



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
1.01	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	Residential Homes	Admission / discharge registers	6 years	from last date on register	Limitation Act 1980 (Section 2)
1.05	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	Residential Homes	Duty Rosters	4 years	year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05d	Adult Social Care Services	Residential Homes	Electrical Testing, Fire Safety, Maintenance of equipment, Maintenance of the premises, Medical gas safety, storage and transport, Money or valuables deposited for safe keeping, Water safety	3 years	year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05e	Adult Social Care Services	Residential Homes	Final Annual Accounts	30 years	year in which record created	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05f	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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



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1.05i	Adult Social Care Services	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	Adult Social Care Services	Residential Homes	Staff employment	6 years	Date employment ended	Health and Social Care Act 2008 (Regulated Activities) Regulations 2010
1.05k	Adult Social Care Services	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	Adult Social Care Services	Residential Homes	All records relating to the protection of property belonging to adults in residential homes	6 years	Date of last contact with client	HMRC - Compliance Handbook Manual CH15400
1.05m	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	Residential Homes	Care Quality Commission - Inspection Reports	6 years	date of next Inspection	Limitation Act 1980 (Section 2)
1.05n	Adult Social Care Services	Residential Homes	Correspondence with the Coroner relating to deaths in adult residential homes	15 years	date of death	Common practice
1.07	Adult Social Care Services	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
1.08	Adult Social Care Services	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



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1.10	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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 Social Care Services	Adult Care Plan	All records relating to applications for and management of adult care plan	6 years	date care plan ends	Common practice



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1.10e	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	contacts that do not progress	initial contact with social care	2 years	from last contact	Common Practice
1.14	Adult Social Care Services	all	Questionnaires, survey responses and consultation contributions	6 years	completion of consultation	Common practice
1.15	Adult Social Care Services	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	Adult Social Care Services	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



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			special needs where the authority does not run an inhouse service			
1.17	Adult Social Care Services	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	Adult Social Care Services	Carers Assessment	All records relating to applications for and management of carers assessments	6 years	Assessment date	Common practice
1.19	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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
1.24	Adult Social Care Services	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	Adult Social Care Services	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	Adult Social Care Services	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)



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1.27	Adult Social Care Services	Care Act implementation	All records relating to the implementation of the Care Act 2014	6 years	date act superseded	Common practice
1.28	Adult Social Care Services	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	Adult Social Care Services	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
2.06	Children and Families Services	Adoption & Fostering	Supported lodging files	>10 years	at least 10 years	Common Practice
2.07	Children and Families Services	Adoption & 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	Children and Families Services	Adoption & Fostering	Correspondance of enquiries from potential adopters / foster carers	1 year	from last contact	Common Practice
2.09	Children and Families Services	Programme Management & 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 - Correspondance	7 years	from closure	Common Practice
2.10	Children and Families Services	Programme Management & Development	Free school meals	6 years	from year records created	HMRC - Compliance Handbook Manual CH15400 <i>From ESD Local Government Record Retention</i>
2.11	Children and Families Services	Programme Management & Development	process involved in assessing a family's suitability in the care of children - Parenting skills; Family aide work; Intensive support team		Destroy in accordance with applicable retention period for main Social Care and Health Case Record	Common Practice
2.12	Children and Families Services	Programme Management & Development	Exclusion Files	23 years	from date of birth	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>



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2.13	Children and Families Services	Programme Management & Development	Appeal Files;	2 years	from end of the appeal process	School Admissions Appeals Code 2012 <i>From ESD Local Government Record Retention</i>
2.14	Children and Families Services	Programme Management & Development	Provision of services or programmes to support the development of young persons - Correspondence	15 years	from closure	Common Practice
2.15	Children and Families Services	Programme Management & Development	Provision of services or programmes to support the development of children - Course Reports; Attendance records	25 years	from closure	Common Practice
2.16	Children and Families Services	Residential Homes	Children's Home Register	Permanent		Common Practice
2.17	Children and Families Services	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 & Schedule 4
2.18	Children and Families Services	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	Children and Families Services	Residential Homes	Record of authorised/unauthorised absences	15 years	from date of last entry	Children's Homes Regulations 2001
2.20	Children and Families Services	Residential Homes	Sanctions	15 years	from date of last entry	Children's Homes Regulations 2001
2.21	Children and Families Services	Residential Homes	Secure unit records	15 years	from date of last entry	Information & Record Management Society
2.22	Children and Families Services	Special Education	SEN Files; City Youth Justice Team Records	35 years	from date of birth	<i>From ESD Local Government Record Retention</i>
2.23	Children and Families Services	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	<i>From ESD Local Government Record Retention</i>
2.24	Children and Families Services	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) <i>From ESD Local Government Record Retention</i>



