

Swansea Council

Records Retention Schedule

Financial Services	Page 3
Corporate Services	Page 13
Communications	Page 14
Community Safety & Emergencies	Page 16
Customer Services	Page 18
Democracy & Governance	Page 20
Health and Safety	Page 23
Human Resources	Page 24
Information & Communication Technology	Page 30
Information Management	Page 33
Leadership	Page 35
Legal	Page 37
Procurement	Page 43
Strategic Planning & Policy	Page 44
Place	Page 46
Crematoria & Cemeteries	Page 47
Economy & Regeneration	Page 50
Environmental Health & Licensing	Page 54
Environmental Protection	Page 61
Housing	Page 64
Leisure & Culture	Page 69
Planning & Building Control	Page 73
Property	Page 76
Public Health	Page 80
Registration & Coroner	Page 83
Transport & Infrastructure	Page 85
Waste Management	Page 91

Swansea Council

Records Retention Schedule

Education	Page 93
Social Services	Page 98
Adult Services	Page 99
Child and Family Services	Page 101
Partnership and Commissioning	Page 105

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Asset management	Maintenance of assets, including plant and equipment	Destroy	7 years	Notification of disposal of asset	N	OFFICIAL	RGLA 7.28
Asset management	Fixes Asset Register	Retain	Permanent		N	OFFICIAL	RGLA 7.24
Asset management	Asset Valuations	Destroy	2 years	After date last modified	N	OFFICIAL	RGLA 7.26
Asset management	Inventory of Assets	Destroy	2 years	After date last modified	N	OFFICIAL	RGLA 7.26
Accounts	Annual budget.	Retain	Permanent		N	OFFICIAL	Business Decision
Accounts	Departmental Accounts	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Accounts	Statutory Returns	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Accounts	Government Accounts	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Accounts	Accounting reports	Destroy	2 Years	After date last modified	N	OFFICIAL	RGLA 7.2 and Accounting Instruction 13
Accounts	Actual/planned revenue & expenditure	Destroy	2 Years	After date last modified	N	OFFICIAL	RGLA 7.13 and Accounting Instruction 13
Accounts	Balance and reconcile financial accounts	Destroy	2 years	After date last modified	N	OFFICIAL	RGLA 7.6 and Accounting Instruction 13
Accounts	Budgets & Estimates	Destroy	2 years	After date last modified	N	OFFICIAL	Business Decision
Accounts	Credit union records	Destroy	2 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Accounting Instruction 13
Accounts	Donation records	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Accounting Instruction 13
Accounts	Financial forecasts	Destroy	2 years	After date last modified	N	OFFICIAL	Accounting Instruction 13
Accounts	Financial Transactions/Statements	Retain	Permanent	N/A	Y	OFFICIAL - SENSITIVE	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1 and Accounting Instruction 13

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Accounts	Applications for External Funding	Review	10 Years	After date last modified	N	OFFICIAL	Accounting Instruction 16. Retain in accordance with grant conditions for application and acceptance after scheme completion
Accounts	European Funding - European structural funds programmes 2007-2013 East Wales European Regional Development Fund (ERDF) Regional Competitiveness and Employment ERDF	Review	21-Aug-22	the project sponsor must retain all documents until WEFO advises otherwise.	Y	OFFICIAL - SENSITIVE	https://gov.wales/eu-structural-funds-programmes-2007-2013-document-retention-periods
Accounts	European Funding - European structural funds programmes 2007-2013. East Wales ESF Regional Competitiveness and Employment ESF	Review	02-Apr-23	the project sponsor must retain all documents until WEFO advises otherwise.	Y	OFFICIAL - SENSITIVE	https://gov.wales/eu-structural-funds-programmes-2007-2013-document-retention-periods
Accounts	European Funding - European structural funds programmes 2007-2013. West Wales and the Valleys ESF Convergence ESF	Review	03-Jun-23	the project sponsor must retain all documents until WEFO advises otherwise.	Y	OFFICIAL - SENSITIVE	https://gov.wales/eu-structural-funds-programmes-2007-2013-document-retention-periods
Accounts	European Funding - European structural funds programmes 2007-2013. West Wales and the Valleys ERDF Convergence ERDF	Review	24-Sep-24	the project sponsor must retain all documents until WEFO advises otherwise.	Y	OFFICIAL - SENSITIVE	https://gov.wales/eu-structural-funds-programmes-2007-2013-document-retention-periods

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Accounts	European Funding - European structural funds programmes 2014-2020	Review	2027	at least until 2027, but the project sponsor must retain all documents until WEFO advises otherwise.	Y	OFFICIAL - SENSITIVE	https://gov.wales/sites/default/files/publications/2022-10/eu-funds-2014-2020-project-closure-best-practice-guide-v-4.pdf
Accounts	Notification and input records	Destroy	2 Years	after the employee ceases employment	N	OFFICIAL	RGLA 7.8 and Accounting Instruction 13
Accounts	Recharge records	Destroy	2 years	After date last modified	N	OFFICIAL	Accounting Instruction 13
Accounts	Records of delegated authority	Retain		Retain for period of delegation.	N	OFFICIAL	Accounting Instruction 13
Accounts	Travel expenses	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.5 and Accounting Instruction 13
Financial Payments	Authorisation lists	Retain	Indefinitely	Date of creation	N	OFFICIAL	Business Decision
Financial Payments	Expenditure: activities involved in the payment for goods and services by the authority which are not grant funded.	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
Financial Payments	Authorisation	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Expenditure	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Fraud	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Internal Recharging	Destroy	7 years	Date of creation	N	OFFICIAL	Business Decision
Financial Payments	Investments	Destroy	7 years	Date of creation	N	OFFICIAL	Business Decision
Financial Payments	Creditors	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Petty cash	Destroy	7 years	Date of creation	N	OFFICIAL	Business Decision
Financial Payments	Bank Payments	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Procurement Cards	Destroy	7 years	Date of creation	N	OFFICIAL	Business Decision
Financial Payments	Applications to the Council for funding	Destroy	7 Years	After Final Repayment	N	OFFICIAL	Business Decision

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Financial Income	Income	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Financial Income	Debtors	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Income	Reconciliation	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Financial Income	Refunds	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Income	Traded Services	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Financial Income	Departmental Income	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Treasury Management	Bank	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Treasury Management	Investment	Destroy	12 Years	From end of investment	N	OFFICIAL	Limitation Act 1980 (Section 8)

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Treasury Management	Loans & Borrowings	Destroy	12 Years	From date of last repayment of loan	N	OFFICIAL	Limitation Act 1980 (Section 8)
Treasury Management	Minimum Revenue Provision				N	OFFICIAL	Business Decision
Treasury Management	Treasury Advice	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Treasury Management	Cash Flow	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Treasury Management	Reporting	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	Tax correspondence	Destroy	7 Years	After date last modified	N	OFFICIAL	RGLA 7.22 and Accounting Instruction 13
Taxation	Tax Payments	Destroy	7 Years	After date last modified	N	OFFICIAL	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.7 and Accounting Instruction 13
Taxation	Benefits & Subsidies	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Taxation	Business Rates	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	Council Tax	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	Property Valuation	Retain	Permanent		N	OFFICIAL	Business Decision
Taxation	VAT	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	VAT Partial Exemption	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	Opt to Tax	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	Foreign	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	IR35	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Taxation	CIS	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
VAT	Partial Exemption	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
VAT	VAT returns	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Payroll	Employees Payroll	Destroy	7 Years	Date of Creation	Y	OFFICIAL - SENSITIVE	Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.9
Payroll	National insurance numbers: notification and input records	Destroy	2 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 7.8
Payroll	School Payroll	Destroy	7 Years	Date of Creation	Y	OFFICIAL - SENSITIVE	Business Decision
Payroll	Pensioners Payroll	Destroy	7 Years	Date of Creation	Y	OFFICIAL - SENSITIVE	Business Decision
Payroll	Salary Sacrifice Schemes	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	HMRC - Compliance Handbook Manual CH15400
Payroll	Sickness Payments	Destroy	4 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Statutory Sick Pay (General) Regulations S.I. 1982 / 894
Payroll	Maternity Payments	Destroy	4 Years	After date last modified	Y	OFFICIAL - SENSITIVE	The Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989
Pensions	LGPS	Destroy	15 Years	after death of last known beneficiary of member	Y	OFFICIAL - SENSITIVE	Business Decision
Pensions	Teachers Scheme	Destroy	15 Years	after death of last known beneficiary of member	Y	OFFICIAL - SENSITIVE	Business Decision
Pensions	Active members	Destroy	15 Years	after death of last known beneficiary of member	Y	OFFICIAL - SENSITIVE	Business Decision
Pensions	Deferred members	Destroy	15 Years	after death of last known beneficiary of member	Y	OFFICIAL - SENSITIVE	Business Decision
Pensions	Retirements	Destroy	15 Years	after death of last known beneficiary of member	Y	OFFICIAL - SENSITIVE	Business Decision
Pensions	Death Grants	Destroy	15 Years	After Payment	Y	OFFICIAL - SENSITIVE	Business Decision

