

# Communities

## Retention Schedule

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**Team:** Information Management

**Protective Marking:** Public

# Communities Retention Schedule

Information Type	Example	Definition	Retention Period	Notes
Admin - Internal	Minutes of internal meetings		2 years	
Admin - Corporate	Service plans, Strategies		Destroy when out of date but ensure PTES library has one copy	
Admin - External	Minutes of meetings with external organisations		5 years unless related to a project, then follow project guidelines	
Admin - Partnership Agency	Minutes of meetings with partner agencies		Permanent	
Assets - Acquisition and Disposal	Legal documents relating to purchase/sale, Particulars of sale documents, Board of survey, Leases, Applications for leases, licenses and rental revision, Tender documents, Conditions of contracts, Certificates of approval	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	6 years (if under £50,000) or 12 years (if over £50,000) after all obligations/entitlements are concluded	Statutory
Assets - Monitoring	Subsidiary asset registers	Management systems that allow the monitoring and management of assets in summary form	7 years after the conclusion of the financial transaction that the record supports	Common Practice
Assets - Reviewing	Routine returns and reports on asset status, Inventories, Stocktaking, Surveys of usage, Acquisition and disposal reports and proposals	Process of reporting and reviewing assets status	2 years after administrative use is concluded	Common Practice

# Communities Retention Schedule

Information Type	Example	Definition	Retention Period	Notes
CCTV Footage	Footage from school buses, Footage from business centres		16 days unless required for evidential purposes	
Compliments			Keep compliments for 12 months.	
Comments & Complaints – Re. the management <b>in summary form</b> of enquiries and complaints directed to the council			Retain 6 years after administrative use is concluded then destroy.	Limitation Act 1980
Comments & Complaints – Re. the management of enquiries, submissions and complaints <b>which result in significant changes to policy or procedures</b>	Indexes, Registers, Reports, Returns, Correspondence, Ombudsman, Printed material, Form letters		Retain 6 years after administrative use is concluded then destroy.	Limitation Act 1980
Comments & Complaints – Re. the management of <b>detailed</b> responses on council actions, policy or procedures	Indexes, Registers, Reports, Returns, Correspondence, Ombudsman, Printed material, Form letters		Offer to County Record Office after administrative use is concluded.	Common Practice

# Communities Retention Schedule

Comments & Complaints – Re. the management of <b>routine</b> responses on council actions, policy or procedures	Indexes, Registers, Reports, Returns, Correspondence, Ombudsman, Printed material, Form letters		Offer to County Record Office after administrative use is concluded.	Common practice
Consultation leading to Significant Policies		The process of consulting the public and staff in the development of significant policies of the local authority	5 years from closure	Common Practice
Consultation leading to Minor Policies		The process of consulting the public and staff in the development of minor policies of the local authority	1 year from closure	Common Practice
Contracts - Ordinary		The process involved in the development and specification of a contract	6 years after the terms of contract have expired. See Quality Procedures 014 and 022	Statutory. For project files containing drafts leading to a final version, these records can be destroyed
Contracts Under Seal		The process involved in the development and specification of a contract	12 years after the terms of contract have expired. See Quality Procedures 014 and 022	Statutory. For project files containing drafts leading to a final version, these records can be destroyed

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Countryside Recreation Records			Permanent	Common Practice
Digital Photographs			Only save what is actually required. Destroy when no longer required to reduce pressures on disk space. Name and catalogue photographs for ease of retrieval. Avoid duplication. Contact IT Services for advice on editing and cataloguing.	
Equipment Maintenance	Service records, Plant files	The process of maintaining plant and equipment	7 years after sale or disposal of asset	Common Practice
Financial - Annual Reporting	Consolidated annual reports, Consolidated financial statements, Statement of financial position, Operating statements, General ledger	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Offer to County Records Office for review	Common Practice
Financial - Anything involving European funding			3 years after the end of the EU programme under which the project was funded	NB EU programmes often do not finish on time and care must be taken in identifying the date of closure. Take advice from the government office.