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2.25	Children and Families Services	Supporting Children	Guardian CAFCASS files / Guardian ad item	>10 years	at least 10 years from the date on which the placement is terminated	Information & Record Management Society
2.26	Children and Families Services	Supporting Children	Schedule 1 Offenders	Permanent		Sex Offenders Act 1997 <i>From ESD Local Government Record Retention</i>
2.27	Children and Families Services	Supporting Children	Child Protection Register	Permanent		Arrangements for the Placement of Children (General) Regulations 1991 <i>From ESD Local Government Record Retention</i>
2.28	Children and Families Services	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 <i>From ESD Local Government Record Retention</i>
2.30	Children and Families Services	Supporting Children	Single assessment and Advice in regards child protection	10 years	from closure	Statutory
2.31	Children and Families Services	Supporting Children	Case records of unaccompanied minors if not looked after	10 years	from closure	Common Practice
2.32	Children and Families Services	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	Children and Families Services	Supporting Children	Registration files of childminders or day care providers	10 years	from last contact (function carried out by Ofsted since 01/04/2002. Some files remain at DCC)	Ofsted
2.34	Children and Families Services	Supporting Children	Records on child minders	1 year	from year records created	<i>From ESD Local Government Record Retention</i>
2.35	Children and Families Services	Supporting Children	Records on child minders (where children have stayed overnight); Records on sessional carers (where children have stayed overnight); Investigation of allegations/incidents (where children have stayed overnight)	35 years	from last contact	Statutory
2.36	Children and Families Services	Supporting Children	Records on sessional carers	10 years	from last contact	Statutory
2.37	Children and Families Services	Supporting Children	Investigation of allegations/incidents	10 years	from date of the allegation	<i>From ESD Local Government Record Retention</i>
2.38	Children and Families Services	Supporting Children	Ofsted checks	2 years	from date response provided	Information & Record Management Society
2.39	Children and Families Services	Supporting Children	Other fostering agency checks	7 years	from date response provided	Common Practice



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2.40	Children and Families Services	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	Children and Families Services	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	Children and Families Services	Youth Service Provision	Sex Offenders Register		Subject to the length of time on register	Youth Offending Teams (England) YJB 2011
2.43	Children and Families Services	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	Children and Families Services	Youth Service Provision	Case files for young people who have had a custodial sentence or where they have had a Supervision Order resulting in them becoming 'Looked After'	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
2.45	Children and Families Services	Youth Service Provision	Statutory Orders	5 years	from closure	Youth Offending Teams (England) YJB 2011
3.01	Cemeteries & Crematoria	Burial Identity and Location	Register of interments; Cemetery Plans and Register.	20 years	from closure of the cemetery	<i>From ESD Local Government Record Retention</i>
3.02	Cemeteries & Crematoria	Burial Identity and Location	Permits; Applications; Orders.	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
4.01	Council Property	Management of Council Property	Land Deeds; Property deeds; Land & Property Rental Documents; Property Valuation Lists; Purchase & Sale of Property Register	12 years	Retention period 12 years after sale	<i>From ESD Local Government Record Retention</i>
4.02	Council Property	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	Council Property	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



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4.04	Council Property	Property and Land Management	Consolidated property & buildings annual reports; Summary of leased property; Summary of local authority's owned property; Site register; Register of leases	Permanent		Common Practice
4.05	Council Property	Property and Land Management	Lease agreements; Rental expenditure authorities; Valuation queries; Applications for leases, licences & rental revision	15 years	after the expiry of the lease	Common Practice
4.06	Council Property	Property and Land Management	Requests for works, cleaning etc.	7 years		Common Practice
4.07	Council Property	Property and Land Management	Stock monitoring records	6 years	from date of the survey of housing stock	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
4.08	Council Property	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	Council Property	Property and Land Management	System Administration (maintenance and monitoring)	1 year	from year record created	From ESD Local Government Record Retention
4.10	Council Property	Property and Land Management	Leases; Contracts; Quotes; Approvals; Fleet authorisation numbers; Approvals as drivers; Allocations & authorisations for vehicles; Maintenance of vehicles; Vehicle usage reports; vehicle log books	6 years	from date of maintenance	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
4.11	Council Property	Property Development and Renovation	Project specifications; Plans; Installation manuals; Certificates of approval.	Permanent		Common Practice
4.12	Council Property	Property Development and Renovation	Correspondence; Work orders; Tender documents; Conditions of contracts	7 years		Common Practice
5.01	Democracy	Corporate Planning & Reporting	Corporate Plan; Strategy Plans; Business Plans; Annual Reports	Permanent		From ESD Local Government Record Retention
5.02	Democracy	Corporate Planning & Reporting	Improvement Boards & Cross department consideration - strategic management team minutes; Unit/team consideration minutes	1 year	retain from date of meeting	<i>From ESD Local Government Record Retention & recommended practice</i>



