Derby City Council

Document Retention Schedule

September 2024

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Adult Social Care Services

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
1.01	Asylum Seekers	Information on temporary accommodation, meals and other advice and support for asylum seekers	6 years	Date of last contact with client	HMRC - Compliance Handbook Manual CH15400
1.02	Asylum Seekers	All records relating to the checking of nationality of asylum seekers	6 years	From date case resolved	Retention Guidance for Local Authority 2013
1.04	Residential Homes	Admission / discharge registers	6 years	From last date on register	Limitation Act 1980 (Section 2)
1.05	Residential Homes	All records relating to the management of the Adult Placement Scheme	6 years	Date of last contact with client	Limitation Act 1980 (Section 2)
1.05a	Residential Homes	Any incidents, events or occurrences that require notification to the Care Quality Commission	3 years	Year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05b	Residential Homes	Detention, Use of restraint or the deprivation of liberty	3 years	Date that detention, restraint or deprivation of liberty occurs	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05c	Residential Homes	Duty Rosters	4 years	Year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05d	Residential Homes	Electrical Testing, Fire Safety, Maintenance of equipment, Maintenance of the premises, Medical gas safety, storage and	3 years	Year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		transport, Money or valuables deposited for safe keeping, Water safety			
1.05e	Residential Homes	Final Annual Accounts	30 years	Year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05f	Residential Homes	General operating policies and procedures	3 years	Date the policy/procedure expires	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05g	Residential Homes	Purchasing of medical devices and medical equipment	11 years	Year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05h	Residential Homes	Records relating to purchasing excluding medical devices and medical equipment	18 months	Year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05i	Residential Homes	Risk Assessments	3 years and 4 months	Date of risk assessment	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05j	Residential Homes	Staff employment	6 years	Date employment ended	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05k	Residential Homes	All records relating to Medication Administration; medication audits ; Handover sheets; nurse call out	4 years	Date of medication Administration / medication audit / handover / nurse call out	Limitation Act 1980 (Section 11)
1.05l	Residential Homes	All records relating to the protection of property	6 years	Date of last contact with client	HMRC - Compliance Handbook Manual CH15400

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		belonging to adults in residential homes			
1.05m	Residential Homes	All records relating to the return of medication to the pharmacy ; Signing in sheets for staff and visitors; yearly diaries	6 years	Date medication returned to the pharmacy / date of visit / year of diary	Limitation Act 1980 (Section 2)
1.05n	Residential Homes	Care Quality Commission - Notification; Provider Compliance; Quality Assurance; Registration Certificate; Service Unit Guide; Statement of Purpose	6 years	Date notification / Provider Compliance /Quality Assurance / Registration Certificate / Service Unit Guide / Statement of Purpose expires	Limitation Act 1980 (Section 2)
1.05n	Residential Homes	Care Quality Commission - Inspection Reports	6 years	Date of next Inspection	Limitation Act 1980 (Section 2)
1.05n	Residential Homes	Correspondence with the Coroner relating to deaths in adult residential homes	15 years	Date of death	Common practice
1.07	Supporting Adults	All records relating to the integrated health and social care for clients known to the Mental Health teams. All records relating to the management of Mental health support.	20 years	Date of last contact with client	Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
1.08	Community and Day Centres	All records relating to the running of community and day centres	6 years	Year in which record created	Limitation Act 1980
1.10	Supporting Adults	Learning Disability / Physical Disability / Sensory Disability / Rehabilitation and Discharge / Communication support / Drug and Alcohol Misuse / Occupational Therapy / Home Care	6 years	Date of last contact with client	Limitation Act 1980 (Section 2)
1.10a	Care Needs Assessment	All records relating to the care of adults with a learning impairment	6 years	Date of last contact with client	Limitation Act 1980 (Section 2)
1.10b	Care Needs Assessment	All records relating to care needs assessments carried out for clients	Retain from date of assessment until this information should be included in the client record.		Limitation Act 1980 (Section 2)
1.10c	Care Needs Assessment	Contacts and assessments that do not progress	2 years	Date of last contact with client	Limitation Act 1980 (Section 2)
1.10d	Adult Care Plan	All records relating to applications for and management of adult care plan	6 years	date care plan ends	Common practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
1.10e	Care at Home	All records relating to the provision of care services in the client's home	6 years	Year in which record created	HMRC - Compliance Handbook Manual CH15400
1.10f	community alarms and telecare	All records relating to the provision of community alarms and telecare service	6 years	Year in which record created	Limitation Act 1980 (Section 5)
1.10g	home adaptations and aids	All records relating to home adaptations and aids provided to disabled people	6 years	Date use of equipment ceases	Limitation Act 1980 (Section 2)
1.11	Service User registers	All records relating to the management of a register of sight impaired, deaf and disabled adults	6 years	Date of death or ceasing to be registered	Limitation Act 1980 (Section 2)
1.12	contacts that do not progress	Initial contact with social care	2 years	From last contact	Common Practice
1.14	all	Questionnaires, survey responses and consultation contributions	6 years	Completion of consultation	Common practice
1.15	Advice and Support for Carers	All records relating to the provision of advice and support for adult carers where the carer is not known to social services	6 years	Date of last contact with client	Limitation Act 1980 (Section 2)
1.16	Advocacy for Carers	All records relating to the provision of advice, counselling and support for those who are caring for adults or children with	3 years	Year in which record created	Common practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
1.17	Alternative Care providers	All records relating to contracts with alternative care providers	6 years	Date of last action on contract	Limitation Act 1980 (Section 5)
1.18	Carers Assessment	All records relating to applications for and management of carers assessments	6 years	Assessment date	Common practice
1.19	Respite Care for Adults	All records relating to the provision of respite care for adults	6 years	Year in which record created	Limitation Act 1980 (Section 2)
1.20	Short Breaks	Records relating to young people (aged over 18 years) who are taking part in short breaks	6 years	Date of last contact with client	Limitation Act 1980 (Section 2)
1.21	Safeguarding Vulnerable Adults	All records relating to the provision of a safeguarding adults board; Multi Agency Risk Assessment Conference (MARAC)	6 years	Year in which record created	Limitation Act 1980 (Section 2)
1.22	Safeguarding Vulnerable Adults	All records relating to the safeguarding of vulnerable adults	6 years	Date of resolution of incident	Limitation Act 1980 (Section 2)
1.23	management of financial affairs	All records relating to the management of financial affairs of people who may be living in their own home or a residential home who are having difficulty managing their own affairs	6 years	Year in which record created	HMRC - Compliance Handbook Manual CH15400

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
1.24	Financial Assessment	All records relating to applications for and management of social care financial assessments	6 years	Date of last payment	HMRC - Compliance Handbook Manual CH15400
1.25	Direct Payments	All records relating to the management of the Direct Payments Scheme	6 years	Date of last payment	HMRC - Compliance Handbook Manual CH15400
1.26	Shared Care	All records relating to the provision of shared care for adults where the adult is not known to social services	6 years	Date of end of service	Limitation Act 1980 (Section 2)
1.27	Care Act implementation	All records relating to the implementation of the Care Act 2014	6 years	Date act superseded	Common practice
1.28	Management of contracts under signature	All records relating to the management of contracts for goods and services where the contract is under signature	6 years	Last action on the contract	Limitation Act 1980 (Section 5)
1.29	DBS checks	All records relating to the checking/vetting of contract and supplier staff	6 years	Retain from date check carried out	Disclosure and Barring Service check requests: guidance for employers
1.30	Personal Assistants	All records relating to the personal assistant register	6 years	at the end/termination of contract	Common practice