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Revenues & Benefits	Benefits claim records	Destroy	84 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Revenues & Benefits	Business Rates account records	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Accounting Instruction 13
Revenues & Benefits	The valuation of commercial properties and domestic dwellings within the city for the purposes of determining rates/tax liability	Retain	Permanent	N/A	Y	OFFICIAL	Common Practice
Revenues & Benefits	Council Tax account records	Destroy	84 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Budget Planning & Monitoring	Annual budget.	Retain	Permanent		N	OFFICIAL	RGLA 7.11 and Accounting Instruction 13
Budget Planning & Monitoring	Departmental Budgets	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Budget Planning & Monitoring	Corporate Budgets	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Budget Planning & Monitoring	Budget Setting	Destroy	3 Years	After date last modified	N	OFFICIAL	RGLA 7.12 and Accounting Instruction 13
Compliance	Reporting	Destroy	4 Years	After date last modified	N	OFFICIAL	Business Decision
Compliance	Guidance	Destroy	4 Years	After date last modified	N	OFFICIAL	Business Decision

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Compliance	Procedures	Destroy	4 Years	After date last modified	N	OFFICIAL	Business Decision
Compliance	Legislation	Destroy	4 Years	After date last modified	N	OFFICIAL	Business Decision
Compliance	Training	Destroy	4 Years	After date last modified	N	OFFICIAL	Business Decision
Audits	Departmental Audit	Destroy	7 Years	after date last modified	N	OFFICIAL	Business Decision
Audits	Corporate Audit	Destroy	7 Years	after date last modified	N	OFFICIAL	Business Decision
Audits	Follow up Audit	Destroy	7 Years	after date last modified	N	OFFICIAL	Business Decision
Audits	Grant Audit Files	Destroy	10 Years	after date last modified	N	OFFICIAL	Business Decision - Must be kept even if grant is no longer active
Audits	Grant Audit Memo / Report / Certificates	Destroy	10 Years	after date last modified	N	OFFICIAL	Business Decision - Must be kept even if grant is no longer active
Audits	Fundamental Audit Files	Destroy	1-3 Years	after date last modified	N	OFFICIAL	Business Decision - Two most recent audit files to be retained regardless of whether the audit is completed annually or bi-annually
Audits	Other Audit Files	Destroy	1-5 Years	after date last modified	N	OFFICIAL	Business Decision - Most recent finalised audit file to be retained, based on 1-5 year risk based audit cycle for audits
Audit Planning	Annual Audit Plan	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision
	Annual Audit Plan Supporting Documents	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision
Audit Planning	Audit Planning Service	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision
Audit Planning	Audit Planning Directorate	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision
Audit Reporting	Service Audit	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision
Audit Reporting	Directorate Audit	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Audit Reporting	IT Audit	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision
Audit Reporting	Resources Audit	Destroy	3 Years	after date last modified	N	OFFICIAL	Business Decision
Audit Reporting	Fundamental Audit Reports	Destroy	1-3 Years	after date last modified	N	OFFICIAL	Business Decision - Two most recent Reports to be retained regardless of whether the audit is completed annually or bi-annually
Audit Reporting	Other Audit Reports	Destroy	1-5 Years	after date last modified	N	OFFICIAL	Business Decision - Most recent finalised report to be retained, based on 1-5 year risk based audit cycle for audits
Audit Reporting	Audit Special Investigation Files	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Audit Reporting	Audit Special Investigation Reports	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Processing	Asbestos & Abuse Claims	Destroy	7 Years	After all obligations and entitlements are concluded	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Processing	Claims for Minors	Destroy	25 Years	after date of birth	Y	OFFICIAL - SENSITIVE	RGLA 8.21
Insurance Claims Processing	Closed Claims	Destroy	7 Years	After all obligations and entitlements are concluded	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Processing	Incidents & Referrals	Destroy	7 Years	After all obligations and entitlements are concluded	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Processing	Open Claims	Retain	Permanent	As long as claim is still open	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Processing	Subsidence Claims	Destroy	7 Years	After all obligations and entitlements are concluded	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Reporting	Claims Reviews	Destroy	7 Years	After all obligations and entitlements are concluded	Y	OFFICIAL - SENSITIVE	Business Decision

Finance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Insurance Claims Reporting	Claims Summaries	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Reporting	Inspections & Assessments	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Reporting	Internal Reports	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Renewals	Employers Liability Certificates	Retain	Permanent		N	OFFICIAL	Business Decision
Insurance Renewals	Insurance Policies	Retain	Permanent		N	OFFICIAL	Business Decision
Insurance Renewals	Insurance Registers	Retain	Permanent		N	OFFICIAL	Business Decision
Insurance Renewals	Insurance Schedules	Retain	Permanent		N	OFFICIAL	Business Decision
Insurance Renewals	Proof of Insurance	Retain	Permanent		N	OFFICIAL	Business Decision
Insurance Renewals	Public-Employer Liability Policies	Retain	Permanent		N	OFFICIAL	Business Decision
Risk Management	Directorate Risk Register	Retain	Permanent		N	OFFICIAL	Business Decision
Risk Management	Reports	Destroy	7 Years	after date last modified	N	OFFICIAL	Business Decision
Risk Management	Strategic Risk Register	Retain	Permanent		N	OFFICIAL	Business Decision
Counter-Fraud	National Fraud Initiative	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Counter-Fraud	Investigations	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Counter-Fraud	Annual Case List	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Counter-Fraud	RIPA investigations	Destroy	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Governance & Assurance	Annual Governance	Destroy	7 Years	after date last modified	N	OFFICIAL	Business Decision
Governance & Assurance	Committee Preparation	Destroy	7 Years	after date last modified	N	OFFICIAL	Business Decision
Governance & Assurance	Annual Report	Destroy	7 Years	after date last modified	N	OFFICIAL	Business Decision
Governance & Assurance	RIPA governance	Retain	Permanent		N	OFFICIAL	Business Decision

Corporate Services

Communications

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Communication Support	Interpreting & Translation	Destroy	3 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Communication Support	Digital Mailroom	Destroy	3 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
External Communications	Campaigns	Destroy	10 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
External Communications	Corporate Publicity	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Email Data Subscribers	Retain	Until Superseded				Business Decision
External Communications	Marketing	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Media Cuttings	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Media Liason	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Media Releases	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Partnership Communications	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Protocols	Retain	Until superseded		N	OFFICIAL	Business Decision
External Communications	Public Relations	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Publications	Retain	Permanent		N	OFFICIAL	Business Decision
External Communications	Service Led Communications	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
External Communications	Social Media	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision