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5.03	Democracy	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) <i>From ESD Local Government Record Retention</i>
5.04	Democracy	Decision Making	Draft/ Rough Minutes (All formats incl Audio Tapes)		Destroy after date of confirmation of the minutes	Common Practice
5.05	Democracy	Honours & Awards	Honours nomination form; Covering documentation; Letters of support; Referral for comment from Lord Lieutenant	5 years	after last action	Common Practice
5.06	Democracy	Policy, Procedures, Strategy & Structure	Policy, procedure, precedent, instructions, Records relating to policy implementation and development; Education Plan; Children's services plan; Community Strategy; Community/City plan; Community safety plan	6 years	from date of meeting / decision	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000
5.07	Democracy	Policy, Procedures, Strategy & Structure	Asset management plan	6 years	from year records created	<i>From ESD Local Government Record Retention</i>
5.08	Democracy	Policy, Procedures, Strategy & Structure	Minutes of monitoring and reviewing strategic plans, policies and procedures	6 years	from creation of records	<i>From ESD Local Government Record Retention</i>
5.10	Democracy	Representation	Electoral Register	Permanent		Electoral Registration and Administration Act 2013 <i>From ESD Local Government Record Retention</i>
5.11	Democracy	Representation	Ballot Papers	6 months	from close of poll	Representation of the People Regulations 2001 <i>From ESD Local Government Record Retention</i>
5.12	Democracy	Representation	Election Results	6 months	from date of election	Representation of the People Act 1985 <i>From ESD Local Government Record Retention</i>
5.13	Democracy	Representation	Leader of opposition papers	3 years	after last action	Common Practice
5.14	Democracy	Statutory Returns	Reports to Central Government	7 years	from closure	Common Practice
6.01	Finance	Accounts & Audit	Publication of council accounts; Court Case Papers; Insurance Records;	6 years	from date of records created	Local Government Finance Act 1992



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6.02	Finance	Accounts & Audit	Signed Audited Accounts	permanent		Audit Commission Act 1998
6.03	Finance	Accounts & Audit	Financial Account Working Papers; FMIS records; Government Statistical Returns; RO & CO forms; Audit Committee Meeting Minutes; Audit Terms of Reference; Audit Reports (Others)	3 years		National Archive (11) Internal Audit Records
6.04	Finance	Accounts & Audit	Audit Reports (long term contracts)	6 years		National Archive (11) Internal Audit Records
6.05	Finance	Accounts & 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	Finance	Accounts & Audit	Contracts; Agreements	6 years	from end of contract	NA(5) Contractual Records
6.07	Finance	Accounts & Audit	Internal Audit Files		Until Next Full Audit Review	
6.08	Finance	Accounts & Audit	Audit Programmes/Plans/Strategies	1 year		National Archive (11) Internal Audit Records
6.09	Finance	Accounts & Audit	Standing Orders; Financial Regulations; Computer Hardware and Software Descriptions	permanent		Common Practice
6.10	Finance	Accounts & Audit	ESF & ERDF files	permanent	documentation relating to ERDF/ESF supported projects must be retained until at least 31st December 2014 and then only destroyed with permission of the GOEM European Secretariat	Common Practice
6.11	Finance	Asset Management	Asset Register	6 years	after asset is disposed of	National Archive (10) Central Expenditure Records HMRC - Compliance Handbook Manual CH15400
6.12	Finance	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	Finance	Corporate Counter Fraud	Case file (No Prosecution)	18 months	from date of closure	Common Practice
6.14	Finance	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



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6.15	Finance	Corporate Counter Fraud	Case file (POCA order)		from date of POCA or the length of the order if longer	Proceeds of Crime Act 2002
6.16	Finance	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	Finance	Financial Provision Management	Investment Records	2 years	after investments are liquidated or matured	National Archive (10) Central Expenditure Records
6.18	Finance	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	Finance	Financial Transaction Management	Budget Books	3 years	from end of financial year to which records relate	Taxes Management Act (1970) Section 12B
6.20	Finance	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	Finance	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	Finance	Financial Transaction Management	Bank Statement; Invoices received	6 years	from year records created	HMRC - Compliance Handbook Manual CH15400
6.23	Finance	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	Finance	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	Finance	Financial Transaction Management	Audit records of monies paid and received	6 years	from year records created	HMRC - Compliance Handbook Manual CH15400 <i>From ESD Local Government Record Retention</i>
6.26	Finance	Financial Transaction Management	Cash Books / Sheets	6 years	from date of payment or receipt	National Archive (3) Accounting Records
6.27	Finance	Financial Transaction Management	Cheques drawn on Bank Accounts	6 years	from date of issue	National Archive (3) Accounting Records
6.28	Finance	Financial Transaction Management	Invoices; Purchases; Orders	6 years	from date of records created	HMRC - Compliance Handbook Manual CH15400



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6.29	Finance	Financial Transaction Management	Advice Notes	1 year		National Archive (3) Accounting Records
6.30	Finance	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	Finance	Payroll & Pensions	Occupational Health Records	30 years	in event of compensation claims for work related injuries	
6.32	Finance	Payroll & Pensions	All records relating to the transparency of senior salaries	1 year	from date of records created	Retention Guidance for Local Authority 2013
6.33	Finance	Payroll & Pensions	Inland Revenue returns; Department of Work & Pensions returns	6 years	from end of financial year to which records relate	Finance Act 2008 Schedule 37
6.34	Finance	Payroll & Pensions	Timesheets; Car Allowance Claims; Overtime Claims	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
6.35	Finance	Billing, administration and collection of Business Rates	Business rates data	Six years	From date of last transaction	ESD Local Government Record Retention
6.36	Finance	Billing, administration and collection of Business Improvement Districts (BIDs)	BID data	Six years	From date of last transaction	ESD Local Government Record Retention
6.37	Finance	Processing of Council Tax Support claims and changes in circumstances	Council Tax Support data	Six years	From date of last transaction	ESD Local Government Record Retention
6.38	Finance	Recovery of Council Tax Support excess awards	Council Tax support excess award data	Six years	From date of last transaction	ESD Local Government Record Retention
6.39	Finance	Processing of Single Discretionary Award claims	Single Discretionary Award data	Six years	From date of last transaction	ESD Local Government Record Retention
7.01	Health & Safety	Incident Records	Employees Incident report forms (Completed by the relevant manager)	6 years	from year records created	Limitation Act 1980