Children and Families Services

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
2.06	Adoption and Fostering	Supported lodging files	>10 years	At least 10 years	Common Practice
2.07	Adoption and Fostering	Looked after children client files on the adopted person / Residential care children's file on the adopted person	100 years	From date of adoption order	S56 Adoption of Children Act. Adoption Information (Post Commencement Adoptions) Regulations 2005, section 6.
2.08	Adoption and Fostering	Correspondence of enquiries from potential adopters / foster carers	1 year	From last contact	Common Practice
2.09	Programme Management and Development	process involving individual case management in provision of family support by DCC - Parenting Skills Advice; Attendance records; Project files; Development of services or programmes for children - Correspondence	7 years	From closure	Common Practice
2.10	Programme Management and Development	Free school meals	6 years	From year records created	HMRC - Compliance Handbook Manual CH15400 *From ESD Local Government Record Retention*
2.11	Programme Management and Development	Process involved in assessing a family's suitability in the care of children - Parenting skills;		Destroy in accordance with applicable retention period for main Social	Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		Family aide work; Intensive support team		Care and Health Case Record	
2.12	Programme Management and Development	Exclusion Files	23 years	From date of birth	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
2.13	Programme Management and Development	Appeal Files;	2 years	From end of the appeal process	School Admissions Appeals Code 2012 *From ESD Local Government Record Retention*
2.14	Programme Management and Development	Provision of services or programmes to support the development of young persons - Correspondence	15 years	From closure	Common Practice
2.15	Programme Management and Development	Provision of services or programmes to support the development of children - Course Reports; Attendance records	25 years	From closure	Common Practice
2.16	Residential Homes	Children's Home Register	Permanent		Common Practice
2.17	Residential Homes	Admissions registers; Discharge registers; Diaries; Rotas; Daily logs; Record of pocket money and valuables; medical/health care; Visitors; Fire precaution and practice; Register of adults working in the home; Menu	>15 years	At least 15 years from the date of last entry, except for records of menus, which needs to be kept for 1 year.	Children's Homes Regulations 2001 reg. 29 and Schedule 4

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
2.18	Residential Homes	Inspection Reports relating to the operation of the establishment	15 years	From date of last entry	Children's Homes Regulations 2001
2.19	Residential Homes	Record of authorised/ unauthorised absences	15 years	From date of last entry	Children's Homes Regulations 2001
2.20	Residential Homes	Sanctions	15 years	From date of last entry	Children's Homes Regulations 2001
2.21	Residential Homes	Secure unit records	15 years	From date of last entry	Information and Record Management Society
2.22	Special Education	SEN Files; City Youth Justice Team Records	35 years	From date of birth	*From ESD Local Government Record Retention*
2.23	Supporting Children	Young persons being looked after files / Looked after children client files / Residential care children's files	75 years	From the date of birth or, if the child dies before the age of 18, 15 years from date of death	*From ESD Local Government Record Retention*
2.24	Supporting Children	Privately fostered children's file	2 years	From last contact	The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004 (section 44) *From ESD Local Government Record Retention*
2.25	Supporting Children	Guardian CAFCASS files / Guardian ad item	>10 years	At least 10 years from the date on which the placement is terminated	Information and Record Management Society
2.26	Supporting Children	Schedule 1 Offenders	Permanent		Sex Offenders Act 1997 *From ESD Local Government Record Retention*
2.27	Supporting Children	Child Protection Register	Permanent		Arrangements for the Placement of Children (General) Regulations 1991 *From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
2.28	Supporting Children	Child Protection Case Files, Conference Minutes; Core Assessment; Investigation; Registration; Supervision Order	40 years	From date of birth	Arrangements for the Placement of Children (General) Regulations 1991 *From ESD Local Government Record Retention*
2.30	Supporting Children	Single assessment and Advice in regards child protection	10 years	From closure	Statutory
2.31	Supporting Children	Case records of unaccompanied minors if not looked after	10 years	From closure	Common Practice
2.32	Supporting Children	Video recordings and tape evidence of child witnesses	Permanent	Subject to individual decision by Strategic Director, Children and Young People and the Senior Police Officer concerned.	Common Practice
2.33	Supporting Children	Registration files of childminders or day care providers	10 years	From last contact (function carried ot by Ofsted since 01/04/2002. Some files remain at DCC)	Ofsted
2.34	Supporting Children	Records on child minders	1 year	From year records created	*From ESD Local Government Record Retention*
2.35	Supporting Children	Records on child minders (where children have stayed overnight); Records on sessional carers (where children have stayed overnight);	35 years	From last contact	Statutory

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		Investigation of allegations/incidents (where children have stayed overnight)			
2.36	Supporting Children	Records on sessional carers	10 years	From last contact	Statutory
2.37	Supporting Children	Investigation of allegations/incidents	10 years	From date of the allegation	*From ESD Local Government Record Retention*
2.38	Supporting Children	Ofsted checks	2 years	From date response provided	Information and Record Management Society
2.39	Supporting Children	Other fostering agency checks	7 years	From date response provided	Common Practice
2.40	Supporting Children Service	Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)	10 years	From closure	Common Practice
2.41	Youth Service Provision	Files relating to work with adults; Pre-Court Decision : Reprimand; Final Warnings; Referral Orders	3 years	From closure or child reaches 18th birthday whichever occurs first	Youth Offending Teams (England) YJB 2011
2.42	Youth Service Provision	Sex Offenders Register		Subject to the length of time on register	Youth Offending Teams (England) YJB 2011
2.43	Youth Service Provision	Offender case files (Court Orders)	5 years	From closure or child reaches 18th birthday whichever occurs first	Youth Offending Teams (England) YJB 2011
2.44	Youth Service Provision	Case files for young people who have had a custodial sentence or where they have had a	75 years	From date of birth or 15 years from date of death if the child dies before the age of 18	Youth Offending Teams (England) YJB 2011

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		Supervision Order resulting in them becoming 'Looked After'			
2.45	Youth Service Provision	Statutory Orders	5 years	From closure	Youth Offending Teams (England) YJB 2011
2.46	Delivery of the quality assurance framework for CSC/EH and specialist services	Case file audits Records of observations of practice, Feedback, Notes from focus groups and strategic interviews Supporting information related to the delivery of QA.	11 years (10 years in excess of the 12month reporting cycle)	11years from entry date	Informed by ESD Local Government Record Retention, but based on common practice

Cemeteries and Crematoria

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
3.01	Burial Identity and Location	Register of interments; Cemetery Plans and Register.	20 years	From closure of the cemetery	*From ESD Local Government Record Retention*
3.02	Burial Identity and Location	Permits; Applications; Orders.	6 years	From year records created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*

Council Property

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
4.01	Management of Council Property	Land Deeds; Property deeds; Land and Property Rental Documents; Property Valuation Lists; Purchase and Sale of Property Register	12 years	Retention period 12 years after sale	*From ESD Local Government Record Retention*
4.02	Property Acquisition and Disposal	Records of management of the acquisition process for real property - Plans	Life + 12 years	Retain for life of property or building plus 12 years. Offer material re major/ significant properties to the Archivist for review.	Common Practice
4.03	Property Acquisition and Disposal	Legal documents relating to the sale; Particulars of sale documents; Board of survey; Tender documents; Conditions of contracts	15 years	After obligations. Entitlements are concluded. Offer material re major/ significant properties to the Archivist for review.	Common Practice
4.04	Property and Land Management	Consolidated property and buildings annual reports; Summary of leased property; Summary of local authority's owned property; Site register; Register of leases	Permanent		Common Practice
4.05	Property and Land Management	Lease agreements; Rental expenditure authorities; Valuation queries; Applications for leases,	15 years	After the expiry of the lease	Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		licences and rental revision			
4.06	Property and Land Management	Requests for works, cleaning etc.	7 years		Common Practice
4.07	Property and Land Management	Stock monitoring records	6 years	From date of the survey of housing stock	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
4.08	Property and Land Management	System Development; System Implementation Plan		From date system commissioned until date system decommissioned	From ESD Local Government Record Retention
4.09	Property and Land Management	System Administration (maintenance and monitoring)	1 year	From year record created	From ESD Local Government Record Retention
4.10	Property and Land Management	Leases; Contracts; Quotes; Approvals; Fleet authorisation numbers; Approvals as drivers; Allocations and authorisations for vehicles; Maintenance of vehicles; Vehicle usage reports; vehicle log books	6 years	From date of maintenance	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
4.11	Property Development and Renovation	Project specifications; Plans; Installation manuals; Certificates of approval.	Permanent		Common Practice
4.12	Property Development and Renovation	Correspondence; Work orders; Tender documents; Conditions of contracts	7 years		Common Practice