# Communities Retention Schedule

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Financial - Approvals Process for Purchase	Appointments and delegations, Audit investigations, Arrangements for the provision of goods and/or services	Management of the approvals process for purchase, including investigations	7 years after the end of the financial year in which the records were created	Statutory
Financial - National Insurance	Notification and input records	Processes involved in the collection of National Insurance Numbers	2 years after the employee ceases employment	Common Practice
Financial - Payroll	Authority sheets, Payroll deduction authorities, Payroll disbursement, Employee pay records, Employee taxation records	Accountable processes relating to payment of employees	7 years after the conclusion of the financial transaction that the record supports	Statutory
Financial - Periodic Reporting	Consolidated monthly and quarterly reports & financial statements, Working papers for the preparation of the above, Monthly accrual statements, Cashflow statements, Creditor listings and reports, Debtor listings and reports	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period	Destroy when administrative use is concluded	Common Practice

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Financial - Receipt, Expenditure and Write Offs	Allowances, Work orders, Invoices, Credit card statements, Cash books, Receipts, Cheque counterfoils, Bank statements, Subsidiary ledgers, Journals, Vouchers, Funding bids, WCC grant funding to external organisations	Identification of the receipt, expenditure and write offs of public monies	6 years after the conclusion of the financial transaction that the record supports	Statutory. This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue
Financial - Reconciliation	Reconciliation, Summaries of accounts	Processes that balance and reconcile financial accounts	2 years after administrative use is concluded	Common Practice
Financial - Taxation Records	Taxation records, Motor vehicle logs, Fringe benefits tax records, Group certificates		5 years after the end of the financial year in which the records were created	Statutory
Health and Safety - Injury Records	Accident books	Process that records injuries to adults	3 years from closure	Statutory
Health and Safety - Inspecting Equipment	Equipment inspection records	Process of inspecting equipment to ensure it is safe	6 years from destruction of the equipment	Statutory
Health and Safety - Risk Assessment	Risk assessment	Process to assess the level of risk at work	3 years from last assessment	Statutory
Performance Management - Assessment	Assessment form	The process of assessing the quality, efficiency, or performance of a local authority service or unit	2 years from closure	Common Practice

# Communities Retention Schedule

Information Type	Example	Definition	Retention Period	Notes
Performance Management - Monitoring and Reviewing	Best Value Review	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	5 years from closure	Common Practice
Personnel - Administering Employees	Medical clearance, Letter of appointment, Letter of acceptance, Details of assigned duties, Probation reports, Medical examinations, Personal particulars, Educational qualifications, Declarations of pecuniary interests, Secrecy undertakings, Employment contracts	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment regulations	6 years from date of last pension payment	Common Practice
Personnel - Records	Employment Registers, Registers of personnel files, Personal History cards, Superannuation history card, Salary master record	Summary management systems that allow the monitoring and management of employees in summary form	Offer to County Records Office for review	Common Practice
Personnel - Recruitment	Advertisements, Applications, Referee Reports, Interview Reports, Unsuccessful Applicants	The selection of an individual for an established position	1 year after recruitment has been finalised	Common Practice
Personnel - Staff Termination	Resignation, Redundancy (Section 188), Dismissal, Death, Retirement	The process of termination of staff through voluntary redundancy, dismissal and retirement	6 years after termination. If a pension is paid, 6 years after last payment	Common Practice



