Reference and evidential value
Publicity and Press	Media Relations	Press cuttings, press releases and reports	3 years	Reference and evidential value
Publicity and Press	Publications and Web Content Management	Publications - Design setting	Destroy 3 years from last action	Reference and evidential value
Publicity and Press	Publications and Web Content Management	Publications - Published work	Archive 1 copy from original print run; Destroy after administrative use is concluded	Reference and evidential value Enduring historical value
Publicity and Press	Publications and Web Content Management	Web activity logs	Time page viewed + 1 year	Retention of Communications Data under Part 11: Anti Terroism, Crime and Security Act 2001
Publicity and Press	Publications and Web Content Management	Archived web pages	Date pages archived + 3 years then review	Public Records
Strategy, Governance and Risk	Committee Meetings	Statutory Committee Records - Agendas, minutes, reports, papers	Permanent	Local Government Act 1972 s100 Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
Strategy, Governance and Risk	Committee Meetings	Statutory Committee Records - Background papers	Principal set = 5 years; All other sets = Operational use	Reference and evidential value
Strategy, Governance and Risk	Committee Meetings	Non Statutory Body Committee Records	6 years	Local Government Act 1972 s100 Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
Strategy, Governance and Risk	Committee Meetings	Draft Minutes	Destroy after date of confirmation of minutes	Local Government Act 1972 s100 Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
Strategy, Governance and Risk	Committee Meetings	Audio recordings of Authority meetings	3 years from the date of the meeting	Local Government Act 1972 s100 Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
Strategy, Governance and Risk	Communities and Social Development	Planning & Development - vision and strategic directions regarding existing transport and infrastructure	Superseded + 6 years, then review	Reference and evidential value
Strategy, Governance and Risk	Constitution	Corporate Governance	Permanent	Enduring historical value
Strategy, Governance and Risk	Corporate Planning and Reporting	Corporate Governance	Permanent	Enduring historical value
Strategy, Governance and Risk	Corporate Planning and Reporting	Project, Service and Team Plans	Destroy 3 years from closure	Operational Business Need
Strategy, Governance and Risk	Corporate Planning and Reporting	Team notes	5 years	Operational Business Need
Strategy, Governance and Risk	Corporate Planning and Reporting	Corporate governance monitoring and review	Destroy 5 years from closure	Reference and evidential value
Strategy, Governance and Risk	Corporate Planning and Reporting	Public Consultation - Development of significant policies	Close of consultation + 6 years, then review	Reference and evidential value Limitation Act 1980
Strategy, Governance and Risk	Corporate Planning and Reporting	Public Consultation - Development of minor policies	Destroy 1 year from closure	Reference and evidential value
Strategy, Governance and Risk	Corporate Policies and Procedures	Corporate Governance	Permanent	Enduring historical value
Strategy, Governance and Risk	Corporate Policies and Procedures	Corporate governance monitoring and review	Destroy 5 years from closure	Reference and evidential value
Strategy, Governance and Risk	Economic Development, Tourism, Business Support	Business Development	Destroy 6 years from closure	Reference and evidential value
Strategy, Governance and Risk	Emergency Planning	Emergency Planning - Major incident plan	Permanent	Reference and evidential value
Strategy, Governance and Risk	Emergency Planning	Emergency Planning - Recording the results of the test for the emergency/disaster plan	Destroy 10 years after closure	Reference and evidential value
Strategy, Governance and Risk	Enquiries and Complaints	Complaints and Appeals - Indexes and Registers	Permanent	Public Records
Strategy, Governance and Risk	Enquiries and Complaints	Complaints and Appeals - Reports, Returns, Correspondence	Destroy 6 years after closure of file	Limitation Act 1980
Strategy, Governance and Risk	Enquiries and Complaints	General Enquires not under FOI	Destroy 2 years after administrative use	Reference and evidential value
Strategy, Governance and Risk	Enquiries and Complaints	Correspondence templates	Operational use	Operational Business Need