Democracy

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
5.01	Corporate Planning and Reporting	Corporate Plan; Strategy Plans; Business Plans; Annual Reports	Permanent		From ESD Local Government Record Retention
5.02	Corporate Planning and Reporting	Improvement Boards and Cross department consideration - strategic management team minutes; Unit/team consideration minutes	1 year	Retain from date of meeting	*From ESD Local Government Record Retention and recommended practice*
5.03	Decision Making	Council Minutes; Agenda and Business Papers; Notice Papers and Proceedings; Indexes; Committee Minutes; Register of delegations to Special Committees	6 years	From date of meeting / decision	Local Government Act 1972 (section 100B) *From ESD Local Government Record Retention*
5.04	Decision Making	Draft/ Rough Minutes (All formats incl Audio Tapes)		Destroy after date of confirmation of the minutes	Common Practice
5.05	Honours and Awards	Honours nomination form; Covering documentation; Letters of support; Referral for comment from Lord Lieutenant	5 years	After last action	Common Practice
5.06	Policy, Procedures, Strategy and Structure	Policy, procedure, precedent, instructions, Records relating to policy implementation and	6 years	From date of meeting / decision	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		development; Education Plan; Children's services plan; Community Strategy; Community/City plan; Community safety plan			
5.07	Policy, Procedures, Strategy and Structure	Asset management plan	6 years	From year records created	*From ESD Local Government Record Retention*
5.08	Policy, Procedures, Strategy and Structure	Minutes of monitoring and reviewing strategic plans, policies and procedures	6 years	From creation of records	*From ESD Local Government Record Retention*
5.10	Representation	Electoral Register	Permanent		Electoral Registration and Administration Act 2013 *From ESD Local Government Record Retention*
5.11	Representation	Ballot Papers	6 months	From close of poll	Representation of the People Regulations 2001 *From ESD Local Government Record Retention*
5.12	Representation	Election Results	6 months	From date of election	Representation of the People Act 1985 *From ESD Local Government Record Retention*
5.13	Representation	Leader of opposition papers	3 years	After last action	Common Practice
5.14	Statutory Returns	Reports to Central Government	7 years	From closure	Common Practice
5.15	Representation	Elections team mobile phone, Call log and SMS messages	1 Month	From day of election or conclusion of annual canvass	Common Practice

Finance

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
6.01	Accounts and Audit	Publication of council accounts; Court Case Papers; Insurance Records;	6 years	From date of records created	Local Government Finance Act 1992
6.02	Accounts and Audit	Signed Audited Accounts	Permanent		Audit Commission Act 1998
6.03	Accounts and Audit	Financial Account Working Papers; FMIS records; Government Statistical Returns; RO and CO forms; Audit Committee Meeting Minutes; Audit Terms of Reference; Audit Reports (Others)	3 years		National Archive (11) Internal Audit Records
6.04	Accounts and Audit	Audit Reports (long term contracts)	6 years		National Archive (11) Internal Audit Records
6.05	Accounts and Audit	Committee Reports; Background Papers	4 years	From date of meeting / decision	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
6.06	Accounts and Audit	Contracts; Agreements	6 years	From end of contract	NA(5) Contractual Records
6.07	Accounts and Audit	Internal Audit Files		Until Next Full Audit Review	
6.08	Accounts and Audit	Audit Programmes/Plans/Strategies	1 year		National Archive (11) Internal Audit Records
6.09	Accounts and Audit	Standing Orders; Financial Regulations; Computer Hardware and Software Descriptions	Permanent		Common Practice
6.10	Accounts and Audit	ESF and ERDF files	Permanent	Documentation relating to ERDF/ESF	Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
				supported projects must be retained until at least 31st December 2014 and then only destroyed with permission of the GOEM European Secretariat	
6.11	Asset Management	Asset Register	6 years	After asset is disposed of	National Archive (10) Central Expenditure Records HMRC - Compliance Handbook Manual CH15400
6.12	Asset Management	Stores Records; Issue Notes; Requisition Notes;	3 years	From end of financial year to which records relate	National Archive (11) Internal Audit Records
6.13	Corporate Counter Fraud	Case file (No Prosecution)	18 months	From date of closure	Common Practice
6.14	Corporate Counter Fraud	Case file (Prosecution)	6 years (Where no prosecution: two years from the end of the investigation)	From date of closure	Common Practice
6.15	Corporate Counter Fraud	Case file (POCA order)	Where there are any proceedings taken, including prosecution: six years from the outcome	From date of POCA or the length of the order if longer	Proceeds of Crime Act 2002

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
			of the hearing. Where there is a custodial sentence: six years from the end of the custodial sentence.		
6.16	Financial Provision Management	Loan records (after redemption of loan)	6 years	From end of financial year to which records relate	The Money Laundering Regulations 2007 Section 19(1)
6.17	Financial Provision Management	Investment Records	2 years	After investments are liquidated or matured	National Archive (10) Central Expenditure Records
6.18	Financial Transaction Management	Journals; Expense claims; Allowance claims; Copy receipts; Goods Received Notes	6 years	From end of financial year to which records relate	National Archive (3) Accounting Records
6.19	Financial Transaction Management	Budget Books	3 years	From end of financial year to which records relate	Taxes Management Act (1970) Section 12B
6.20	Financial Transaction Management	Detailed Working Papers; Prime records of cash recorded; Prime records of postal payments	3 years	From end of financial year to which records relate	NA (3) Accounting Records
6.21	Financial Transaction Management	Summaries of account records; Petty Cash Records (books, sheets, receipts); Delivery Notes	2 years	From end of financial year to which records relate	National Archive (3) Accounting Records
6.22	Financial Transaction Management	Bank Statement; Invoices received	6 years	From year records created	HMRC - Compliance Handbook Manual CH15400

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
6.23	Financial Transaction Management	Payment Card Details	0	Not to be retained in any format and data is to be securely destroyed	See main policy guidance - Authority for guidance relates to criteria that must be met for PCI compliance.
6.24	Financial Transaction Management	Prime evidence of money being Banked; Prime evidence of income raising	6 years	From year records created	HMRC - Compliance Handbook Manual CH15400
6.25	Financial Transaction Management	Audit records of monies paid and received	6 years	From year records created	HMRC - Compliance Handbook Manual CH15400 *From ESD Local Government Record Retention*
6.26	Financial Transaction Management	Cash Books / Sheets	6 years	From date of payment or receipt	National Archive (3) Accounting Records
6.27	Financial Transaction Management	Cheques drawn on Bank Accounts	6 years	From date of issue	National Archive (3) Accounting Records
6.28	Financial Transaction Management	Invoices; Purchases; Orders	6 years	From date of records created	HMRC - Compliance Handbook Manual CH15400
6.29	Financial Transaction Management	Advice Notes	1 year		National Archive (3) Accounting Records
6.30	National Taxation	VAT, Income Tax and National Insurance Records	3 years	From end of financial year to which records relate	The Income Tax (Employments) Regulations 1996
6.31	Payroll and Pensions	Occupational Health Records	30 years	In event of compensation claims for work related injuries	
6.32	Payroll and Pensions	All records relating to the transparency of senior salaries	1 year	From date of records created	Retention Guidance for Local Authority 2013

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
6.33	Payroll and Pensions	Inland Revenue returns; Department of Work and Pensions returns	6 years	From end of financial year to which records relate	Finance Act 2008 Schedule 37
6.34	Payroll and Pensions	Timesheets; Car Allowance Claims; Overtime Claims	6 years	From year records created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
6.35	Billing, administration and collection of Business Rates	Business rates data	6 years	From date of last transaction	ESD Local Government Record Retention
6.36	Billing, administration and collection of Business Improvement Districts (BIDs)	BID data	6 years	From date of last transaction	ESD Local Government Record Retention
6.37	Processing of Council Tax Support claims and changes in circumstances	Council Tax Support data	6 years	From date of last transaction	ESD Local Government Record Retention
6.38	Recovery of Council Tax Support excess awards	Council Tax support excess award data	6 years	From date of last transaction	ESD Local Government Record Retention
6.39	Processing of Single Discretionary Award claims	Single Discretionary Award data	6 years	From date of last transaction	ESD Local Government Record Retention

Health and Safety

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
7.01	Incident Records	Employees Incident report forms (Completed by the relevant manager)	6 years	From year records created	Limitation Act 1980
7.02	Incident Records	Incident report forms – members of the public (adults); Accident investigation reports (completed by the relevant manager)	3 months	From date of accident	Limitation Act 1980 (section 11) *From ESD Local Government Record Retention*
7.03	Incident Records	Incident report forms – members of the public (children); Accident investigation reports (Completed by the relevant manager)	3 months	From date of birth	Limitation Act 1980 (section 11) *From ESD Local Government Record Retention*
7.04	Incident Records	Investigation of work-related ill health cases by Safety Adviser	6 years		Statutory
7.05	Incident Records	Individual's accidental exposure to radiation	>50 years	Retain until the Employee reaches the age of 75, but in any event retain for at least 50 years.	The Ionising radiation regulations 1999
7.06	Incident Records	Individual's accidental exposure to asbestos	30 years	30 years for employees with exposure	Control of Asbestos at Work Regulations 1987
7.07	Inspections and Assessments	Equipment inspection records; Monitoring results	6 years	From record created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
7.08	Inspections and Assessments	Property asbestos files	40 years	From closure of building	*From ESD Local Government Record Retention*
7.09	Risk Assessments	Noise and Vibration risk assessments/ surveys; DSE risk assessments; Collective/team based stress risk assessments; Other risk assessments not specifically listed above, that do not contain personal sensitive data	6 years	Kept at least 6 years after new RA carried out	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
7.10	Risk Assessments	Asbestos risk assessments (of tasks and activities where exposure exceeds action level – incidents of exposure is listed above); COSHH substance risk assessments (COSHH Safety Data Sheets)	50 years	From date of closure	COSHH Regulations 1997 *From ESD Local Government Record Retention*
7.11	Risk Assessments	Personal/individual stress risk assessments (individual Risk Assessments for identifiable DCC employees)	>6 years	Length of employment + 6 years.	Statutory
7.12	Risk Assessments	Health and Safety monitoring (i.e. audit and inspection records) by safety advisers; Plant/equipment inspection records; Portable electrical equipment test records;	6 years		Statutory