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7.02	Health & Safety	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) <i>From ESD Local Government Record Retention</i>
7.03	Health & Safety	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) <i>From ESD Local Government Record Retention</i>
7.04	Health & Safety	Incident Records	Investigation of work-related ill health cases by Safety Adviser	6 years		Statutory
7.05	Health & Safety	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	Health & Safety	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	Health & Safety	Inspections & Assessments	Equipment inspection records; Monitoring results	6 years	from record created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
7.08	Health & Safety	Inspections & Assessments	Property asbestos files	40 years	from closure of building	<i>From ESD Local Government Record Retention</i>
7.09	Health & Safety	Risk Assessments	Noise & 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) <i>From ESD Local Government Record Retention</i>
7.10	Health & Safety	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 <i>From ESD Local Government Record Retention</i>
7.11	Health & Safety	Risk Assessments	Personal/individual stress risk assessments (individual Risk Assessments for identifiable DCC employees)	>6 years	Length of employment + 6 years.	Statutory



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
7.12	Health & Safety	Risk Assessments	H&S monitoring (i.e. audit and inspection records) by safety advisers; Plant/equipment inspection records; Portable electrical equipment test records; Fixed electrical inspection test records; Written procedures/safe systems of work (other than asbestos etc.)	6 years		Statutory
7.15	Health & Safety	Risk Assessments	Pre-employment medical forms; Referral consultation notes	6 years	after date closed	Access to Medical Report Act 1998
8.01	Housing	Housing Provision	Home Energy; Housing Benefits; Council Tax; Housing Development; Leaseholder Records; Mortgage Records	6 years	from date of action	<i>From ESD Local Government Record Retention</i>
8.02	Housing	Housing Provision	Renewals & Grants (under £50,000); Rent Accounts	6 years	after last payment	Limitation Act 1980
8.03	Housing	Housing Provision	Renewals & Grants (over £50,000)	12 years	after last payment	Limitation Act 1980
8.04	Housing	Housing Provision	Right To Buy (case files)	6 years	from close of case	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
8.05	Housing	Managing Tenancies	Hostels; Tenancy Support; Supported Housing; Community Care	6 years	from year of record created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
8.06	Housing	Managing Tenancies	Housing Options (documents related to housing applications; allocation system)	6 years	from date of application	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
8.07	Housing	Managing Tenancies	Sheltered Housing	6 months	from date of assessment	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
8.08	Housing	Managing Tenancies	Housing Improvement & Repairs; Key Tenancy Records; Correspondance	6 years	after tenancy has expired (Dependant on relevance up to length of tenancy)	Limitations Act 1980 (section 5)
9.01	Human Resources	Employee & Industrial relations	Greivances 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



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
9.02	Human Resources	Employee & Industrial relations	H&S 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	Human Resources	Employee & 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 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.	ICO employment practices code section 2.13.1
9.04	Human Resources	Employee & 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	Human Resources	Employee & 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	Human Resources	Employee & Industrial relations	Written warning; oral warnings	18 months	from date of warning	<i>From ESD Local Government Record Retention</i>
9.07	Human Resources	Personnel Administration	Accident Forms, Personal Risk Assessments, Health Restrictions	3 years	after date of last entry	The reporting of injuries, diseases & dangerous occurrences regulations 1995
9.08	Human Resources	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



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
9.09	Human Resources	Personnel Administration	Bank, Pension, Emergency Contact & Qualifications; Employment Contracts (signed); Educational Qualifications; Adverts, JD's and Person Specs; Car Loans & Mileage Band; Change of Hours; Travel & Subsistence Documents	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
9.10	Human Resources	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	Human Resources	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
9.12	Human Resources	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	Human Resources	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	Human Resources	Health, Wellbeing and Attendance	Employee sickness absence records	7 years (6 plus current year).	creation date	<i>From ESD Local Government Record Retention</i>
9.15	Human Resources	Health, Wellbeing and Attendance	Service monitoring activities. Complaints, feedback forms, reports	2 years	creation date	<i>From ESD Local Government Record Retention</i>
9.16	Human Resources	Health, Wellbeing and Attendance	Health Referral files	85 years	Retain from date of birth for 85 years.	<i>From ESD Local Government Record Retention</i>
9.17	Human Resources	Personnel Administration	Flexi-time	2 years	Destroy 2 years after end of annual flexi period	Working time regulations 1998
9.18	Human Resources	Personnel Administration	HMRC (Inland Revenue) Approvals	Permanent	Retain permanently transfer to place of deposit when administration use is concluded. Offer to Archivist for review.	CIPD recommended retention period guidelines 2010