Communications

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
External Communications	Web Activity Subscribers	Retain	Until superseded		Y	OFFICIAL - SENSITIVE	Business Decision
External Communications	Website	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision
Internal Communications	Briefings	Destroy	3 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Internal Communications	Campaigns & Marketing	Destroy	10 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Internal Communications	Corporate Communications	Destroy	10 years	from date last modified	N	OFFICIAL	Business Decision
Internal Communications	Departmental Communications	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision
Internal Communications	Intranet	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision
Internal Communications	Members Communications	Destroy	3 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Internal Communications	Protocols	Retain	Until superseded		N	OFFICIAL	Business Decision
Internal Communications	Publications	Retain	Permanent		N	OFFICIAL	Business Decision
Internal Communications	Staff Communications	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision
Emergency Communications	Emergency Plans	Retain	Until superseded		Y	OFFICIAL - SENSITIVE	Business Decision
Emergency Communications	Partnership Communications	Retain	Until superseded		Y	OFFICIAL - SENSITIVE	Business Decision
Emergency Communications	Social Media	Retain	Until superseded		N	OFFICIAL	Business Decision
Graphics	Corporate Branding	Retain	Permanent		N	OFFICIAL	Business Decision
Graphics	Graphic Design	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Graphics	Digital Design	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Graphics	DesignPrint Management Information Systems	Destroy	7 Years	from date last modified	N	OFFICIAL	Audit

Community Safety & Emergencies

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advice	Public Advice	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Advice	Internal Advice	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Community Safety	Antisocial Behaviour	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	CCTV Surveillance	Destroy	31 Days	after creation	Y	OFFICIAL - SENSITIVE	(Unless required for evidence) Business Decision
Community Safety	Community Wardens	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Crime Reduction	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Criminal Exploitation	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Domestic Abuse	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Drug Lines	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Extremism/Radicalisation	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Modern Slavery	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Neighbourhood Watch	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Offender Management	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Prevention and Early Intervention	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Sexual Exploitation	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Partnerships	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Emergency Planning	Contacts	Retain	Until Superseded		Y	OFFICIAL - SENSITIVE	Business Decision
Emergency Planning	Emergency Agencies	Retain	Until Superseded		N	OFFICIAL	Business Decision
Emergency Planning	Emergency Call-outs	Retain	Until Superseded		N	OFFICIAL	Business Decision
Emergency Planning	Emergency Plan	Retain	Until Superseded		N	OFFICIAL	Business Decision
Emergency Planning	Major Incident Logs	Destroy	10 Years	from end of Incident	Y	OFFICIAL - SENSITIVE	Business Decision
Emergency Planning	Events	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Emergency Planning	Out of Hours	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Emergency Planning	Site Plans	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and Capabilities	Adverse Weather	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and Capabilities	Animal Health	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and Capabilities	Chemical (Radiological, Biological, Nuclear)	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Risks and Capabilities	Coastal Incidents	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and Capabilities	Control of Major Accidents Hazards (COMAH) Regs	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Risks and Capabilities	Evacuation	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision

Community Safety & Emergencies

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Risks and Capabilities	Faith Groups	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Risks and Capabilities	Flooding	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and Capabilities	Fuel	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and Capabilities	Hazardous Materials	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and Capabilities	Human Health	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Risks and Capabilities	Mass Casualties	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Risks and Capabilities	Mass Fatalities	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Risks and Capabilities	Pipelines	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Training and Exercises	Training Courses	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Training and Exercises	Training Exercises	Destroy	7 Years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Business Continuity	Corporate Plans	Retain	Permanent		N	OFFICIAL	Business Decision
Business Continuity	Departmental Plans (transaction for each function)	Retain	Permanent		N	OFFICIAL	Business Decision
Business Continuity	Contingency Planning	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Community Resilience	Community Plans	Retain	Permanent		N	OFFICIAL	Business Decision
Community Resilience	Public Warnings	Retain	Permanent		N	OFFICIAL	Business Decision
Managing Emergencies	Debrief Reports	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Managing Emergencies	Lessons Learned	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Managing Emergencies	Major Incidents	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Managing Emergencies	Minor Incidents	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision

Customer Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Multi Agency Engagement	Agency Information	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Multi Agency Engagement	Agreements	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Multi Agency Engagement	Resilience Groups	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Governance and Monitoring	Legislation and Guidance	Retain	Until Superseded		N	OFFICIAL	Business Decision
Governance and Monitoring	Plans	Retain	Until Superseded		N	OFFICIAL	Business Decision
Governance and Monitoring	Protocols	Retain	Until Superseded		N	OFFICIAL	Business Decision
Governance and Monitoring	Reports	Retain	Until Superseded		N	OFFICIAL	Business Decision
Enquiries & Complaints	Appeals	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Complaints	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Complaints to Ombudsman	Destroy	10 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Compliments	Destroy	2 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Customer Profiling	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Customer Satisfaction	Destroy	1 year	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Stage 1 Complaints	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Stage 2 Complaints	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	RGLA 2.15
Enquiries & Complaints	Complaints regarding looked after children	Destroy	10 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Complaints regarding adoptions	Destroy	100 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision

Customer Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Enquiries & Complaints	Information provided by an individual or organisation that includes personal preferences.	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Feedback on council performance in relation to services or other aspects of council business.	Destroy	1 year	from date last modified	N	OFFICIAL	Business Decision
Enquiries & Complaints	Complaints which result in significant changes of policy.	Retain	Permanent		Y	OFFICIAL - SENSITIVE	RGLA 2.14
Enquiries & Complaints	Summary form of complaints.	Retain	Permanent		Y	OFFICIAL - SENSITIVE	RGLA 2.13
Reception	Enquiries & Responses	Destroy	1 year	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Reception	Bookings	Destroy	1 year	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Reception	Logistics	Destroy	1 year	from date last modified			Business Decision
Reception	Registers	Destroy	1 year	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Reporting	Contact Data	Retain	Until Superseded		Y	OFFICIAL - SENSITIVE	Business Decision
Reporting	Customer Satisfaction	Destroy	1 year	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Reporting	Performance	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Reporting	Surveys - summaries and analyses of responses	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Reporting	Surveys - records documenting identifiable individual responses to the survey.	Destroy	Immediately	Once anonymised survey	Y	OFFICIAL - SENSITIVE	Business Decision
Reporting	Demand Management	Destroy	1 year	from date last modified	N	OFFICIAL	Business Decision
Contact Centre	Enquiries & Responses	Destroy	1 year	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Contact Centre	Bookings	Destroy	1 year	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Contact Centre	Blue badge applications and correspondence	Destroy	4 years	After date last modified	Y	OFFICIAL - SENSITIVE	Good practice - record of last application will be held for comparison on renewal
Contact Centre	Logistics	Destroy	1 year	from date last modified	N	OFFICIAL	Business Decision

Democracy & Governance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Decision Making	Corporate Governance & Standards	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Decisions	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Executive	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Forward Plan	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Full Council	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Licensing	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Parish Councils	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Planning and Regulations	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Audio/Visual Recordings	Secure Disposal	3 Years	from last date modified	N	OFFICIAL	Business Decision
Decision Making	Scrutiny & Overview	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Research Papers	Secure Disposal	10 Years	from last date modified	N	OFFICIAL	Business Decision
Decision Making	Individual Decisions	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Committee	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Annual General Meeting	Retain	Permanent		N	OFFICIAL	Business Decision
Decision Making	Background Papers	Secure Disposal	4 Years	from date of meeting	N		Business Decision
Governance	Constitution	Retain	Permanent		N	OFFICIAL	RGLA 1.4
Governance	Delegations	Retain	Permanent		N	OFFICIAL	Business Decision
Governance	Gifts and Hospitality/Register of Interests/Dispensations	Secure Disposal	18 Months	After member leaves office	N	OFFICIAL	Business Decision
Governance	Research	Secure Disposal	10 Years	from last date modified	N	OFFICIAL	Business Decision
Governance	Compliance/Code of Conduct Investigations	Secure Disposal	7 Years	from last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Honours & Awards	Honours Submissions	Secure Disposal	4 Years	from last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Honours & Awards	Lord Lieutenancy	Retain	Permanent - Pass to Archives		N	OFFICIAL	Business Decision
Member Services	Development	Secure Disposal	3 Years	from last date modified	N	OFFICIAL	Business Decision
Member Services	Allowances				N	OFFICIAL	Business Decision
Member Services	Champions	Retain	Until Superseded		N	OFFICIAL	Business Decision