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		Fixed electrical inspection test records; Written procedures/safe systems of work (other than asbestos etc.)			
7.15	Risk Assessments	Pre-employment medical forms; Referral consultation notes	6 years	After date closed	Access to Medical Report Act 1998

Housing

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
8.01	Housing Provision	Home Energy; Housing Benefits; Council Tax; Housing Development; Leaseholder Records; Mortgage Records	6 years	From date of action	*From ESD Local Government Record Retention*
8.02	Housing Provision	Renewals and Grants (under £50,000); Rent Accounts	6 years	After last payment	Limitation Act 1980
8.03	Housing Provision	Renewals and Grants (over £50,000)	12 years	After last payment	Limitation Act 1980
8.04	Housing Provision	Right To Buy (case files)	6 years	From close of case	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
8.05	Managing Tenancies	Hostels; Tenancy Support; Supported Housing; Community Care	6 years	From year of record created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
8.06	Managing Tenancies	Housing Options (documents related to housing applications; allocation system)	6 years	From date of application	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
8.07	Managing Tenancies	Sheltered Housing	6 months	From date of assessment	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
8.08	Managing Tenancies	Housing Improvement and Repairs; Key Tenancy Records; Correspondence	6 years	After tenancy has expired (Dependant on relevance up to length of tenancy)	Limitations Act 1980 (section 5)

Human Resources

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.01	Employee and Industrial relations	Grievances records	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980
9.02	Employee and Industrial relations	Health and Safety Assessment including records of consultation with safety representatives and committees.	Permanent	Retain permanently transfer to place of deposit when administration use is concluded. Offer to Archivist for review.	CIPD recommended retention period guidelines 2010
9.03	Employee and Industrial relations	Records of allegations which are proved to be unfounded	0 year	Records of allegations about workers who have been investigated and found to be without substance should not normally be retained once an investigation has been completed. There are some exceptions to this, where for its own protection the employer has to keep a limited record that an allegation	ICO employment practices code section 2.13.1

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
				was received. and investigated, for example, where the allegation relates to abuse and the worker is employed to work with children or other vulnerable individuals.	
9.04	Employee and Industrial relations	Records of allegations which are proved to be unfounded - Staff working with children/vulnerable adults.	Retirement or 10 years	Retain on file until the Employee reaches retirement age, or for 10 years if that is longer.	House of common, allegations against school staff, children, school and family committee
9.05	Employee and Industrial relations	Trade Union Agreements, Pay Award Negotiations	10 years	Destroy 10 years after ceasing to be effective.	CIPD recommended retention period guidelines 2010
9.06	Employee and Industrial relations	Disciplinary Investigation reports/outcome letters including warnings	6 Years	Case Closed	*From ESD Local Government Record Retention* Limitation Act 1980 Section 2
9.07	Personnel Administration	Accident Forms, Personal Risk Assessments, Health Restrictions	3 years	After date of last entry	The reporting of injuries, diseases and dangerous occurrences regulations 1995

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.08	Personnel Administration	Attendance management Documents (Trigger Interview Notes, Agreements, etc); Record of annual leave taken; Jury Service Notification; Occupational Health Documents; Other Leave Requests;	6 years	From year records created	UK Limitation Act 1980
9.09	Personnel Administration	Bank, Pension, Emergency Contact and Qualifications; Employment Contracts (signed); Educational Qualifications; Adverts, JD's and Person Specs; Car Loans and Mileage Band; Change of Hours; Travel and Subsistence Documents, honorarium, restructure outcome, redeployment, working time directive opt outs and regrading documentation to the list	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980 Section 5

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.10	Personnel Administration	Control of Asbestos at Work Health Employee Monitoring Records	>40 years	For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after Employee Leaving date.	The control of asbestos regulations 2006
9.11	Personnel Administration	Control of Lead at Work Health Employee Monitoring Records	>40 years	For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after Employee Leaving date	The control of Lead at work regulations 2002

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.12	Personnel Administration	Control of Substances Hazardous to Health Employee Monitoring Records	>40 years	For an Employee exposed - Minimum legal requirement is to destroy 40 years after date of last entry. For an Employee not exposed - Minimum legal requirement is to destroy 5 years after Employee Leaving date.	The control of substances hazardous to health 2002
9.13	Personnel Administration	Details of employees who work with Children	25 years	Destroy 25 years after Employee Leaving Date	Retention Guidance for Local Authority 2003
9.14	Health, Wellbeing and Attendance	Employee sickness absence records	7 years (6 plus current year).	Creation date	*From ESD Local Government Record Retention*
9.15	Health, Wellbeing and Attendance	Service monitoring activities. Complaints, feedback forms, reports	2 years	Creation date	*From ESD Local Government Record Retention*
9.16	Health, Wellbeing and Attendance	Health Referral files	85 years	Retain from date of birth for 85 years.	*From ESD Local Government Record Retention*
9.17	Personnel Administration	Flexi-time, accrued leave, annual leave and other leave records	6 years	Case Closed	Working time regulations 1998 Limitation Act 1980 Section 2
9.18	Personnel Administration	HMRC (Inland Revenue) Approvals	Permanent	Retain permanently transfer to place of deposit when	CIPD recommended retention period guidelines 2010

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
				administration use is concluded. Offer to Archivist for review.	
9.19	Personnel Administration	Income Tax and NI Returns Income Tax Records and HMRC correspondence	3 years	From end of the financial year to which the returns relate	The Income Tax (Employments) Regulations 1996
9.20	Personnel Administration	Radiation health surveillance; Ionising Radiations Regulations Employee Medical Records;	>50 years	Retain until the Employee reaches the age of 75, but in any event retain for at least 50 years.	The Ionising radiations regulations 1999
9.21	Personnel Administration	Equal Pay Correspondence	6 years	6 years after leaving date	Limitation Act 1980 Section 5
9.22	Personnel Administration	Statutory and occupational maternity, paternity, adoption & parental leave documents	6 years	Destroy 6 years after the end of the tax year in which the leave period ends	Maternity and parental leave regulations 1999 The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960) Limitation Act 1980 Section 2
9.23	Personnel Administration	Organisational Units - Changes to Existing or Creation of New; JE Creation of New Post Documentation	6 years	Destroy 6 years after date created	Common Practice
9.24	Personnel Administration	Probationary information	6 years	Minimum Legal requirement is to	Limitation Act 1980 Section 2

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
				destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	
9.25	Personnel Administration	Salary Record; Overtime, Bonus, Payment and Expenses Records; Mileage and Car Loans, Payroll Advances, Payroll Deductions, Recoverable Expenses, Salary Change Notifications; Trade Union Memberships	6 Years	6 years from case closed	HMRC CH14530 PAYE Record Keeping Guidelines LGPS recommendation for the calculation of pension benefits Limitation Act 1980 Section 2
9.26	Personnel Administration	Statutory Maternity Payment; Statutory Paternity Payment; Statutory Adoption Pay Records; Statutory Sick Pay Records	3 years	From the end of financial year to which records relate	The Statutory Maternity Pay (General) Regulations 1986 The Statutory Sick Pay (General) Regulations 1982
9.27	Personnel Administration	Senior Executive or Statutory Employee Records	Permanent	Retain permanently transfer to place of deposit when administration use is concluded. Offer to Archivist for review.	CIPD 2010

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.28	Recruitment and Selection	Application forms; References - Unsuccessful candidate	6 months	Destroy 6 months after date recruitment finalised.	CIPD recommended retention period guidelines 2010
9.29	Recruitment and Selection	CRB Disclosures	6 months	Destroy paper disclosure forms 6 months after date received. Record of CRB expiry date can be retained , to trigger 3 year renewals	CRB code of practice
9.30	Recruitment and Selection	Recruitment document (Unsuccessful Disabled Candidates)	1 year	Destroy 1 year after date recruitment finalised to allow for any claims under the DDA 1995.	CIPD recommended retention period guidelines 2010
9.31	Recruitment and Selection	Recruitment document for Social Worker Post (Unsuccessful Candidates)	1 year	Destroy 1 year after date recruitment finalised - this is a business need to allow for "pool recruitment".	DCC business need