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
9.19	Human Resources	Personnel Administration	Income Tax & NI Returns Income Tax Records & HMRC correspondence	3 years	from end of the financial year to which the returns relate	The Income Tax (Employments) Regulations 1996
9.20	Human Resources	Personnel Administration	Radiation health surveillance; Ionising Radiation 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 radiation regulations 1999
9.21	Human Resources	Personnel Administration	JE Correspondence (relating to moderation and appeals)	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
9.22	Human Resources	Personnel Administration	Maternity leave; Paternity leave	3 years	Destroy 3 years after the end of the Tax Year in which the leave period ends	Maternity and parental leave regulations 1999
9.23	Human Resources	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	Human Resources	Personnel Administration	Probationary assessment & Appraisal 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.	Retention Guidance for Local Authority 2013
9.25	Human Resources	Personnel Administration	Salary Record; Overtime, Bonus, Payment & Expenses Records; Mileage and Car Loans, Payroll Advances, Payroll Deductions, Recoverable Expenses, Salary Change Notifications;	6 years	Payment is subject to PAYE therefore destroy 6 years after end of Tax Year to which Payment relates.	HMRC CH14530 PAYE Record Keeping Guidelines
9.26	Human Resources	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	Human Resources	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
9.28	Human Resources	Recruitment & Selection	Application forms; References - Unsuccessful candidate	6 months	Destroy 6 months after date recruitment finalised	CIPD recommended retention period guidelines 2010



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
9.29	Human Resources	Recruitment & 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	Human Resources	Recruitment & Selection	Recruitment document (Unsuccessful Disabled Candiditates)	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	Human Resources	Recruitment & Selection	Recruitment document for Social Worker Post (Unsuccessful Candiditates)	1 year	Destroy 1 year after date recruitment finalised - this is a business need to allow for "pool recruitment".	DCC business need
9.32	Human Resources	Recruitment & 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	Human Resources	Sickness Records	Certification of absence forms; Self-certification forms; Doctors Certificates; Monitoring, Certificates, Calculations	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.	Statutory Sick Pay Regulations 1982
9.34	Human Resources	Sickness Records	Staff absence form/return	2 years	after date of record	Retention Guidance for Local Authority 2003
9.35	Human Resources	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	Human Resources	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	Human Resources	Termination	Retirement & Transfers (TUPE); Redeployment	6 years	from date of transfer	Transfer of Undertakings (Protection of Employment) Regulations 2006
9.38	Human Resources	Training & Development	Training Course Materials	2 years	Destroy 2 years after course superceeded.	Retention Guidance for Local Authority 2003
9.39	Human Resources	Training & 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	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
10.01	Information Management	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	Information Management	Records Management	Disposal Certificates	10 years	from year records created	<i>From ESD Local Government Record Retention</i>
11.01	Legal & Contracts	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	Legal & Contracts	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	Legal & Contracts	Educational Trusts	Educational Trusts	> 7 years	keep for minimus of 7 years	Common Practice
11.04	Legal & Contracts	Employment Law	Advice; Tribunals; Disciplinary matter; Equal pay claims	7 years		Common Practice
11.05	Legal & Contracts	Housing	Disposal (Non RTB)	Permanent		Common Practice



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
11.06	Legal & Contracts	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	<i>From ESD Local Government Record Retention</i>
11.07	Legal & Contracts	Housing	Right to Buy (unit rate); Right to Buy (non standard)	25 years		Common Practice
11.08	Legal & Contracts	Housing	Section 25 (Unit Rate); Section 25 (Non-standard); Assignment; Grant; Renewal; Surrender; Termination; Variation; WayLeave	16 years		Common Practice
	Legal & Contracts	Housing	Rent review;	6 years	from close of case	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
11.09	Legal & Contracts	Licences	Standard; Non-standard; Amenity; Property	16 years		Common Practice
11.10	Legal & Contracts	Licensing	Liquor Licensing; Licensing Appeals	7 years		Common Practice
11.11	Legal & Contracts	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-DSO advice; Land searches; Registration; Voluntary registration project; Legal Complaints;	7 years		Common Practice