Democracy & Governance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Member Services	Committee Membership	Retain	Permanent		N	OFFICIAL	Business Decision
Member Services	Contacts	Secure Disposal	18 Months	After member leaves office	N	OFFICIAL	Business Decision
Member Services	Elections	Secure Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Member Services	Logistics Support to Members	Secure Disposal	3 Years	from last date modified	N	OFFICIAL	Business Decision
Member Services	Political Support	Secure Disposal	3 Years	from last date modified	N	OFFICIAL	Business Decision
Member Services	Representation	Secure Disposal	3 Years	from last date modified	N	OFFICIAL	Business Decision
Member Services	Leaders Papers & leader of Opposition Papers	Secure Disposal	3 Years	from last date modified	N	OFFICIAL	Business Decision
Elections & Referendums	Police & Crime Commissioner	Secure Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Elections & Referendums	Referendums	Secure Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Elections & Referendums	Nominees and Candidates	Secure Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Elections & Referendums	Elections Returns	Secure Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Elections & Referendums	Ballot papers - local elections	Secure Disposal	6 Months	from close of poll	Y	OFFICIAL - SENSITIVE	Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986. RGLA 1.2
Elections & Referendums	Consolidated returns of votes received	Retain	Permanent		N	OFFICIAL	Business Decision
Elections & Referendums	Postal Votes	Secure Disposal	5 Years	after election	Y	OFFICIAL - SENSITIVE	Business Decision
Elections & Referendums	Nomination Papers	Secure Disposal	1 Year	after election	Y	OFFICIAL - SENSITIVE	Business Decision
Elections & Referendums	Candidate Expenses	Secure Disposal	2 Years	after election	Y	OFFICIAL - SENSITIVE	Business Decision
Elections & Referendums	Election documents	Secure Disposal	1 Year	after election	N	OFFICIAL	Business Decision

Democracy & Governance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Electoral Registration	Annual Canvas	Secure Disposal	1 Year	From date last modified	N	OFFICIAL	Business Decision
Electoral Registration	Electoral Registers	Retain	Permanent		N	OFFICIAL	Business Decision
Electoral Registration	Registration	Secure Disposal	1 Year	From date last modified	N	OFFICIAL	Business Decision
Electoral Reviews	District Reviews	Retain	Until Superseded		N	OFFICIAL	Business Decision
Electoral Reviews	Governance Review	Retain	Until Superseded		N	OFFICIAL	Business Decision
Electoral Reviews	Reviews	Retain	Until Superseded		N	OFFICIAL	Business Decision
Civic and Royal Events	Civic and Ceremonial	Retain	Permanent		N	OFFICIAL	Business Decision
Civic and Royal Events	Receptions	Retain	7 Years	From date last modified	N	OFFICIAL	Business Decision
Civic and Royal Events	Events	Retain	7 Years	From date last modified	N	OFFICIAL	Business Decision
Civic and Royal Events	Grants and Contributions	Retain	7 Years	From date last modified	N	OFFICIAL	Business Decision

Health & Safety

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advice	Campaigns	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Advice	Enquiries	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Advice	Guidance & Manuals	Retain	Until Superseded		N	OFFICIAL	Business Decision
Advice	Training	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Compliance	Strategy and planning	Retain	Until Superseded		N	OFFICIAL	Business Decision
Compliance	Counselling	Destroy	7 years	after employee leaves	Y	OFFICIAL - SENSITIVE	Business Decision
Compliance	Training	Destroy	7 years	after employee leaves	Y	OFFICIAL - SENSITIVE	Business Decision
Monitoring	Employee Health	Destroy	40 years	after employee leaves	Y	OFFICIAL - SENSITIVE	Health & Safety Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
Monitoring	Accidents and incident reporting (Adults)	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
Monitoring	Accidents and incident reporting (Children)	Destroy	25 Years	Date of birth of Child	Y	OFFICIAL - SENSITIVE	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
Monitoring	Accidents and incident reporting HS3 forms	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Monitoring	Asbestos	Destroy	40 Years	from last action	N	OFFICIAL	Control of Asbestos at Work Regulations 1987. RGLA 9.4
Monitoring	Equipment	Destroy	7 years	after equipment is de-commissioned	N	OFFICIAL	Business Decision
Monitoring	Hazardous substances	Destroy	7 years	after inspection	N	OFFICIAL	Business Decision
Monitoring	Health and safety inspections	Destroy	7 years	after inspection	N	OFFICIAL	Business Decision
Monitoring	Radiation	Destroy	50 Years	from last action or at age 75 years	N	OFFICIAL	The Ionising Radiations Regulations 1985. RGLA 9.5
Monitoring	Fire Safety	Destroy	3 years	after inspection	N	OFFICIAL	Business Decision
Risk management	Corporate Risk Management	Retain	Permanent		N	OFFICIAL	Business Decision

Human Resources

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Risk management	Risk assessments	Destroy	3 years	after last assessment	N	OFFICIAL	Management of Health and Safety at Work Regulations 1992. RGLA 9.7
Advisory Services	Absence monitoring: employee case files	Destroy	2 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Counselling services: employee case files	Destroy	7 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Chaplaincy	Destroy	5 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Capability	Destroy	1 Year	after confirmation of satisfactory performance in employment	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Any Disciplinary warnings given to staff working with children or vulnerable adults	Destroy	7 years	Notification of termination of employment or from age 66 whichever is the longer	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Disciplinary investigations involving behaviour towards children or vulnerable adults	Destroy	92 Years	Date of birth	Y	OFFICIAL - SENSITIVE	RGLA 6.7
Advisory Services	Disciplinary records - Oral warnings	Destroy	6 months - Warnings Involving Children/vulnerable adults – Placed on personal file permanently (for life of HR file)	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.7

Human Resources

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advisory Services	Disciplinary records - Written warnings	Destroy	1 Year - Warnings Involving Children/vulnerable adults – Placed on personal file permanently (for life of HR file)	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.7
Advisory Services	Disciplinary records - Final warnings	Destroy	15 months - Warnings Involving Children/vulnerable adults – Placed on personal file permanently (for life of HR file)	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.7
Advisory Services	Disciplinary records - no warning given/case unfounded	Destroy	Immediately		Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Corporate Employee File held in Oracle	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	Corporate Employee File for all staff working with children or vulnerable adults	Destroy	92 Years	Date of birth	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Minor requests by employees (purchase of additional annual leave; cycle to work scheme, Flexi etc): employee case files - Held in Oracle	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Job Evaluation	Destroy	5 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Leave	Destroy	2 Years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Maternity/Paternity	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision

Human Resources

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advisory Services	Disclosure of interest, records of gifts and hospitality: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	Grievances: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	Medical assessments: employee case files	Destroy	75 years	from date of birth	Y	OFFICIAL - SENSITIVE	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
Advisory Services	Performance appraisals: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	Redundancy	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Reporting	Destroy	5 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Settlement Agreements	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Termination of employment records	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	TUPE	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	References given: employee case files	Destroy	2 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	Redeployment: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	Staff parking: permits and all associated documentation	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Employee relations	Disciplinary matters reports, policies and associated records	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision

Human Resources

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Employee relations	Trade union liaison strategy, reports and associated records	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Employee relations	Trade union liaison meetings	Retain	Permanent		Y	OFFICIAL - SENSITIVE	RGLA 6.6
Employee relations	Staff Surveys	Destroy	5 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Equality & Diversity	Analysis of disciplinary, equalities and grievance data: reports and summaries	Destroy	5 years	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision
Equality & Diversity	Bullying & Harassment	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Equality & Diversity	Gender Pay Gap	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Equality & Diversity	Disability Equality Scheme	Retain	Until Superseded		N	OFFICIAL	Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005
Equality & Diversity	Equality Grievances	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Equality & Diversity	Workforce statistics: minor reports	Destroy	2 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Occupational health	Major injuries: employee case files	Destroy	40 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980
Occupational health	Health and safety records: employee case files	Destroy	75 years	Date of birth	Y	OFFICIAL - SENSITIVE	RGLA 6.10
Occupational health	Sickness monitoring employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Outsourcing	Outsourcing: catering, cleaning and other outsourced services	Destroy	7 years	Last modified date	N	OFFICIAL	Business Decision
Recruitment	Authorisation to recruit, Job adverts and vacancy monitoring, Job descriptions and person specifications	Destroy	5 years	Last modified date	N	OFFICIAL	Business Decision
Recruitment	Applications, successful candidates	Review	15 years	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Recruitment	Applications, unsuccessful candidates	Destroy	6 Months	Date of creation	Y	OFFICIAL - SENSITIVE	Business Decision