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.32	Recruitment and Selection	References, regrading and salary change documents - successful candidate	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980
9.33	Sickness Records	Certification of absence forms; Self-certification forms; Doctors Certificates; Monitoring, Certificates, Calculations	7 years	Minimum Legal requirement is to destroy 7 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Statutory Sick Pay Regulations 1982 Limitation Act 1980 Section 2
9.34	Sickness Records	Staff absence form/return	2 years	After date of record	Retention Guidance for Local Authority 2003

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.35	Termination	Dismissal document	6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	ICO Corporate Disciplinary Procedure
9.36	Termination	Redundancy (section 188) documents including details, calculations, payments, refunds, notification to the Secretary of State.	6 years	Minimum Legal requirement is to destroy 6 years after the Redundancy Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	CIPD recommended retention period guidelines 2010
9.37	Termination	Retirement and Transfers (TUPE); Redeployment	6 years	From date of transfer	Transfer of Undertakings (Protection of Employment) Regulations 2006
9.38	Training and Development	Training Course Materials	2 years	Destroy 2 years after course superseded.	Retention Guidance for Local Authority 2003
9.39	Training and Development	Training requests, training certificates and records. Proof of training course completion	6 years	Keep for a reasonable time based on business needs. 6 years minimum legal requirement.	ICO employment practices data protection code part 1

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.40	Health, Wellbeing and Attendance	Disability equality at work / reasonable adjustments	6 years	Case created	Limitation Act 1980 Section 5
9.41	Health, Wellbeing and Attendance	COVID vaccination status	6 years	6 years after leaving date	The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021
9.42	Personnel Administration	Performance conversation including objectives, capability reviews, 121 and supervision notes	6 years	6 years from case closed	Limitation Act 1980 Section 2
9.43	Personnel Administration	Code of Conduct (declaration of gifts, hospitality, consumption of alcohol, illegal substances or medication & sponsorship)	6 years	6 years from case closed date	Limitation Act 1980 Section 2
9.44	Personnel Administration	Code of Conduct (additional employment, disclosure of personal/conflict of interest & relationships at work)	6 years	Leaving date (unless withdrawn then 6 years from withdrawal date)	Limitation Act 1980 Section 5

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/ Regulations
9.45	Personnel Administration	Pension documentation including opt in/out forms, scheme member information, dismissal form etc.	15 years	15 years after leaving date	HMRC compliance handbook manual CH15400

Information Management

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
10.01	Records Management	Classification Schemes, Registers; Authorised lists of file headings and Indexes of activities whereby standards, authorities, restraints, and verifications are introduced and maintained to manage information effectively; Accession registers; Depositor files of collections of records transferred to the archives	Permanent		
10.02	Records Management	Disposal Certificates	10 years	From year records created	*From ESD Local Government Record Retention*

Legal and Contracts

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
11.01	Education Files	Delegated Budget; Educational Records; Nuisance (Schools); Pupils; School Premises; School Transport; Student Transport; ACPC; Registered Childminder/Day Care; General Advice (Education); General Advice (Children)	7 years		Common Practice
11.02	Education Files	Special Educational Needs	35 years	75th anniversary from the date of birth or, if the child dies before the age of 18, 15 years from date of death	Children's Homes Regulations 2001 reg. 28
11.03	Educational Trusts	Educational Trusts	>7 years	Keep for minimum of 7 years	Common Practice
11.04	Employment Law	Advice; Tribunals; Disciplinary matter; Equal pay claims	7 years		Common Practice
11.05	Housing	Disposal (Non RTB)	Permanent		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
11.06	Housing	Housing Benefit/Council Tax Advice; Housing Advice (Other); Housing Benefit Review Board; Housing Possession-Rent Arrears; Housing Possessions-Non Rent; Housing Renewal Grant Work; Housing Renovation Grants; Introductory Tenancies Panel Attendance-Housing; Introductory Tenancies-Rent ; Introductory Tenancies-Non-Rent; Title/Status Enquiry (Property); Mortgage Work (Non RTB); Release of Rent bond	7 years	From year records created	*From ESD Local Government Record Retention*
11.07	Housing	Right to Buy (unit rate); Right to Buy (non standard)	25 years		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
11.08	Housing	Section 25 (Unit Rate); Section 25 (Non-standard); Assignment; Grant; Renewal; Surrender; Termination; Variation; WayLeave	16 years		Common Practice
	Housing	Rent review;	6 years	From close of case	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
11.09	Licences	Standard; Non-standard; Amenity; Property	16 years		Common Practice
11.10	Licensing	Liquor Licensing; Licensing Appeals	7 years		Common Practice
11.11	Other Legal	Procurement process work; Judicial review; Transfer of deeds by DCC; Joint Consultative Committee; Service Standards; General advice; Policy documents; Enquiries; Corporate legal advice; CCT-	7 years		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		DSO advice; Land searches; Registration; Voluntary registration project; Legal Complaints;			
11.12	Other Legal	Charter and Civic Rights; Preservation Orders; Local Authority Company Work; Trust and Probate (advice and assistance); Orders otherwise uncategorised	Permanent		Common Practice
11.13	Other Legal	Compulsory Purchase Orders; Shires Compulsory Purchase order; Covenants; Releases; Variation; Easement; Miscellaneous; Acquisitions; Appropriations; Transfers; Purchases (Land)	25 years		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
	Other Legal	Footpath Diversion Orders;	Permanent		From ESD Local Government Record Retention
11.14	Other Legal	Economic Development; Non Housing; ERDF funded projects; Land; Property	16 years		Common Practice
11.15	Other Legal	Intellectual Property Rights	6 years	From date intellectual property / copyright ends	From ESD Local Government Record Retention
11.16	Planning	Agreements; Enforcement; Discontinuance notices	25 years		Common Practice
11.17	Planning	Listed Buildings	Permanent		*From ESD Local Government Record Retention*
11.18	Planning	Planning Appeals	7 years		Common Practice
11.19	Prosecution	Material unused in prosecution	6 months	After conviction/custodial sentence	Common Practice
11.20	Prosecution	Prosecutions by DCC; Injunctions; Anti-social behaviour; Prosecution against DCC; Prosecution Sanction Files	7 years		Common Practice
11.21	School Exclusion and Admission	Exclusions; Admissions; Complaints Panel; Representations Panel	25 years	From date of birth	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
11.22	Social Care and Health	Adoption files; CICA Claims; Care Proceedings; Private Law Proceedings; Case Conferences; S7 Report; S37 Report; Looked After Children Report; Secure Accommodation; Inherent Jurisdiction	10 years		Common Practice
11.23	Social Care and Health	Adoption panel; Complaints panel; Children in need; Community care assessments; Disclosure -P11; Health partnerships; Learning disabilities; Adult services; General advice (adults); Financial assessment advice; Mental health; Registered homes	7 years		Common Practice
11.24	Student Awards	Student Awards	2 years		Common Practice
11.25	Traffic	Highways Agreement;	6 years	From close of case	Highways Act 1980 *From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
11.26	Traffic	Renaming of Streets	Permanent		*From ESD Local Government Record Retention*
11.27	Traffic	Traffic Regulation Orders (Temporary); Traffic Regulation Orders (Special); Traffic Regulation Orders (other)	6 years	From year records created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*