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
11.12	Legal & Contracts	Other Legal	Charter and Civic Rights; Preservation Orders; Local Authority Company Work; Trust & Probate (advice and assistance); Orders otherwise uncategorised	Permanent		Common Practice
11.13	Legal & Contracts	Other Legal	Compulsory Purchase Orders; Shires Compulsory Purchase order; Covenants; Releases; Variation; Easement; Miscellaneous; Acquisitions; Appropriations; Transfers; Purchases (Land)	25 years		Common Practice
	Legal & Contracts	Other Legal	Footpath Diversion Orders;	Permanent		From ESD Local Government Record Retention
11.14	Legal & Contracts	Other Legal	Economic Development; Non Housing; ERDF funded projects; Land; Property	16 years		Common Practice
11.15	Legal & Contracts	Other Legal	Intellectual Property Rights	6 years	from date intellectual property / copyright ends	From ESD Local Government Record Retention
11.16	Legal & Contracts	Planning	Agreements; Enforcement; Discontinuance notices	25 years		Common Practice
11.17	Legal & Contracts	Planning	Listed Buildings	Permanent		<i>From ESD Local Government Record Retention</i>
11.18	Legal & Contracts	Planning	Planning Appeals	7 years		Common Practice
11.19	Legal & Contracts	Prosecution	Material unused in prosecution	6 months	after conviction/custodial sentence	Common Practice
11.20	Legal & Contracts	Prosecution	Prosecutions by DCC; Injunctions; Anti-social behaviour; Prosecution against DCC; Prosecution Sanction Files	7 years		Common Practice
11.21	Legal & Contracts	School Exclusion & Admission	Exclusions; Admissions; Complaints Panel; Representations Panel	25 years	from date of birth	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
11.22	Legal & Contracts	Social Care & 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



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
11.23	Legal & Contracts	Social Care & 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	Legal & Contracts	Student Awards	Student Awards	2 years		Common Practice
11.25	Legal & Contracts	Traffic	Highways Agreement;	6 years	from close of case	Highways Act 1980 <i>From ESD Local Government Record Retention</i>
11.26	Legal & Contracts	Traffic	Renaming of Streets	Permanent		<i>From ESD Local Government Record Retention</i>
11.27	Legal & Contracts	Traffic	Traffic Regulation Orders (Temporary); Traffic Regulation Orders (Special); Traffic Regulation Orders (other)	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
12.01	Legal Services	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) <i>From ESD Local Government Record Retention</i>
12.02	Legal Services	Bye-Laws	Master Set of bye-laws; Policy Development documents; Correspondence and Submissions of the process of making local Laws	6 years	from date ob byelaw expired	<i>From ESD Local Government Record Retention</i>
12.03	Legal Services	Litigation	Building Inspection Fees; Deposit Guarantee Scheme; Racial Harassment Loan; Furniture Pack; Furniture Storage	7 years		Common Practice



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
12.04	Legal Services	Litigation	Drain/ Footway & 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	Legal Services	Litigation	Employee Debts; Commercial Debts; Sundry Debts; Liquidation; Prosecution/ sanction files; RTB Service & 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) <i>From ESD Local Government Record Retention</i>
12.06	Legal Services	Litigation	Ex-Tenant Arrears; Ex-Tenant Arrears (With existing Court Order); Hostel Arrears; Market Stall Arrears	7 years		Common Practice
12.07	Legal Services	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	Legal Services	Litigation	Legal Guidance Documents		Until superseded (until new revised version available)	
12.09	Legal Services	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 <i>From ESD Local Government Record Retention</i>
12.10	Legal Services	Litigation	Road Scheme part 1 compensation claims	6 years		Common Practice
13.00	Management and Administration	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



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
	Management and Administration	Partnership, Agency and External Meetings	The process of preparing business for external committees' considerations, and making the record of discussion, debate and resolutions where we do not own the record	3 years	3 Years after last action	Common Practice
13.01	Management and Administration	Civic & Royal Events	All records relating to the process of organising a ceremonial event or civic occasions	Permanent		<i>From ESD Local Government Record Retention</i>
13.02	Management and Administration	Corporate Communication	Design Documents	3 years	from last action	Common Practice
13.03	Management and Administration	Corporate Communication	Media and publicity protocols	3 years	from expiry date	<i>From ESD Local Government Record Retention</i>
13.05	Management and Administration	Corporate Communication	Publications	3 years	from year record created	<i>From ESD Local Government Record Retention</i>
13.06	Management and Administration	Enquiries & Complaints	Housing Tenancy Complaints	3 years	from year record created	<i>From ESD Local Government Record Retention</i>
13.07	Management and Administration	Enquiries & Complaints	Indexes; Registers	Permanent		Common Practice
13.08	Management and Administration	Enquiries & 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	Management and Administration	Enquiries & Complaints	Management of enquiries, submission and complaints which result in significant change in policy of procedure (Reports; Returns; Correspondence)	Permanent		Common Practice
13.10	Management and Administration	Enquiries & Complaints	Ombudsman	10 years	from date complaint resolved	<i>From ESD Local Government Record Retention</i>
13.11	Management and Administration	Enquiries & Complaints	Printed Material; Form letters	2 years	after administrative use is concluded	Common Practice
13.12	Management and Administration	Information Governance	Case file records detailing the authorisation	5 years	after last used	Common Practice
13.13	Management and Administration	Information Governance	Case file relating to Subject Access Requests	6 Years	From when the records are created	<i>Limitation Act 1980</i>