Strategy, Governance and Risk	Health and Safety	Occupational Health - Written statement of employers general policy for health and safety at work of employees	Until superseded	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Strategy, Governance and Risk	Health and Safety	Occupational Health - Record of health and safety arrangements	Until arrangement superseded	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Strategy, Governance and Risk	Health and Safety	Occupational Health - Notice stating the composition of the Health & Safety Group	For the lifetime of the Committee	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974 Safety Representatives and Safety Committees Regulations 1977 Health and Safety (Consultation with Employees) Regulations 1996
Strategy, Governance and Risk	Health and Safety	Health and Safety - Safe systems of work, written report about the industrial activity	Until superseded. Review every 5 years	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Strategy, Governance and Risk	Health and Safety	Health and Safety - Safe systems of work training Certificates	6 months after completion of work	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Strategy, Governance and Risk	Health and Safety	Health and Safety - Safe systems of work training H & S records of training	Until termination of contract + 6 years	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974 Limitation Act 1980

Strategy, Governance and Risk	Health and Safety	Health and Safety - HASW inspection, accident investigation	Destroy 7 years from last action	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974 Limitation Act 1980 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Strategy, Governance and Risk	Health and Safety	Health and Safety - Equipment inspection records, inspection certificates	Destroy 6 years from date of destruction of equipment	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974 Limitation Act 1980 Control of Substances Hazardous to Health Regulations 2002
Strategy, Governance and Risk	Health and Safety	Health and Safety - Processing the geotechnical assessments of a quarry	Consult or refer to HSE when quarry is no longer in productio	Reference and evidential value
Strategy, Governance and Risk	Health and Safety	Health and Safety - Monitoring to ensure that a process is safe	Destroy 3 years from last action	Reference and evidential value
Strategy, Governance and Risk	Health and Safety	Health and Safety - Property asbestos files	Destroy 50 years from last action or at age 75 years, whichever is the greater	Control of Asbestos Regulations 2012
Strategy, Governance and Risk	Health and Safety	Health and Safety - Record or suitable summary of air monitoring of employees exposure to asbestos	5 years from date of monitoring or 40 years if health record required	Control of Asbestos Regulations 2012
Strategy, Governance and Risk	Health and Safety	Health and Safety - Radon monitoring, other radioactive sources	Age of 75 years but in any event for at least 30 years	Ionising Radiations Regulations 1999
Strategy, Governance and Risk	Health and Safety	Health and Safety - Process to ensure safety systems at work	Retain until superseded or process ceases + 1 year	Reference and evidential value
Strategy, Governance and Risk	Health and Safety	Health and Safety - Risk assessments	Destroy 3 years from last assessment	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Strategy, Governance and Risk	Health and Safety	Health and Safety - Accident books - injuries to adults	Destroy 3 years after last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Strategy, Governance and Risk	Health and Safety	Health and Safety - Health and Safety - Accident books - injuries to children under 18	Destroy 25 years after last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Strategy, Governance and Risk	Health and Safety	Health and Safety - Safety Inspections/Audits	Date of audit + 3 years & review	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974
Strategy, Governance and Risk	Health and Safety	Health and Safety - Fire Alarm/Emergency lighting	Retain last 2 certificates	Regulatory Reform (Fire Safety) Order 2005
Strategy, Governance and Risk	Health and Safety	Health and Safety - Fire precaution log book	6 years after last entry	Limitation Act 1980
Strategy, Governance and Risk	Health and Safety	Health and Safety - Fire certificates	Current + 2 years	Regulatory Reform (Fire Safety) Order 2005
Strategy, Governance and Risk	Health and Safety	Health and Safety - Machine maintenance log book	Life of equipment	The Management of Health and Safety at Work Regulations 1999 Health and Safety at Work Act 1974 Reference and evidential value
Strategy, Governance and Risk	Health and Safety	Health and Safety - COSHH records	5 years, or 40 years for personal experience of identifiable individuals	Control of Substances Hazardous to Health Regulations 2002
Strategy, Governance and Risk	Health and Safety	Health and Safety - COSHH Health surveillance records	40 years from	Control of Substances Hazardous to Health Regulations 2002