Legal Services

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
12.01	Bye-Laws	Applications and certificates; Permits; Licences; Infringement Notices (Parking); Fixed Penalty Notices (City Wardens); Correspondence	6 years	From year records created	Limitation Act 1980 (section 2) *From ESD Local Government Record Retention*
12.02	Bye-Laws	Master Set of bye-laws; Policy Development documents; Correspondence and Submissions of the process of making local Laws	6 years	From date byelaw expired	*From ESD Local Government Record Retention*
12.03	Litigation	Building Inspection Fees; Deposit Guarantee Scheme; Racial Harassment Loan; Furniture Pack; Furniture Storage	7 years		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
12.04	Litigation	Drain/ Footway and Repair Work; Rechargeable Works; Works in Default; Accident Damage; Shop Front/Face Lift Scheme; Advertising; Block schemes; Tipping charges; Target rent cooker; Removal of rubbish; Magazine Business Centre	7 years		Common Practice
12.05	Litigation	Employee Debts; Commercial Debts; Sundry Debts; Liquidation; Prosecution/ sanction files; RTB Service and Repair Charges; Residential Care Homes; Home Care Charges	Where there are any proceedings taken, including prosecution: six years from the outcome of the hearing. Where there is a custodial sentence: six years from the end of the custodial sentence.	From close of case	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
12.06	Litigation	Ex-Tenant Arrears; Ex-Tenant Arrears (With existing Court Order); Hostel Arrears; Market	7 years		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		Stall Arrears			
12.07	Litigation	High court against DCC; High court by DCC; County court against DCC; County court by DCC; Pension claims dispute; Compensation payments	6 years	From date claim settled	Common Practice
12.08	Litigation	Legal Guidance Documents		Until superseded (until new revised version available)	
12.09	Litigation	Overpaid Housing Benefit; Overpaid Housing Benefit to Landlord; Overpaid Council Tax Benefit; Overpaid Student Grants; Housing Renovation Grant	7 years		HMRC - Compliance Handbook Manual CH15400 *From ESD Local Government Record Retention*
12.10	Litigation	Road Scheme part 1 compensation claims	6 years		Common Practice

Management and Administration

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
13.00	Partnership, Agency and External Meetings	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where we legally own the record	Permanent		Common Practice
13.01	Civic and Royal Events	All records relating to the process of organising a ceremonial event or civic occasions	Permanent		*From ESD Local Government Record Retention*
13.02	Corporate Communication	Design Documents	3 years	From last action	Common Practice
13.03	Corporate Communication	Media and publicity protocols	3 years	From expiry date	*From ESD Local Government Record Retention*
13.05	Corporate Communication	Publications	3 years	From year record created	*From ESD Local Government Record Retention*
13.06	Enquiries and Complaints	Housing Tenancy Complaints	3 years	From year record created	*From ESD Local Government Record Retention*
13.07	Enquiries and Complaints	Indexes; Registers	Permanent		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
13.08	Enquiries and Complaints	Management of detailed response on council action, policy or procedure (Reports; Returns; Correspondence)	7 years	After administrative use is concluded	Common Practice
13.09	Enquiries and Complaints	Management of enquiries, submission and complaints which result in significant change in policy of procedure (Reports; Returns; Correspondence)	Permanent		Common Practice
13.10	Enquiries and Complaints	Ombudsman	10 years	From date complaint resolved	*From ESD Local Government Record Retention*
13.11	Enquiries and Complaints	Printed Material; Form letters	2 years	After administrative use is concluded	Common Practice
13.12	Information Governance	Case file records detailing the authorisation	5 years	After last used	Common Practice
13.13	Information Governance	Case file relating to Subject Access Requests	6 Years	From when the records are created	*Limitation Act 1980*
13.14	Information Governance	Case files relating to Freedom of Information and/or	6 Years	From when the records are created	*Limitation Act 1980*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		Environmental Information Requests			
13.15	Information Governance	Case file records detailing the request, consideration of exemptions and subsequent appeals	2 years	From year records created	*From ESD Local Government Record Retention*
13.14	Information Governance	Data about requests answered and outcomes	10 years	After creation	The National Archives
13.15	Information Governance	Documents of the Council's DPA/FOIA/EIR/PSI policies and procedures	3 years	From date of policy expired	*From ESD Local Government Record Retention*
13.16	Information Governance	Retention and Disposal Policy	10 years	From year records created	*From ESD Local Government Record Retention*
13.17	Preparing Business	Agendas; Minutes; Council reports; Recommendations	6 years	From date of meeting / decision	Local Authorities (Access to Information) Regulations 2000 *From ESD Local Government Record Retention* *Local Government Act 1972 s100b*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
13.18	Preparing Business	Documents establishing the committee; Reports; Recommendations; Supporting documents such as Council briefing and discussion papers	4 years	Years	*From ESD Local Government Record Retention* *Local Government Act 1972 s100b*
13.19	Public Consultation	Process of consulting the public and staff in the development of minor policies of the local authority (Correspondence)	1 year	From closure	
13.20	Public Consultation	Process of consulting the public and staff in the development of significant policies of the local authority (Correspondence)	6 years	From date records created	*From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
13.21	Quality and Performance Management	Inspection and assessment evidence – this covers self-assessments, analytical data, working papers, reports and improvement plans submitted for the purposes of statutory inspections made by Ofsted and CQC. This also covers any self assessment and wider evidence submitted for the purposes of voluntary external peer challenge activity (for example, LGA, Regional SLI or other professional body).	2 years	From closure	Common Practice
13.22	Quality and Performance Management	Best Value Review	5 years	From closure	Common Practice
13.23	Information Governance	Case records relating to Information Security breaches	6 years	The date that the breach occurred, although this may be extended whilst ongoing claims are resolved. The retention period will depend on the nature of the breach and	Limitation Act 1980, regulation 2

				claim management requirements.	

Planning and Building

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
14.01	Building Control	Building Control Registers	Permanent		*From ESD Local Government Record Retention*
14.02	Building Control	Building Regulations	6 years	From date of outcome of enforcement action	*From ESD Local Government Record Retention*
14.03	Building Control	Certificate of final inspection; Building Inspection records; Diaries	10 years	From issue of final certificate of inspection	Building Control Performance Standards 2006 *From ESD Local Government Record Retention*
14.04	Building Control	The process of approving building applications in relation to listed or other significant buildings (Building files; Plans; Specifications; Correspondence; Applications; Permits; Certificates)	Permanent		*From ESD Local Government Record Retention*
14.05	Building Control	The process of approving building applications, for all other buildings (Building files; Plans; Specifications; Correspondence;	10 years	After construction completed	Building Control Performance Standards 2006 *From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		Applications; Permits; Certificates; Objections)			
14.06	Development Control	Enforcement Notices	6 years	From date of outcome of enforcement action	Building Control Performance Standards 2006 *From ESD Local Government Record Retention*
14.07	Development Control	Historically listed buildings; Definitive map; Commons registration; Planning application files and plans; Correspondence relating to any objections; Hearing papers; Planning application register	Permanent		Common Practice
14.08	Development Control	Sites and Monuments records; Ecological records; Species Records	Permanent		Common Practice
14.09	Forward Planning	Consultation documents and replies	15 years	From year records created	*From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
14.10	Forward Planning	Inquiries and objections made by members of public; Public Inquiry documents; Amendments to definitive map	Permanent		Common Practice
14.11	Forward Planning	Local Plan	Permanent		Common Practice
14.12	Forward Planning	Mineral Planning applications consultation; Waste Planning application consultation; Objections; Inquiries - public, etc. Archaeological: advice/conditions	10 years	Offer controversial/high profile schemes to Archivist	Common Practice
14.13	Forward Planning	Structure Plan; Town Centre plans; Unitary; Development plans	Permanent		Common Practice
14.14	Forward Planning	Successful Waste Planning application; Successful Mineral Planning applications; Mineral Register; Applications for mineral extraction	Permanent		Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
14.15	Forward Planning	Tree preservation orders; Country parks and nature reserves development plans and correspondence, Land purchase agreements; Land Use surveys. Development Plan Documents, including strategic plans, local plans, area action plans and supplementary planning documents	Permanent		*From ESD Local Government Record Retention*

Procurement

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
15.01	Contracting	Major Works; Minor Works (non standard); Minor Works (Unit Rate); Computer; Consultancy; Goods; Services; Concession; Commission (work); General; Consortium Agreement; Warranties and Indemnities; Agency Contracts	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired Contracts under seal Destroy 12 years after the terms of contract have expired	After last action	Limitation Act 1980

Registration and Coroners

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
16.01	Inquiries into Deaths	Coroners Case Files (inquiring into deaths which do not proceed to an inquest)	10 years	After last action	The National Archives Section 7 *From ESD Local Government Record Retention*
16.02	Inquiries into Deaths	Reported deaths register; Coroners Case Files (inquiring into deaths which proceed to an inquest)	Permanent		The National Archives Section 9 *From ESD Local Government Record Retention*
16.03	Marriage Services	Marriage Service	6 years	After last action	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
16.04	Marriage Services	Wedding banns; Notice of marriage	2 years	After last action	Common Practice
16.05	Registration of Births, Marriages and Deaths	Birth certificate; Death certificate; Marriage certificate	1 year	From date of issue	Births and Deaths Registration Act 1953 *From ESD Local Government Record Retention*
16.06	Registration of Births, Marriages and Deaths	Births register; Deaths register; Marriage register	Permanent		*From ESD Local Government Record Retention*