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
13.14	Management and Administration	Information Governance	Case files relating to Freedom of Information and/or Environmental Information Requests	6 Years	From when the records are created	<i>Limitation Act 1980</i>
13.15	Management and Administration	Information Governance	Case file records detailing the request, consideration of exemptions and subsequent appeals	2 years	from year records created	<i>From ESD Local Government Record Retention</i>
13.14	Management and Administration	Information Governance	Data about requests answered and outcomes	10 years	after creation	The National Archives
13.15	Management and Administration	Information Governance	Documents of the Council's DPA/FOIA/EIR/PSI policies and procedures	3 years	from date of policy expired	<i>From ESD Local Government Record Retention</i>
13.16	Management and Administration	Information Governance	Retention and Disposal Policy	10 years	from year records created	<i>From ESD Local Government Record Retention</i>
13.17	Management and Administration	Preparing Business	Agendas; Minutes; Council reports; Recommendations	6 years	from date of meeting / decision	Local Authorities (Access to Information) Regulations 2000 <i>From ESD Local Government Record Retention</i> <i>Local Government Act 1972 s100b</i>
13.18	Management and Administration	Preparing Business	Documents establishing the committee; Reports; Recommendations; Supporting documents such as Council briefing and discussion papers	4 years	Years	<i>From ESD Local Government Record Retention</i> <i>Local Government Act 1972 s100b</i>
13.19	Management and Administration	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	Management and Administration	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	<i>From ESD Local Government Record Retention</i>



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
13.21	Management and Administration	Quality & 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	Management and Administration	Quality & Performance Management	Best Value Review	5 years	from closure	Common Practice
14.01	Planning & Building	Building Control	Building Control Registers	Permanent		<i>From ESD Local Government Record Retention</i>
14.02	Planning & Building	Building Control	Building Regulations	6 years	from date of outcome of enforcement action	<i>From ESD Local Government Record Retention</i>
14.03	Planning & Building	Building Control	Certificate of final inspection; Building Inspection records; Diaries	10 years	from issue of final certificate of inspection	Building Control Performance Standards 2006 <i>From ESD Local Government Record Retention</i>
14.04	Planning & Building	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		<i>From ESD Local Government Record Retention</i>
14.05	Planning & Building	Building Control	The process of approving building applications, for all other buildings (Building files; Plans; Specifications; Correspondence; Applications; Permits; Certificates; Objections)	10 years	after construction completed	Building Control Performance Standards 2006 <i>From ESD Local Government Record Retention</i>
14.06	Planning & Building	Development Control	Enforcement Notices	6 years	from date of outcome of enforcement action	Building Control Performance Standards 2006 <i>From ESD Local Government Record Retention</i>



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
14.07	Planning & Building	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	Planning & Building	Development Control	Sites and Monuments records; Ecological records; Species Records	Permanent		Common Practice
14.09	Planning & Building	Forward Planning	Consultation documents and replies	15 years	from year records created	<i>From ESD Local Government Record Retention</i>
14.10	Planning & Building	Forward Planning	Inquiries and objections made by members of public; Public Inquiry documents; Amendments to definitive map	Permanent		Common Practice
14.11	Planning & Building	Forward Planning	Local Plan	Permanent		Common Practice
14.12	Planning & Building	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	Planning & Building	Forward Planning	Structure Plan; Town Centre plans; Unitary; Development plans	Permanent		Common Practice
14.14	Planning & Building	Forward Planning	Successful Waste Planning application; Successful Mineral Planning applications; Mineral Register; Applications for mineral extraction	Permanent		Common Practice



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
14.15	Planning & Building	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		<i>From ESD Local Government Record Retention</i>
15.01	Procurement	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	<p><u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired</p> <p>Contracts under seal Destroy 12 years after the terms of contract have expired</p>	After last action	Limitation Act 1980
16.01	Registration & Coroners	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 <i>From ESD Local Government Record Retention</i>
16.02	Registration & Coroners	Inquiries into Deaths	Reported deaths register; Coroners Case Files (inquiring into deaths which proceed to an inquest)	Permanent		The National Archives Section 9 <i>From ESD Local Government Record Retention</i>
16.03	Registration & Coroners	Marriage Services	Marriage Service	6 years	after last action	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
16.04	Registration & Coroners	Marriage Services	Wedding banns; Notice of marriage	2 years	after last action	Common Practice
16.05	Registration & Coroners	Registration of Births, Marriages and Deaths	Birth certificate; Death certificate; Marriage certificate	1 year	from date of issue	Births and Deaths Registration Act 1953 <i>From ESD Local Government Record Retention</i>
16.06	Registration & Coroners	Registration of Births, Marriages and Deaths	Births register; Deaths register; Marriage register	Permanent		<i>From ESD Local Government Record Retention</i>
17.01	Registration, Certification and Licensing	Investigation, Inspection & Monitoring	Trading standards sample and inspections records; Fire certificate compliance inspections	6 years	from date certificates expires	The Regulatory Reform (Fire Safety) Order 2005 <i>From ESD Local Government Record Retention</i>