Strategy, Governance and Risk	Health and Safety	Health and Safety - Lifting Operations, Records made under Regulation 10(2)	Until superseded	The Lifting Operations Lifting Equipment Regulations 1998
Strategy, Governance and Risk	Health and Safety	Health and Safety - Lifting Operations, Examinations and inspections (other than an accessory)	For as long as the equipment is operated	The Lifting Operations Lifting Equipment Regulations 1998
Strategy, Governance and Risk	Health and Safety	Health and Safety - Lifting Operations, Examinations and inspection – accessory for lifting	2 years from date of report	The Lifting Operations Lifting Equipment Regulations 1998
Strategy, Governance and Risk	Health and Safety	Health and Safety - Lifting Operations, Examinations and inspections – installation or after assembly at new site/location	For as long as equipment is operated	The Lifting Operations Lifting Equipment Regulations 1998
Strategy, Governance and Risk	Health and Safety	Health and Safety - Lifting Operations, Examination and inspection – 6-12 monthly inspections under Regulation 9	Until superseded or the expiration of 2 years	The Lifting Operations Lifting Equipment Regulations 1998
Strategy, Governance and Risk	Health and Safety	Health and Safety - Compressed Air, Health records	40 years form date of last entry	The Work in Compressed Air Regulations 1996
Strategy, Governance and Risk	Health and Safety	Health and Safety - Compressed Air, Notification to HSE, likely receiving hospitals, emergency services etc	Until work completed	The Work in Compressed Air Regulations 1996
Strategy, Governance and Risk	Health and Safety	Health and Safety - Compressed Air, Individual record of exposure	40 years from date of last entry	The Work in Compressed Air Regulations 1996
Strategy, Governance and Risk	Health and Safety	Health and Safety - Compressed Air, Record of exposure times and pressures	40 years from date of last entry	The Work in Compressed Air Regulations 1996
Strategy, Governance and Risk	Health and Safety	Health and Safety - Compressed Air, Plant and equipment examinations and tests	Current + 6 years	The Work in Compressed Air Regulations 1996
Strategy, Governance and Risk	Information Access and Rights	FOI, EIR - Policy records	6 years after closing of query	Limitation Act 1980
Strategy, Governance and Risk	Information Access and Rights	FOI, EIR - Case files	3 years after date of creation	Reference and evidential value
Strategy, Governance and Risk	Information Access and Rights	FOI, EIR - Statistical data	10 years	Reference and evidential value
Strategy, Governance and Risk	Information Access and Rights	FOI, EIR - Guidance from the ICO	Until superseded	Reference and evidential value
Strategy, Governance and Risk	Information Access and Rights	Data Protection - Subject Access requests	6 years after closing of query	Reference and evidential value
Strategy, Governance and Risk	Information Management	Information Management - Classification schemes, Registers, Indexes	Permanent	Enduring historical value
Strategy, Governance and Risk	Information Management	Information Management - Collections of records transferred to archives	Permanent	Enduring historical value
Strategy, Governance and Risk	Information Management	Information Management - Disposal certificates	Destroy 12 years after last action	Limitation Act 1980
Strategy, Governance and Risk	Insurance	Insurance - Insurance register	Transfer to place of deposit after administrative use is concluded	Enduring historical value
Strategy, Governance and Risk	Insurance	Insurance - Insurance policies, correspondence	Destroy 6 years after the terms of the policy have expired	Limitation Act 1980
Strategy, Governance and Risk	Insurance	Insurance - Insurance policy renewal records, correspondence	Destroy 5 years after the insurance policy has been renewed	Reference and evidential value
Strategy, Governance and Risk	Insurance	Insurance - Claims records, correspondence	Destroy 6 years after all obligations/entitlement are concluded (allowing for the claimant to reach 25 years of age)	Limitation Act 1980
Strategy, Governance and Risk	Internal Audit	Internal Audit - Fraud investigation reports and supporting papers	Destroy 6 years after legal or disciplinary proceedings have been completed	Limitation Act 1980
Strategy, Governance and Risk	Internal Audit	Internal Audit - Audit management programmes, plans and strategies	Destroy 1 year after the last date of the plan, or when superseded	Operational Business Need

Strategy, Governance and Risk	Internal Audit	Internal Audit - Annual report to the S151 Officer	4 years	Reference and evidential value
Strategy, Governance and Risk	Internal Audit	Internal Audit - Other audit reports	4 years	Reference and evidential value
Strategy, Governance and Risk	Internal Audit	Internal Audit - Examination of long term contracts	7 years	Limitation Act 1980