Registration, Certification and Licensing

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
17.01	Investigatio n, Inspection and Monitoring	Trading standards sample and inspections records; Fire certificate compliance inspections	6 years	From date certificates expires	The Regulatory Reform (Fire Safety) Order 2005 *From ESD Local Government Record Retention*
17.02	Registration, Certification and Licensing	Applications for: animal registration; registration of a business premises; release of animals impounded; Registers;	6 years	From date licence/registration expires	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
17.03	Registration, Certification and Licensing	All records relating to the management of parking permits for disabled people	3 years and 6 months	Date of application	Common practice
17.04	Registration, Certification and Licensing	Certificates of registration of: Door supervisors; Taxi drivers; Beauty therapists; Animal movement licences; Gaming; Fire certification; Disabled Parking permits; Registration to sell poison	6 years	From date licence/registration expires	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
17.05	Registration, Certification and Licensing	Diesel licences; Petroleum licences; Health and safety licensing; Hazardous substances; Contaminated land register/pollution	Permanent		*From ESD Local Government Record Retention*
17.06	Registration, Certification and Licensing	Elderly Person's Home registration; Children's home registration	Permanent		Common Practice
17.07	Registration, Certification and Licensing	Fire Prevention notices; Fire Prevention Infringement notices; Objections to notices; Appeals against notices; Registration of premises Infringement notices; Animal Impounding notices	3 years	From year records created	*From ESD Local Government Record Retention*
17.08	Registration, Certification and Licensing	Organisation files; Child carers files; Childcare registration; Day care registration; Children's home	Permanent	Transfer to place of deposit after administrative use is concluded - 25 years from closure of centre, or discontinuation of care	Common Practice

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
17.09	Registration, Certification and Licensing	Visual Impairment Register	Permanent		Common Practice

Risk Management

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
18.01	Business Continuity Planning	Major Incident Plan Test Results	7 years		Common Practice
18.02	Business Continuity Planning	Major Incident Plan; Major incident report;	Permanent		Common Practice
18.03	Business Continuity Planning	Minor Incident Report	7 years		Common Practice
	Insurance against loss	Insurance register	Permanent		Common Practice
18.04	Insurance against loss	Process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage - Insurance policies; Correspondence	7 years	After terms of the policy have expired	*From ESD Local Government Record Retention*
18.05	Insurance against loss	Process of renewing insurance policies - Insurance policy renewal records; Correspondence	7 years	After insurance policy has been renewed	Common Practice
18.06	Insurance against loss	Process that records insurance claims against DCC or its officers – Claims records; Correspondence	6 years	From date claim settled	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*

Transport and Infrastructure

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
19.01	Design and Construction	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels	Permanent		Common Practice
19.02	Highway Development	Enquiries, consultation documents, objections and correspondence; Advertisement appeals	7 years	After decision. Offer controversial or high profile schemes to archivist	Common Practice
19.03	Highway Development	Definitive map; Amendments to definitive map; Correspondence concerning enquiries and disputes; Road adoption	Permanent	Details of responses are held on Planning system	*From ESD Local Government Record Retention*
19.04	Highway Enforcement	The process of enforcing infrastructure and transport regulations	3 years	After compliance with enforcement notice	Common Practice
19.05	Infrastructure Management	Street files; Street records; Street lighting	6 years	From year records created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
19.06	Public Transport	Structure Plan; Local transport plan;	Permanent		Common Practice
19.07	Public Transport	Timetables and routes; Maps; Fares; Customer and industry liaison	1 year	From year records created	*From ESD Local Government Record Retention*
19.08	Highway Maintenance Reporting of defects: Potholes, Street lighting, Footpaths, walls, Obstructions, Trees	All records relating to the maintenance and repair of potholes, Files relating to road building/maintenance issues. All records relating to the monitoring and removal of road obstructions.	6 years	From date records created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
19.09	Traffic Management	Traffic orders	7 Years	From year records created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
19.10	Highway Maintenance Request for works	All records relating to skips/scaffold applications, highway boundary information and construction of vehicular accesses. Footpath resurfacing	6 Years	From date records created	Limitation Act 1980 (Section 2)

		New Roads and Street Works Inspections and Permit Applications.			
19.20	Traffic and Transport NO2 Project monitoring	Vehicle passage record	30 days	1 week of data annually requested by JAQU	
19.21	Traffic and Transport Journey time monitoring	Traffic statistics	5 Years	From date collected.	

Waste Management

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
20.01	Waste Collection	Abandoned vehicles	6 years	From date records created	Limitation Act 1980 (Section 2) *From ESD Local Government Record Retention*
20.02	Waste Collection	Trade Waste	3 years	From date records created	HMRC - Compliance Handbook Manual CH15400
20.03	Waste Collection	Bulk; Domestic wastes	3 years	From date records created	From ESD Local Government Record Retention
20.04	Waste Collection	Controlled waste	6 years	From date records created	From ESD Local Government Record Retention
20.05	Waste Disposal	Management of Sites; Waste Site Plans	Permanent	From Life of the plan	Common Practice
20.06	Waste Disposal	Transfer Sites	3 years	After closure	Common Practice

Leisure Culture and Tourism

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
21.01	Derby Live	Derby LIVE users	3 years after last action – unless where consent is revoked	Last action/Consent refusal/processing objection/opt out is legally engaged	Business need to retain
21.02	Derby Live	Derby LIVE booker data for 3rd party ticketing	3 years after last action	2 years after creation date	Business need to retain
21.03	Derby Active	Derby Active - sport and leisure users	Retain from year records created for 2 years.	2 years after creation date	Local Government Association Retention Guidance
21.04	Tourism	Derby Parks - Golf users	Retain from year records created for 2 years.	2 years after creation date	Local Government Association Retention Guidance
21.05	Tourism	Details of any accidents or complaints relating to the use of leisure facilities or equipment	6 years	From last action	s.2 of the Limitation Act 1980
21.06	Tourism	Leisure and culture - mailing list sign ups	Reviewed annually - For the duration of consent	Consent refusal/processing objection opt out is legally engaged	GDPR 2016 DPA 2018

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
21.07	Leisure and culture marketing, sales and information services	Website enquiry forms A huge range of possible enquiries across services – some sales enquiries, some general, some customer service focused – e.g. around gym memberships, birthday parties, swimming lessons, ticket sales, park bookings etc.	1 year after the initial enquiry	Initial enquiry	Business need
21.08	Tourism	Leisure and culture - Press, media and VIP lists	Reviewed annually, 1 year since last activity	Last action	Business need
21.09	Tourism	Corporate prospects - B2b enquiries about corporate bookings/packages/ gym memberships	Reviewed annually, 1 year since last activity	Last action	Business need
21.10	Tourism	Tourism enquiries - consumer	3 years from last action	Last action	Business need

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
21.11	Tourism	Tourism prospects and enquiries - industry, groups, Coach companies, accommodation, international	3 years from last action	Last action	Business need
21.12	Tourism	Tourism prospects and enquiries - industry, groups, Coach companies, accommodatio n, International	3 years from last action	Last action	Business need
21.13	Tourism - Press, media and VIP lists	Reviewed annually, 1 year since last activity	Last action	Business need	Business need
21.14	All records relating to the management of tourist information centres	6 years from date record created	6 years after creation date	Limitation Act 1980	Limitation Act 1980
21.15	Derby Libraries users	Retain from date of application until date membership expires unless at that point account in default, in which case up until that	Membership expiration or debt resolution	Local Government Association Retention Guidance	Local Government Association Retention Guidance

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		default has been resolved or written off.			
21.16	Libraries	Library ban information	To be retained for the length of the ban	Expiration of ban	Best practice and business need
21.17	Live well	Healthy living and participation - Livewell users	3 years from last action	Last action	The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016 To allow smokers to re-join the service, to have an audit trail for appeals to rejoin the weight service (people can only access this once)
21.18	Live well	Healthy living and participation - Move more programme users	3 years from last action	Last action	The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016 Retention period required as part of Sport England (Get Healthy, Get Active) external funding obligations

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
21.19	Live well	Healthy living and participation - Livewell Child Weight Management programme users	3 years from last action	Last action	The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016. To allow smokers to re-join the service, to have an audit trail for appeals to rejoin the weight service (people can only access this once)
21.30	Live well	Healthy living and participation - Active Ewe and Active Supporters programme users	3 years from last action	Last action	The retention of information is in line with The Records Management Code of Practice for Health and Social Care 2016

Learning and Skills

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
22.01	Derby Adult Learning Service	All Records pertaining to European Social Fund Funding matching	Until 2030	Date reached or further information changing the Retention period expiry date	Funding and Performance Management Rules 2014 to 2020 European Social Fund (ESF) Programme