Human Resources

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Recruitment	Home Office sponsorship, checks on immigration status and visa/work permit requirements: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	Interview process	Destroy	1 year	Last modified date	Y	OFFICIAL - SENSITIVE	RGLA 6.11
Recruitment	Appointment: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	References received	Destroy	2 years	Last modified date	Y	OFFICIAL - SENSITIVE	RGLA 13
Recruitment	Volunteers: case files	Destroy	7 years	Notification of termination of volunteering	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Recruitment	Apprenticeships: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Recruitment	Use of temporary and agency staff, including maternity cover: employee case files	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	Vetting	Destroy	2 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	Secondment	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	Probation	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	Induction	Destroy	7 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	Monitoring	Destroy	2 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Recruitment	Template forms and letters	Retain	Until Superseded		N	OFFICIAL	Business Decision
Terms and conditions of employment	Staff facilities, such as canteens, staff kitchens, rest rooms etc and other non-cash benefits	Destroy	7 years	Last modified date	N	OFFICIAL	Business Decision
Terms and conditions of employment	Staff recognition and awards	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision

Human Resources

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Terms and conditions of employment	Terms and conditions of employment	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Learning & Development	E-learning	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Learning & Development	Training records	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Learning & Development	Reporting	Destroy	7 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Learning & Development	Training course organisation documentation and materials	Review	2 years	Last modified date	N	OFFICIAL	RGLA 6.17
Learning & Development	Training course documentation and materials concerning protection of vulnerable adults and child protection.	Destroy	35 years	Last modified date	N	OFFICIAL	RGLA 6.18
Learning & Development	Proof of completion of Training Records	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision
Learning & Development	Corporate training plans	Review	5 years	Date of creation	N	OFFICIAL	Business Decision
Organisational Development	Pay award and pay initiatives	Destroy	7 years	Last modified date	N	OFFICIAL	RGLA 6.15
Organisational Development	Structure	Retain	Permanent		N	OFFICIAL	Business Decision
Organisational Development	Staff restructures	Destroy	2 years	Last modified date	Y	OFFICIAL - SENSITIVE	RGLA 13
Organisational Development	Workforce Development Planning	Destroy	10 years	Last modified date	N	OFFICIAL	Business Decision

Information & Communication Technology

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Data Management	Reporting	Destroy	1 Year	from date last modified	N	OFFICIAL	Business Decision
Data Management	Data Analytics	Destroy	1 Year	from date last modified	N	OFFICIAL	Business Decision
Data Management	Data Migration	Destroy	1 Year	from date last modified	N	OFFICIAL	Business Decision
Data Management	Digital Data Subscribers	Destroy	1 Year	from termination of account	Y	OFFICIAL-SENSITIVE	Business Decision
Data Management	Email Data Subscribers	Destroy	1 Year	from termination of account	Y	OFFICIAL-SENSITIVE	Business Decision
Data Management	Retrieval Data	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Data Management	Microsoft Teams Chat	Destroy	2 Months	from date of chat	Y	OFFICIAL-SENSITIVE	Business Decision
Asset Management	Disposal	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Asset Management	External Disposition	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Asset Management	Asset Inventory	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Asset Management	Asset Acquisition under £50,000	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Asset Management	Asset Acquisition over £50,000	Destroy	12 years	from date last modified	N	OFFICIAL	Business Decision
Asset Management	Investigations	Destroy	7 years	from date last modified	Y	OFFICIAL-SENSITIVE	Business Decision
Asset Management	Server Room	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Knowledgebase	Guidance	Retain	Permanent		N	OFFICIAL	Business Decision
Knowledgebase	Manuals	Retain	For life of system		N	OFFICIAL	Business Decision
Knowledgebase	End User Training	Destroy	1 Year	from date last modified	N	OFFICIAL	Business Decision
Knowledgebase	Configuration Management	Retain	For life of system		N	OFFICIAL	Business Decision
Change Control Management	Change Requests	Destroy	1 Year	from date last modified	N	OFFICIAL	Business Decision

Information & Communication Technology

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Change Control Management	Procedures	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Change Control Management	Software Changes	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Change Control Management	Change Management Decisions	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Resource Deployment	Technical Specifications	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Resource Deployment	Testing	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Resource Deployment	Project Site Reviews	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Licensing	Software Licences	Destroy	7 years	End of Licence	N	OFFICIAL	Business Decision
Licensing	Mobile Applications	Destroy	7 years	End of Licence	N	OFFICIAL	Business Decision
Licensing	Enterprise Agreements	Destroy	7 years	End of Licence	N	OFFICIAL	Business Decision
Cloud Platforms	Software as a Service	Retain	For life of system		N	OFFICIAL	Business Decision
Cloud Platforms	AZURE	Retain	For life of system		N	OFFICIAL	Business Decision
Cloud Platforms	Upgrades to software	Retain	For life of system		N	OFFICIAL	Business Decision
Cloud Platforms	Email Accounts	Destroy	1 Year	from termination of account	Y	OFFICIAL-SENSITIVE	Business Decision
Managing Infrastructure	Information Security	Retain	For life of system		N	OFFICIAL	Business Decision
Managing Infrastructure	Network Maintenance	Retain	For life of system		N	OFFICIAL	Business Decision
Managing Infrastructure	Identity Management	Destroy	1 Year	from termination of account	Y	OFFICIAL-SENSITIVE	Business Decision
Managing Infrastructure	Disaster Recovery & Back-ups	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Managing Infrastructure	Server Maintenance	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Managing Infrastructure	Patch Management	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision

Information & Communication Technology

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Managing Infrastructure	Storage Management	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Managing Communication	Telephony	Destroy	1 Year	from date last modified	Y	OFFICIAL-SENSITIVE	Business Decision
Managing Communication	Mobile Devices	Destroy	1 Year	from date last modified	Y	OFFICIAL-SENSITIVE	Business Decision
Managing Communication	Landline & Broadband	Destroy	1 Year	from date last modified	N	OFFICIAL	Business Decision
Strategy	Reports	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Strategy	Policy	Retain	Until Superseded		N	OFFICIAL	Business Decision
Strategy	Standards	Retain	Until Superseded		N	OFFICIAL	Business Decision
Application Management	Supplier Management	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Application Management	List of Applications	Retain	Until Superseded		N	OFFICIAL	Business Decision
Release Management	Onboarding	Retain	Until Superseded		N	OFFICIAL	Business Decision
Release Management	End User Test Plans	Retain	Until Superseded		N	OFFICIAL	Business Decision
Release Management	Known Errors & Lessons Learned	Retain	For life of system		N	OFFICIAL	Business Decision

Information Management

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Access to information	Subject Access Request	Destroy	6 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	FOI requests	Destroy	6 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	EIR requests	Destroy	6 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	SAR evidential information	Destroy	3 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	DPO correspondence	Destroy	3 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	Complaints	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	Ombudsman	Destroy	10 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	ICO correspondence	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Access to information	Requests to Erase Personal Data	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Archives	Accession Register	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Digital Preservation	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Official correspondence from The National Archives	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Conservation/Preservation	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Depositor Records	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Paid Research	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Archives	Copyright Forms	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Permissions to Publish	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Environmental Monitoring	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision
Archives	Third Party Loans	Destroy	7 years	from end of loan period	N	OFFICIAL	Business Decision
Archives	Record of Withdrawal	Retain	Permanent		N	OFFICIAL	Business Decision
Archives	Postbook	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision