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Information Type	Example	Definition	Retention Period	Notes
Planning - Area Development	Planning application files and plans, Correspondence relating to any objections, Hearing papers, Planning application register	The process of controlling development of areas through applications for planning permission	Transfer planning application register to County Records Office once the register has been completed (or at arranged intervals if it is held electronically). Refer all other records to County Records Office for sampling	Common Practice
Planning - Building Inspections	Certificate of final inspection, Building inspection records, Diaries	The process of inspecting building work for the purpose of ensuring compliance	10 years after the issue of a certificate of final inspection	Common Practice
Planning - Comments and Objections	Waste Planning application consultation, Mineral Planning applications consultation, Objections, Inquiries (public etc), Archaeological (advice/conditions)	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	15 years after decision. Offer controversial/high profile schemes to County Records Office	Common Practice
Planning - Controls	Successful Waste Planning application, Successful Mineral Planning applications, Amendments to definitive map, Mineral Register, Applications for extra mineral extraction, Land Use surveys	The activity of establishing planning scheme controls and providing for them to be amended	Offer to County Records Office for review	Common Practice

# Communities Retention Schedule

Information Type	Example	Definition	Retention Period	Notes
Planning - Enforcing Regulations		The process of enforcing building or land regulations	3 years after compliance with enforcement notice	
Planning - Listed Building Applications	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates	The process of approving building applications in relation to listed or other significant buildings	Offer to County Records Office for review	Common Practice
Planning - Other Building Applications	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates, Objections	The process of approving building applications	15 years after construction completed	Common Practice
Planning - Recording Information	Sites and Monuments records, Ecological records, Species records, Historically listed buildings, Definitive map, Commons registration	The activity of recording information on historical buildings, monuments and ecology at a specific site	Offer to County Records Office for review	Common Practice
Planning - Regulating use of Land and Buildings		The process of regulating the planned use of land or buildings	15 years after closure	Common Practice
Planning - Scheme Regulation	Building Control registers	The summary management of planning scheme regulation	Offer to County Records Office for review	Common Practice

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Information Type	Example	Definition	Retention Period	Notes
Planning - Strategic Plans	Structure Plan, Local Plan, Town Centre plans, Unitary Development plans	The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure the implementation of the Structure Plan	Offer to County Records Office for review after plan is superseded	Common Practice
Press Releases	Press release database		3 years	Common Practice
Projects	Traffic calming scheme		Within the project folder, the file that has to be retained for the longest dictates how long the whole project file is held. See Quality Procedure 029 issue 3 for further guidance on keeping project files	
Property - Lease Management	Lease agreements, Rental expenditure authorities, Valuation queries, Applications for leases, licences and rental revision	The process of managing leased property	15 years after the expiry of the lease	Common Practice
Property - Occupancy Management	Requests for works, cleaning, etc, Tenant files, Register of key holders, Register of contractors and suppliers	The process of managing the occupancy of property	7 years after the conclusion of the transaction that the record supports	Common Practice

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Information Type	Example	Definition	Retention Period	Notes
Public Transport Information	Timetables and routes, Maps, Fares, Customer and industry liaison	The activities involved in the management and provision of public transport	3 years after superseded or last action	Common Practice
Publications		The published work of the local authority	Destroy after administrative use is concluded. One copy from the initial print run should go directly to the archive	Common Practice
Publications - Design		The process of designing setting information for publication	3 years from last action	Common Practice
Publications - Media	Press cuttings, Media reports	Media publications concerning local authorities	Offer to County Records Office for review	Common Practice
Research			Permanent Keep active until published, then archive	
Road Maintenance	Street Works Register	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels	12 years after action completed	Common Practice
Staff Monitoring - Attendance	Sick leave, Jury service, Study leave, Special and personal leave, Attendance books, Flexitime sheets, Leave applications, Clock on/off cards, Annual leave	Process of monitoring staff leave and attendance	2 years after action completed	Common Practice