Facilities Management

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
23.01	Health, Wellbeing and Attendance	Swipe card photo data	6 months	To be destroyed 6 months after the employee leaving date.	Business need
23.02	Health, Wellbeing and Attendance	Swipe card logs	2 years	To be destroyed 2 years after date created	Working Time Regulations 1998, Reg. 9,

Outbreak Risk Management

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
24.01	Snap Survey	Voluntary questionnaire to support identification of COVID-19 related risks and mitigating actions.	Data held by Snap Surveys will be destroyed at end of contract period (2021/22). Downloaded data with identifiable information will be held for a maximum of 12 months. Data which has been anonymised will be held for a maximum of 6 years.	Date of extraction from Snap Surveys.	The Coronavirus Act 2020; The Health Protection (Notification) Regulations 2010; The Public Health (Control of Disease) Act 1984 and associated Regulations; The Care Act 2014; The Safeguarding Vulnerable Groups Act 2006; Health and Safety at Work Act 1974; Health and Social Care Act 2012, S18 Duty to improve public health; Section 12 of the Health and Social Care Act 2012; Duty to support Health and Wellbeing Boards; Section 194 of the 2012 Act Duty to produce Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWBs); Sections 192 and 193 of the 2012 Act Duty to publish an annual public health report; Section 31 the 2012 Act Public Health responses on behalf of the Local Authority to licensing applications and other statutory Local Authority functions requiring public health input; Part 3 of the National Health Services Act 2006 (as amended by Section 30 of the Health and Social Care Act 2012)

CYP integrated Commissioning

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
25.01	Placement sourcing - Children In Care	Emails, spreadsheets, logs, case- records, referrals forms, financial approval for the sourcing of placements for LAC, CiN and young homeless 16 and 17 year olds.	6 Years	From Date of placement	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
25.02	Individual Placement Agreements	Part of the contract with the provider, includes name DOB sensitive info re child	6 Years	From Date of placement	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
25.03	Complaints Information	Issues and complaints about placements	6 Years	From Date of placement	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.04	Quality Assurance	Information about the provider(s)	7 Years	From end of contract expiry	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.05	CYP Consultations	Quality Visit Questionnaire for YP draft 1	6 Years	From date of placement	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
24.06	Provider Contracts	Contracts with providers for services	6 Years	From end of contract expiry	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.07	Complex Cases Panel	Log, agenda, minutes from meeting, referral forms, case records, assessments undertaken	6 Years	From date of case conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.08	Residential Panel	Spreadsheets used to manage payments and budget monitoring - incl name, DOB, school. Referrals, tracker log.	6 Years	From date of case conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.09	Young People Housing Panel	Log, agenda, minutes from meeting, referral forms, case records, assessments undertaken	6 Years	From date of case conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.10	Social Impact Bond	Log, agenda, minutes from meeting, referral forms, case records, assessments undertaken	6 Years	From date of case conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.11	Finance	Spreadsheets used to manage payments and budget monitoring – including name, Date of Birth and school	6 Years	From date of last payment	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
24.12	Finance	Historic Invoices submitted by providers for payment. May include name and date of birth	6 Years	From date of last payment	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
24.13	Staff Management Information	Employee information specific to individuals	6 Years	From date of conclusion/ outcome	Fulfil employer responsibilities
24.14	Achieving Change Documents	Priority Families restructure, staff information	6 Years	From date of case conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1980/ 58/contents
25.15	Priority Families Panel Documents, TAF	Spreadsheet for referrals to the Integrated Early Help Commissioning Framework. Personal family, service provider and budget information held	15 Years	From date individual case closure	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
25.16	Integrated early help commissioning panel information	Social Care/early help teams on a case by case basis	15 years	From date of individual case closure	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents
25.18	National Impact Study (NIS) and Family Progress Data (FPD)	NIS data tracks the impact of services on family needs and is submitted twice per year. The FPD is anonymous data collected and provided twice per year to MHCLG.	15 years	From date of individual case closure	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
25.19	Priority Family Files	Nomination forms, outcomes forms, evidence to support PbR. Including, relevant LCS/EHM case notes, information relating to convictions, health information, progress to work evidence and employment information, DV information, census data.	15 years	From date of individual case closure	https://www.legislation.gov.uk/ukpga/1989/41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/
25.20	Partner Data Returns	Data returns to track service impact- health, DV, ADMS, Census, Families Information Service, Rent arrears,	15 years	From date of individual case closure	https://www.legislation.gov.uk/ukpga/1989/41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/
25.21	Vulnerable Children's Meeting	Baseline family information- name, DOB, family members and worker details	15 years	From date of individual case closure	https://www.legislation.gov.uk/ukpga/1989/41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/
25.22	Voices In Action, Youth Council and Derby Homes Youth Board	Consent and membership forms for the Voices in Action Youth Council and Derby Homes board;	6 years	From date of last meeting	https://www.legislation.gov.uk/ukpga/1989/ https://www.legislation.gov.uk/ukpga/2004/

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
		including, meeting attendance sheets			https://www.legislation.gov.uk/ukpga/2016/
25.23	Youth Mayor	Application forms for the youth mayor process	6 years	From date of last election	https://www.legislation.gov.uk/ukpga/1989/ https://www.legislation.gov.uk/ukpga/2004/ https://www.legislation.gov.uk/ukpga/2016/
25.24	Children In Care Council Contacts (CICC)	Database - all names, addresses, phone numbers, email addresses and allocated worker details - Excel sheet password protected.	6 years	From date of last election	https://www.legislation.gov.uk/ukpga/1989/ https://www.legislation.gov.uk/ukpga/2004/ https://www.legislation.gov.uk/ukpga/2016/
25.25	Children In Care Council – Consent	Consent to share relevant data as required by the CICC and details of CYP attending the meetings.	6 years	From date of last election	https://www.legislation.gov.uk/ukpga/1989/ https://www.legislation.gov.uk/ukpga/2004/ https://www.legislation.gov.uk/ukpga/2016/
25.26	Consent - Additional activities (Regional Event, Takeover Day, Podcasts)	Consent to share relevant data as required by the CICC and details of CYP attending the meetings. Feedback forms	6 years	From date of last election	https://www.legislation.gov.uk/ukpga/1989/ https://www.legislation.gov.uk/ukpga/2004/ https://www.legislation.gov.uk/ukpga/2016/

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
25.27	Letters/Correspondence – Children and Young People	CYP name and address	6 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/ 41/contents https://www.legislation.gov.uk/ukpga/2004/ 31/contents https://www.legislation.gov.uk/ukpga/2016/ 1/contents
25.28	Educational Placements Information (SEND)	Spreadsheets and emails containing information about school and college placements for learners with SEND	7 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/uksi/2017/44
25.29	Children Missing Education Audits	Data requested at termly audit from Providers on attendance	7 years	From date of last audit	Contract compliance – Audit
25.30	Complaints and Compliments information	Log, letters and evidence e.g. doctors' letters, log, evidence of complaints or compliments on providers. May contain personal details re learner and/or parent/carer if the complaint needs investigation	7 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1996/ 56/contents https://www.legislation.gov.uk/uksi/2015/89 3/contents/made
25.31	Home to School/college Transport	Application forms and supporting evidence	7 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1996/ 56/contents
25.32	Personal Budgets	Application forms, agreement and supporting evidence	7 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/2014/

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
					6/contents https://www.legislation.gov.uk/uksi/2015/893/contents/made
25.33	Requests for Health Funding	Clinical and personal information on individual CYP	7 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/2014/6/contents https://www.legislation.gov.uk/uksi/2015/893/contents/made https://www.legislation.gov.uk/ukpga/2012/ 7/contents
25.34	Placement Sourcing - SEND Education	Documentation supporting mini competition process for INMSS and SP16i	7 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/uksi/2015/893/contents/made
25.35	Not in Education, Employment or Training (NEET)	Names, dobs, gender, destinations, school/college, activity, address	15 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/
25.36	Children Centres	Names, dobs, services accessed	15 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/

Disposal URN	Activity	Description of Records	Retention Period	Event Trigger	Legislation/Regulations
25.37	Pupil Referral Unit (PRU)	Name, date of birth, school, address, provisions	15 years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/
25.38	Youth Offending	Name, date of birth, address, offences, outcome	15 Years	From date of conclusion/ outcome	https://www.legislation.gov.uk/ukpga/1989/41/contents https://www.legislation.gov.uk/ukpga/2004/31/contents https://www.legislation.gov.uk/ukpga/2014/