Strategy, Governance and Risk	Internal Audit	Internal Audit - Audit manual and guides	Superseded + 6 years, then review	Reference and evidential value
Strategy, Governance and Risk	Internal Audit	Internal Audit - Confidential reporting/Whistleblowing	Last action on case + 6 years	Limitation Act 1980
Strategy, Governance and Risk	Local Plan	Planning & Development - vision and strategic directions regarding existing transport and infrastructure	Superseded + 6 years, then review	Reference and evidential value
Strategy, Governance and Risk	Local Plan	Public Consultation - Development of significant policies	Close of consultation + 6 years, then review	Reference and evidential value Limitation Act 1980
Strategy, Governance and Risk	Local Plan	Public Consultation - Development of minor policies	Destroy 1 year from closure	Reference and evidential value
Strategy, Governance and Risk	Local Transport Plan	Planning & Development - vision and strategic directions regarding existing transport and infrastructure	Superseded + 6 years, then review	Reference and evidential value
Strategy, Governance and Risk	Management Meetings	Corporate and strategic management team minutes	Permanent	Enduring historical value
Strategy, Governance and Risk	Management Meetings	Management team notes	7 years	Reference and evidential value
Strategy, Governance and Risk	Management Meetings	Internal staff committees/working groups	Current + 3 years then review	<i>Operational</i> Business Need
Strategy, Governance and Risk	Member Management	Past Members interests	18 months following resignation or retirement	Local Government Act 1972 Section 94 (1)
Strategy, Governance and Risk	Member Management	Present Members interests	Election + 7 years	Local Government Act 1972 Section 94 (1)
Strategy, Governance and Risk	Member Management	Members allowances	Election + 7 years	Local Government Act 1972 Section 94 (1)
Strategy, Governance and Risk	Member Management	Personnel Administration - Appointment of members	Destroy 6 years from date of termination	Limitation Act 1980
Strategy, Governance and Risk	Partnership, Agency, Liaison and Other External Meetings	Partnership, Agency & External Meetings - Committee set up, agendas, minutes	Permanent	Local Government Act 1972 s100 Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
Strategy, Governance and Risk	Partnership, Agency, Liaison and Other External Meetings	Partnership, Agency & External Meetings - Reports and supporting documents	6 years	Local Government Act 1972 s100 Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
Strategy, Governance and Risk	Partnership, Agency, Liaison and Other External Meetings	Partnership, Agency & External Meetings - Authority does not own the records	Destroy 3 years after last action	Reference and evidential value
Strategy, Governance and Risk	Policy Research	Public Consultation - Development of significant policies	Close of consultation + 6 years, then review	Reference and evidential value Limitation Act 1980
Strategy, Governance and Risk	Policy Research	Public Consultation - Development of minor policies	Destroy 1 year from closure	Reference and evidential value
Strategy, Governance and Risk	Quality and Performance Management	Quality & Performance - Best Value Review	Destroy 5 years from closure	Reference and evidential value
Strategy, Governance and Risk	Quality and Performance Management	Quality & Performance - Assessment forms	Destroy 2 years from closure	Reference and evidential value
Strategy, Governance and Risk	Quality and Performance Management	Quality & Performance - Risk Register	Destroy 2 years from closure	Reference and evidential value
Strategy, Governance and Risk	Research Programmes	Research Programmes	End of programme + 10 years	Reference and evidential value
Strategy, Governance and Risk	Statutory Returns	Statutory Returns - Reports, Returns (PS1/2), Correspondence, Ombudsman	Destroy 7 years from closure	Reference and evidential value
Strategy, Governance and Risk	Structure Plan	Planning & Development - vision and strategic directions regarding existing transport and infrastructure	Superseded + 6 years, then review	Reference and evidential value
Strategy, Governance and Risk	Structure Plan	Public Consultation - Development of significant policies	Close of consultation + 6 years, then review	Reference and evidential value Limitation Act 1980
Strategy, Governance and Risk	Structure Plan	Public Consultation - Development of minor policies	Destroy 1 year from closure	Reference and evidential value
Strategy, Governance and Risk	Town Centre Plans	Planning & Development - vision and strategic directions regarding existing transport and infrastructure	Superseded + 6 years, then review	Reference and evidential value