# Communities Retention Schedule

Information Type	Example	Definition	Retention Period	Notes
Staff Monitoring - Performance	Probation reports, Performance plans		5 years after action completed	Common Practice
Statutory Returns	Reports to central government	The process of preparing information to be passed on to central government as part of statutory requirements	7 years from closure	Common Practice
Systems - Administration		The process to support and administer a system used to support the activities of the local authority	5 years after last action	
Systems - Development		The internal process to develop or extend the capabilities of a system used to support the activities of the local authority	Retain for life of system, then destroy	
Systems - Implementation	Implementation Plan	The process to implement a system used to support the activities of the local authority	7 years after last action	
Tender	Opening notice, Tender envelope	The process involved in the issuing and return of a tender	1 year after start of contract	Common Practice
Traffic Controls and Information Systems team Correspondence			6 years	

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Traffic Management - Correspondence			4 years	
Traffic Management - Design Files	Basic information and certification for the scheme, Record of the scheme, Decisions made, Safety considerations, Modifications to the scheme, Reasons for modifications	The design files for all traffic signal and controlled crossings schemes	5 years after the date of decommissioning	
Traffic Management - Planning	Traffic orders	The activity of planning and programming the continued flow, diversion or reduction of traffic	7 years after action completed	Common Practice
Traffic Management - Works Instructions			4 years	
Training	Course individual staff assessment	Routine staff training processes, not occupational health and safety related	2 years after action completed	Common Practice
Training - Health and Safety	OH&S training register	Occupational health and safety training	10 years after training completed. Individual course assessment records should be destroyed once the training has been renewed every 3 years	Common Practice
Training - Materials			1 year after course is superseded	Common Practice

# Communities Retention Schedule

Information Type	Example	Definition	Retention Period	Notes
Training - Proof of Completion	Certificates, Awards, Exam Results		7 years after action completed	Common Practice
Transport - Comments and Complaints	Enquiries, consultation documents, objections and correspondence	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	7 years after decision. Offer controversial/high profile schemes to County Records Office	Common Practice
Transport - Design and Construction		The activity of planning, designing, programming and constructing roads, streets, bridges and tunnels	Offer to County Records Office for review	Common Practice
Transport - Enforcing Regulations		The process of enforcing infrastructure and transport regulations	50 years after enforcement notice. 3 years after compliance with enforcement notice	Common Practice
Transport - Location of Rights of Way	Definitive map, Correspondence concerning enquiries and disputes	The activity of recording location of highways, bridle paths and rights of way	Offer to County Records Office for review	Common Practice
Transport - Planning Scheme Controls	Amendments to definitive map, Road adoption	The activity of establishing planning scheme controls and providing for them to be amended and modified	Offer to County Records Office for review	Common Practice

# Communities Retention Schedule

Information Type	Example	Definition	Retention Period	Notes
Transport - Strategy	Structure plan, Local transport plan	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Offer to County Records Office for review	Common Practice
Vehicles - Acquisition	Leases, Contracts, Quotes, Approvals, Fleet authorisation numbers	The process of acquisition and disposal of vehicles through lease or purchase	7 years after the sale or disposal of the vehicle	
Vehicles - Allocation and Maintenance	Approvals as drivers, Allocations and authorisations for vehicles, Maintenance	The process of managing allocation and maintenance of vehicles	7 years after the sale or disposal of the vehicle	
Vehicles - Drivers Usage	Vehicle log book	The process of recording drivers' usage	7 years after closure	
Vehicles - Usage	Vehicle usage reports	The process of recording vehicle usage	3 years after sale or disposal of vehicle	
Waste - Controlled Collection		The process of arranging the collection or transportation of controlled waste	6 years after last action	Common Practice
Waste - Disposal		The summary management of sites used for the disposal of waste within the local authority	Offer to County Records Office for review	Common Practice
Waste - Household Collection		The process of arranging the collection or transportation of household waste	2 years after last action	Common Practice



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Information Type	Example	Definition	Retention Period	Notes
Waste - Site Management	Waste site plans	The process involved in managing the use, type and amount of waste to be disposed of at a specific site	Offer to County Records Office for review	Common Practice
Waste - Storage	Transfer sites	The process of the short-term storage of household waste	10 years after site closure	Common Practice