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
17.02	Registration, Certification and Licensing	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) <i>From ESD Local Government Record Retention</i>
17.03	Adult Social Care Services	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	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) <i>From ESD Local Government Record Retention</i>
17.05	Registration, Certification and Licensing	Registration, Certification and Licensing	Diesel licences; Petroleum licences; Health and safety licensing; Hazardous substances; Contaminated land register/pollution	Permanent		<i>From ESD Local Government Record Retention</i>
17.06	Registration, Certification and Licensing	Registration, Certification and Licensing	Elderly Person's Home registration; Children's home registration	Permanent		Common Practice
17.07	Registration, Certification and Licensing	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	<i>From ESD Local Government Record Retention</i>
17.08	Registration, Certification and Licensing	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
17.09	Registration, Certification and Licensing	Registration, Certification and Licensing	Visual Impairment Register	Permanent		Common Practice
18.01	Risk Management	Business Continuity Planning	Major Incident Plan Test Results	7 years		Common Practice
18.02	Risk Management	Business Continuity Planning	Major Incident Plan; Major incident report;	Permanent		Common Practice



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
18.03	Risk Management	Business Continuity Planning	Minor Incident Report	7 years		Common Practice
	Risk Management & Insurance	Insurance against loss	Insurance register	Permanent		Common Practice
18.04	Risk Management & Insurance	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	<i>From ESD Local Government Record Retention</i>
18.05	Risk Management & Insurance	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	Risk Management & Insurance	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) <i>From ESD Local Government Record Retention</i>
19.01	Transport & Infrastructure	Design & Construction	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels	Permanent		Common Practice
19.02	Transport & Infrastructure	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	Transport & Infrastructure	Highway Development	Definitive map; Amendments to definitive map; Correspondence concerning enquiries and disputes; Road adoption	Permanent	Details of responses are held on Planning system	<i>From ESD Local Government Record Retention</i>
19.04	Transport & Infrastructure	Highway Enforcement	The process of enforcing infrastructure and transport regulations	3 years	after compliance with enforcement notice	Common Practice
19.05	Transport & Infrastructure	Infrastructure Management	Street files; Street records; Street lighting	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
19.06	Transport & Infrastructure	Public Transport	Structure Plan; Local transport plan;	Permanent		Common Practice
19.07	Transport & Infrastructure	Public Transport	Timetables and routes; Maps; Fares; Customer and industry liaison	1 year	from year records created	<i>From ESD Local Government Record Retention</i>



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
19.08	Transport & Infrastructure	Road Maintenance	Road Maintenance	6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
19.09	Transport & Infrastructure	Traffic Management	Traffic orders	7 Years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
20.01	Waste Management	Waste Collection	Abandoned vehicles	6 years	from date records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>
20.02	Waste Management	Waste Collection	Trade Waste	3 years	from date records created	HMRC - Compliance Handbook Manual CH15400
20.03	Waste Management	Waste Collection	Bulk; Domestic wastes	3 years	from date records created	From ESD Local Government Record Retention
20.04	Waste Management	Waste Collection	Controlled waste	6 years	from date records created	From ESD Local Government Record Retention
20.05	Waste Management	Waste Disposal	Management of Sites; Waste Site Plans	Permanent	from Life of the plan	Common Practice
20.06	Waste Management	Waste Disposal	Transfer Sites	3 years	after closure	Common Practice
21.01	Leisure, Culture & Tourism services	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	Leisure, Culture & Tourism services	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	Leisure, Culture & Tourism services	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	Leisure, Culture & Tourism services	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	Leisure, Culture & Tourism services	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	Leisure, Culture & Tourism services	Tourism	Leisure & 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	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
21.07	Leisure, Culture & Tourism services	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 focussed – 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	Leisure, Culture & Tourism services	Tourism	Leisure & culture - Press, media & VIP lists	Reviewed annually, 1 year since last activity	Last action	Business need
21.09	Leisure, Culture & Tourism services	Tourism	Corporate prospects - B2b enquiries about corporate bookings/packages/gym memberships	Reviewed annually, 1 year since last activity	Last action	Business need
21.10	Leisure, Culture & Tourism services	Tourism	Tourism enquiries - consumer	3 years from last action	Last action	Business need
21.11	Leisure, Culture & Tourism services	Tourism	Tourism prospects and enquiries - industry, groups, Coach companies, accommodation, international	3 years from last action	Last action	Business need
21.12	Leisure, Culture & Tourism services	Tourism	Tourism prospects and enquiries - industry, groups, Coach companies, accommodation, International	3 years from last action	Last action	Business need
21.13	Tourism	Tourism - Press, media & VIP lists	Reviewed annually, 1 year since last activity	Last action	Business need	Business need
21.14	Tourism	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



Disposal URN	Function	Activity	Description of Records	Retention Period	Event Trigger	Legislation / Regulations
21.15	Libraries	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 default has been resolved or written off.	Membership expiration or debt resolution	Local Government Association Retention Guidance	Local Government Association Retention Guidance
21.16	Leisure, Culture & Tourism services	Libraries	Library ban information	To be retained for the length of the ban	Expiration of ban	Best practice & business need
21.17	Leisure, Culture & Tourism services	Live well	Healthy living & 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	Leisure, Culture & Tourism services	Live well	Healthy living & 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
21.19	Leisure, Culture & Tourism services	Live well	Healthy living & 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	Leisure, Culture & Tourism services	Live well	Healthy living & 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



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