Information Management

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Archives	Document Production	Retain	10 years	from date last modified	N	OFFICIAL	Business Decision
Archives	Disposition Management	Retain	Permanent		N	OFFICIAL	Business Decision
Records Management	Signed-off retention schedules	Retain	Until superseded		N	OFFICIAL	Business Decision
Records Management	Compliance	Retain	Permanent		N	OFFICIAL	Business Decision
Records Management	Procedures	Retain	Until superseded		N	OFFICIAL	kept up to date
Records Management	Corporate File Plan	Retain	Until superseded		N	OFFICIAL	Business Decision
Records Management	Data Migration	Destroy	6 Months	After succesful migration confirmed	N	OFFICIAL	Business Decision
Records Management	Image Capture	Retain	Permanent		N	OFFICIAL	To avoid rescanning frequently requested deeds
Records Management	Information/Records Surveys	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision
Records Management	Document Request Forms	Destroy	Immediately	after return of document	N	OFFICIAL	Business Decision
Records Management	Document Request Register	Retain	Permanent		N	OFFICIAL	Business Decision
Records Management	Recalls	Destroy	3 years	from date last modified	N	OFFICIAL	Business Decision
Publication Scheme	Published Scheme	Retain	Until superseded		N	OFFICIAL	Business Decision
Information Asset Management	Information Asset Register	Retain	Until superseded		N	OFFICIAL	kept up to date
Information Asset Management	Data Protection Impact Assessments	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision

Leadership

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Ceremonial	Documentation relating to civic functions or visits by royalty to the local area.	Retain	Permanent	Permanent	Y	OFFICIAL - SENSITIVE	RGLA 2.24
Ceremonial	Information on planning and organising an event.	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	RGLA 2.25
Ceremonial	Documentation relating to the provision of corporate gifts.	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
External audits	Peer Reviews	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
External audits	Documentation on audits.	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Preparing business	Information regarding meetings.	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Preparing business	Officer Representation.	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Preparing business	Partnership & Agency working	Destroy	3 years	from date last modified	N	OFFICIAL	RGLA 1.7
Quality and performance	Annual Performance Reviews	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Quality and performance	Business Plans	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Quality and performance	Corporate Plan	Retain	Permanent		N	OFFICIAL	Business Decision
Quality and performance	Performance Reports	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Quality and performance	PI Annual Returns	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Quality and performance	Copies of Equality Plan Documents.	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Quality and performance	Sustainable Development Policy	Retain	Until Superseded		N	OFFICIAL	Business Decision
Quality and performance	Assessments	Retain	Until Superseded		N	OFFICIAL	Business Decision
Quality and performance	Inspections	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Quality and performance	Monitoring	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision

Leadership

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Quality and performance	Process Management	Retain	Until Superseded		N	OFFICIAL	Business Decision
Quality and performance	Analytics	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory Returns	Departmental Returns	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Statutory Returns	Reports for Government	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Organisational Development	Restructure	Retain	Until Superseded		N	OFFICIAL	Business Decision
Organisational Development	Structure	Retain	Until Superseded		N	OFFICIAL	Business Decision
Council Business	Meetings	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Council Business	Officer Representation	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Council Business	Partnership & Agency	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Intelligence	Process Management	Retain	Until Superseded		N	OFFICIAL	Business Decision
Business Intelligence	Quality and Performance Management	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Intelligence	Analysis	Retain	Permanent		N	OFFICIAL	Business Decision
Business Intelligence	Reporting	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Intelligence	Departmental Reports	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Intelligence	Business Liaison	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Intelligence	Enquiries	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Consultations	Public Consultations	Retain	Permanent		N	OFFICIAL	Business Decision
Consultations	Departmental Consultations	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Consultations	Reports	Retain	Permanent		N	OFFICIAL	Business Decision

Legal

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Legal Advice	Internal Advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Legal Advice	Adult Social Services Advice	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Legal Advice	Adult Social Services Advice (court files)	Secure Disposal	25 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Legal Advice	Legal Employment Advice	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Legal Advice	Legal Enforcement Advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Legal Advice	Information Law Advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Legal Advice	Housing Advice	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Legal Advice	Corporate and Governance advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Legal Advice	Legal Land and Property Advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Legal Advice	Legal Planning Advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Legal Advice	Legal Procurement Advice	Secure Disposal	3 Years	after date last modified	N	OFFICIAL	Business Decision
Legal Advice	School Matters	Secure Disposal	3 Years (gen	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Legal Advice	Education Advice	Secure Disposal	3 Years (gen	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Care Proceedings	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Strategy Meeting	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Other Childcare Order / Matter	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Adoption	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision

Legal

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Child Care	Disclosure	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Discharge	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Childcare General Advice	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Placement	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Contact	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Guardianship	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Pre-Proceedings / PLO	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Private Law Proceedings	Secure Disposal	100 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Debt Recovery	Deferred Payments	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Debt Recovery	Council Tax Debt Recovery	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Debt Recovery	Debt Recovery	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Debt Recovery	Housing Benefit Debt Recovery	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Debt Recovery	Estate Rents – Debt Recovery	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Housing	Antisocial Behaviour	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Housing	Public Sector Housing	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Housing	Private Sector Housing	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Highways	Permanent Traffic Order	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Highways	Temporary Order	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision

Legal

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Highways	Sec 38 Agreement	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Highways	Stopping up of Highway	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Highways	Section 278 Agreement	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Highways	Highways Advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Highways	Highways Agreements	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Highways	Traffic Regulation Orders – Other	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Common Land	Retain	Permanent		N	OFFICIAL	Business Decision
Land Registration	Commons Searches	Secure Disposal	10 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Commons Apportionment	Secure Disposal	10 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Village Green	Secure Disposal	10 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Commons Registration	Secure Disposal	10 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Rights of Way	Retain	Permanent		N	OFFICIAL	Business Decision
Land Registration	Purchase	Secure Disposal	12 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Rights of Way	Retain	Permanent		N	OFFICIAL	Business Decision
Land Registration	Encumbrance (inc Charges on Property / Easement)	Retain	Indefinite	Until Charge is removed	N	OFFICIAL	Business Decision
Land Registration	Exchange of Land	Secure Disposal	15 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Freehold Reversion	Secure Disposal	12 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Land Compensation Claims	Secure Disposal	15 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Leases and Tenancy	Secure Disposal	15 Years	after date last modified	N	OFFICIAL	Business Decision

Legal

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Land Registration	Licence	Secure Disposal	15 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Mortgages	Secure Disposal	12 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Recovery of Land	Secure Disposal	12 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Sale of Property	Secure Disposal	12 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Court of Protection Sale	Secure Disposal	15 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Personal Searches	Secure Disposal	6 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Property Disputes	Secure Disposal	15 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Property Grant - Regeneration	Secure Disposal	20 Years	after date last modified	N	OFFICIAL	Business Decision
Land Registration	Title Investigation	Secure Disposal	6 Years	after date last modified	N	OFFICIAL	Business Decision
Litigation	Civil	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)
Litigation	Commercial	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Limitation Act 1980 (section 2)
Litigation	Compensation Claims	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)
Litigation	Debt Recovery	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)
Litigation	Licensing	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)
Litigation	Precedent Case Law	Retain	Permanent		N	OFFICIAL	
Litigation	Property	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Limitation Act 1980 (section 2)
Litigation	Prosecution	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)
Compensation Claims	Accident and Personal Injury	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision

Legal

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Compensation Claims	Criminal Claims	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Compensation Claims	Drafting	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Compensation Claims	HR Claims - contentious	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Compensation Claims	HR Claims - non contentious	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Compensation Claims	Outside Body Trusts	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Compensation Claims	Public Accessibility Legislation Claims	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Compensation Claims	DRA Claims	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Compensation Claims	Pre-Action/Issue Case	Secure Disposal	7 Years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Management of Corporate Seal	Agreements	Retain	Permanent		N	OFFICIAL	Business Decision
Management of Corporate Seal	Archive Deposits	Retain	Permanent		N	OFFICIAL	Business Decision
Management of Corporate Seal	Conveyancing	Retain	Permanent		N	OFFICIAL	Business Decision
Management of Corporate Seal	Copyright Licencing	Retain	Permanent		N	OFFICIAL	Business Decision
Management of Corporate Seal	Trusts/Charities	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Planning	Planning Inquiries	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Planning	Sec 106 Agreement	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Planning	Planning Advice	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Statutory	Legislation	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Statutory	Regulations	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision

Legal

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Statutory	Existing Bylaws	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory	Enforcement of Bylaws	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Statutory	Lawful Development Certificates	Retain	Permanent				Business Decision
Enforcement	Lawful Development case files	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Enforcement	Environmental Enforcement	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Enforcement	Building Enforcement	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Enforcement	Planning Enforcement	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Enforcement	Enforcement Notices	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Engagement	Forums	Secure Disposal	7 Years	after date last modified	N	OFFICIAL	Business Decision
Engagement	Procedures	Retain	Until superseded		N	OFFICIAL	Business Decision
Engagement	Guidance	Retain	Until superseded		N	OFFICIAL	Business Decision
Inquiries into Death	Inquest Case Files	Review	15 years	after last action - offer to Archivist	Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.7
Inquiries into Death	Non-inquest case Files	Review	15 years	after last action - offer to Archivist	Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.7
Inquiries into Death	Reported deaths register	Retain	Permanent		Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.7
Treasure Trove	Treasure trove case files	Review	15 years	after last action - offer to Archivist	Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.6

Procurement

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Contracting	Contracts Register	Destroy	2 years	after the contract has ended.	N	OFFICIAL	Business Decision
Contracting	Ordinary contracts	Destroy	6 years	after the term of the contract has expired	N	OFFICIAL	Business Decision
Contracting	Contracts under seal	Destroy	12 years	after the term of the contract has expired	N	OFFICIAL	Business Decision
Contracting	Post tender negotiation	Destroy	1 year	after the term of the contract has expired	N	OFFICIAL	Business Decision
Contracting	Contract monitoring - Ordinary contracts	Destroy	6 years	after the term of the contract has expired	N	OFFICIAL	Business Decision
Contracting	Contract monitoring - Contracts Under Seal	Destroy	12 years	after the term of the contract has expired	N	OFFICIAL	Business Decision
Tendering	Opening notice, tender envelope	Destroy	1 year	after start of contract	N	OFFICIAL	Business Decision
Tendering	Pre-tender advice	Destroy	2 years	after contract let or not proceeded with	N	OFFICIAL	Business Decision
Tendering	Unsuccessful tenders	Destroy	1 year	after start of contract	N	OFFICIAL	Business Decision
Commercial Team	Signed Sales agreements	Destroy	7 years	after the term of the contract has expired	N	OFFICIAL	Business Decision

Strategic Planning & Policy

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Strategic planning	Documentation relating to corporate initiatives.	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Strategic planning	Documentation relating to policies and procedures of the council.	Retain	Permanent	Permanent - offer to archivist	N	OFFICIAL	RGLA 2.6
Strategic planning	The process of consultation with the public - minor policies	Destroy	1 year	from date last modified	N	OFFICIAL	RGLA 2.9
Strategic planning	The process of consultation with the public - major policies	Destroy	5 years	from date last modified	N	OFFICIAL	RGLA 2.8
Strategic planning	Benefit Realisation	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Strategic planning	Business Cases	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Strategic planning	Corporate Initiatives	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Strategic planning	Organisational Structure	Retain	Until Superseded		N	OFFICIAL	Business Decision
Strategic planning	Public Consultation	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Strategic planning	Service Level Agreements	Retain	Until Superseded		N	OFFICIAL	Business Decision
Departmental Policies and Strategies	Departmental Policies and Strategies by Function	Retain	Until Superseded		N	OFFICIAL	Business Decision
Corporate Policies & Strategies	Draft Corporate Plans	Destroy	1 year	from date last modified	N	OFFICIAL	Business Decision
Corporate Policies & Strategies	Published Corporate Plans	Retain	Until Superseded		N	OFFICIAL	Business Decision
Corporate Policies & Strategies	Draft Policies	Destroy	1 year	from date last modified	N	OFFICIAL	Business Decision
Corporate Policies & Strategies	Published Policies	Retain	Until Superseded		N	OFFICIAL	Business Decision
Corporate Policies & Strategies	Published Strategies	Retain	Until Superseded		N	OFFICIAL	Business Decision
Equality & Diversity	Reporting	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Equality & Diversity	Compliance	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision

Strategic Planning & Policy

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
----------	-------------	-----------------------------------	-----------	---------------	------------------------	--------------------	-----------

Equality & Diversity	Legislation	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
----------------------	-------------	---------	---------	-------------------------	---	----------	-------------------

Place Directorate Crematoria & Cemeteries

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Cremation forms/documents	These are statutory documents submitted to the cremation authority by the funeral director or direct from families when cremations have been arranged; the information is used to create an official record of the cremation in the Bacas system.	Destroy	15 Years	after date last modified	Y	OFFICIAL - SENSITIVE	STATUTORY RULES AND ORDERS, 1930, No. 1016, CREMATION, ENGLAND AND WALES, (hard copies must be kept for 2 years followed by an additional 13 years if digitised)
Interment forms/documents	These are statutory documents submitted to the burial authority by the funeral director or direct from families when burials have been arranged; the information is used to create an official record of the burial in the Bacas system.	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Exhumation documents (licences)	These are statutory documents issued to the burial authority by the Home Office (MOJ) when an exhumation is applied for by the family; the information (including a unique licence number) is entered into the Bacas system as an official record.	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Cemetery Indexes/Registers/maps/plans	The books / registers / Bacas system contain permanent records of burials/cremations / exhumations that have taken place and are required by Law to be retained in perpetuity.	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Crematorium indexes/registers	The books / registers / Bacas system contain permanent records of cremations that have taken place and are required by Law to be retained in perpetuity.	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision

Crematoria & Cemeteries

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Memorial permit applications	Memorial Mason make application for permission to fix headstone on grave; once processed into Bacas system the forms can be scanned and hard copy kept for a year.	Destroy	Scan forms and keep hard copy for 1 year	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Memorial kerbstones / plaques / remembrance applications. Permanent/Leased	Memorialisation applications received from public –If permanent forms to be retained in perpetuity. If leased form to be shredded after 5 year lease expires.	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Maintenance of Burial Grounds	Complaints & Compliments (retain in electronic format)	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Maintenance of Burial Grounds	Planned Maintenance	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Maintenance of Burial Grounds	Redundant Churches	Retain	Permanent		N	OFFICIAL	Business Decision
Maintenance of Burial Grounds	Responsive Maintenance	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Statutory & Regulations	Govt. Legislation	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory & Regulations	C of E Legislation	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory & Regulations	Policy & Guidance	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory & Regulations	Cemetery Regulations	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory & Regulations	Cemetery/Crematory Managers Liaison Group	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory & Regulations	Ministry of Justice	Retain	Permanent		N	OFFICIAL	Business Decision
Statutory & Regulations	Public Health Funeral	Retain	Permanent		N	OFFICIAL	Business Decision
Memorials Management	Audits	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Memorials Management	Memorial Masons	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision

Crematoria & Cemeteries

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Memorials Management	Memorials	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Engagement	Regional Forums	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Engagement	Bereavement Services	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision

Economy & Regeneration

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Business intelligence	Information relating to businesses in the local area	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	Management of activities to promote and examine the local economy.	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	Information on providing advice to new or existing businesses.	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	Information regarding business awards and grants.	Destroy	7 years	after scheme to which grant relates is completed	N	OFFICIAL	Business Decision
Promotion	Encouraging relations with people from other countries and cultures to support the development of the local area.	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration	Files relating to stalls in Swansea Market including lease and licence agreements, trader disputes etc.	Retain	Permanent	after date last modified	N	OFFICIAL	Business Decision
Promotion	Information about markets including farmers and continental markets plus special events, commercial lettings and street trading.	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	The information relating to the encouragement of the voluntary sector activity.	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	Advice to Business	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	Business Development	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	Promotion and Marketing	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Promotion	Events	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration	Regeneration of local communities and regions.	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision

Economy & Regeneration

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Regeneration	Participation in regional activities.	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration	Information relating to reducing disadvantage and increasing access in rural areas.	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration	Community Development	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration	Rural Development	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration	Strategy	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration	Swansea BID	Destroy	7 years	after date last modified			Business Decision
Regeneration	Performance monitoring & Health Check data	Destroy	20 Years	changing trends over time			Business Decision
Regeneration	Mobility Hire Service	Destroy	7 Years	after date last modified			Business Decision
Regeneration	City Centre Rangers	Destroy	7 years	after date last modified			Business Decision
Regeneration	Regeneration Projects	Destroy	10 years	after completion of project	N	OFFICIAL	Business Decision
Regeneration	Consultation	Destroy	3 years	after date last modified	N	OFFICIAL	Business Decision
Training	Information on training to support economic growth.	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Training	Information about activities to support continued employment in the area.	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
External Funding	Information on relevant funding programmes	Retain	Until Superseded	Specified in each funding programme required for audit trail. DO Not Delete until final approval has been given by the Funding body.	N	OFFICIAL	RGLA 16,WEFO Guidance

Economy & Regeneration

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
External Funding	Detailed project business cases and supporting information	Retain	Until Superseded	Specified in each funding programme required for audit trail. DO Not Delete until final approval has been given by the Funding body.	N	OFFICIAL	RGLA 16,WEFO Guidance
External Funding	Detailed audit trails for financial and payroll transactions	Retain	Until Superseded	Specified in each funding programme required for audit trail. DO Not Delete until final approval has been given by the Funding body.	N	OFFICIAL	RGLA 16,WEFO Guidance
External Funding	Project monitoring and evidence - Detailed audit trails to evidence project outputs (physical regen schemes and programmes with multiple participants)	Retain	Until Superseded	Specified in each funding programme required for audit trail. DO Not Delete until final approval has been given by the Funding body.	N	OFFICIAL	Business Decision
Social benefits	Detailed records of contracts containing social benefit clauses and monitoring	Destroy	12 years	from end of contract	N	OFFICIAL	Business Decision
Apprenticeships	Management information on apprenticeship scheme	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Apprenticeships	Placement Monitoring - Detailed audit trails to evidence project outputs (physical regen schemes and programmes with multiple participants)	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Impact analysis	Backing information and evidence for economic impact assessments and similar exercises	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision
Business cases	City Deal Digital Village - Detailed project business cases and supporting information	Destroy	10 years	after completion of project	N	OFFICIAL	Business Decision

Economy & Regeneration

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Inward investment	Detailed project business cases and supporting information	Destroy	10 years	after completion of project	N	OFFICIAL	Business Decision
Business engagement	Monitoring materials related to business engagement activity	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Regeneration Partnership	Management information for regeneration partnership including meeting papers and briefings	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Partnerships	Local Partnerships	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Partnerships	Business Partnerships	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Partnerships	Stakeholder Engagement	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision

Environmental Health & Licensing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advice	Business Advice	Destroy	7 Years	From Date last modified	N	OFFICIAL	Business Decision
Advice	Public Advice	Destroy	7 Years	From Date last modified	N	OFFICIAL	Business Decision
Advice	Guidance & Resources	Destroy	7 Years	From Date last modified	N	OFFICIAL	Business Decision
Complaints	Environmental Services Complaints	Destroy	7 Years	From Date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Complaints	Licensing Complaints	Destroy	7 Years	From Date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Environmental Health	Animal Control	Destroy	7 Years	From Date last modified	N	OFFICIAL	Business Decision
Environmental Health	Food Premises	Destroy	7 Years	From Date last modified	N	OFFICIAL	Business Decision
Environmental Health	Permits	Destroy	7 Years	From Date last modified	N	OFFICIAL	Business Decision
Environmental Health	Repatriation of Deceased persons	Destroy	7 Years	From Date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enforcement	Dangerous and wild animals	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Police and Criminal Evidence Act
Enforcement	Health and safety at work	Destroy	7 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Police and Criminal Evidence Act
Enforcement	Licensing	Destroy	7 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Business Decision
Enforcement	Weights and measures	Destroy	7 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Police and Criminal Evidence Act
Enforcement	Trading Standards	Destroy	7 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Police and Criminal Evidence Act Scrap Metal Dealers Act 1964. Vehicle Crimes Act 2001 Manufacture and Storage of Explosives Regulations 2005. Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16

Environmental Health & Licensing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Enforcement	Trading Standards Licensing/Registration	Destroy	2 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Police and Criminal Evidence Act Scrap Metal Dealers Act 1964. RGLA 9.16 Vehicle Crimes Act 2001 Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16 Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
Enforcement	HMO Amenity notice	Destroy	5 Years	Revocation or completion of work	N	OFFICIAL	Business Decision
Investigation, inspections and monitoring	Equipment inspection records	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Investigation, inspections and monitoring	Food standards inspection forms	Destroy	3 Years	Date Last Modified	N	OFFICIAL	Business Decision
Investigation, inspections and monitoring	Investigations	Destroy	7 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Business Decision
Investigation, inspections and monitoring	Monitoring of Air Pollution	Destroy	30 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	Monitoring of Animal Health	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	Monitoring of food hygiene.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	Monitoring of food hygiene within home care programmes.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3

Environmental Health & Licensing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Investigation, inspections and monitoring	The monitoring of food safety.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	Monitoring of food standards.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	Monitoring of hazardous substances.	Destroy	30 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	Monitoring of pollution of land.	Retain	Permanent		N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	Monitoring of the spread and containment of pollution.	Destroy	30 Years	Date Last Modified	N	OFFICIAL	Business Decision
Investigation, inspections and monitoring	Monitoring of the contamination of rivers.	Destroy	30 Years	Date Last Modified	N	OFFICIAL	Business Decision
Investigation, inspections and monitoring	Monitoring of swimming pool safety and hygiene standards.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	The monitoring and regulation of product safety.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3
Investigation, inspections and monitoring	The monitoring of infectious disease.	Destroy	7 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Business Decision
Investigation, inspections and monitoring	The monitoring of general nuisance within the public domain.	Destroy	3 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Environmental Protection Act 1990. RGLA 9.3
Investigation, inspections and monitoring	Monitoring the quality and safety of private drinking water supplies.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3

Environmental Health & Licensing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Investigation, inspections and monitoring	The process of assessing applications for Houses in Multiple Occupation (HMO) licences.	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Licensing	Animal boarding licences	Destroy	2 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Animal Boarding Establishments Act 1963. RGLA 9.16
Licensing	Animal breeding licences	Destroy	2 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Breeding of Dogs Acts 1973 and 1991, Breeding and Sale of Dogs (Welfare) Act 1999. RGLA 9.16
Licensing	Auction premises licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Building materials licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Butchers licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Caravan and camp site licences	Destroy	2 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968. RGLA 9.16
Licensing	Cemetery licences	Destroy	2 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	RGLA 9.16
Licensing	Cooling towers	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	The Notification of Cooling Towers and Evaporative Condensers Regulations 1992. RGLA 9.16
Licensing	Crematoria licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Dangerous wild animals licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	Dangerous Wild Animals Act 1976. RGLA 9.16
Licensing	Food business licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	Food Safety Food Premises (Registration) Regulations 1991. RGLA 9.16
Licensing	Food licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	Food Safety Act 1990. RGLA 9.16

Environmental Health & Licensing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Licensing	Highway projection licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Hoarding licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Infectious diseases licensing and use	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Lottery registration	Destroy	6 Years	After Registration Lapses	N	OFFICIAL	Business Decision
Licensing	Massage and special treatment licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Non medicinal poisons licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Nursing agencies licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Other hazardous substances	Retain	Permanent		N	OFFICIAL	Business Decision
Licensing	Personal licences	Destroy	6 Years	After Registration Lapses	N	OFFICIAL	Licensing Act 2003. RGLA 9.16
Licensing	Pet shop licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	Pet Animals Act 1951 (as amended by the 1983 Act). RGLA 9.16
Licensing	Petroleum	Retain	Permanent		N	OFFICIAL	Petroleum (Regulation) Acts 1928 and 1936
Licensing	Premises licences	Destroy	6 Years	After Registration Lapses	N	OFFICIAL	Licensing Act 2003. RGLA 9.16
Licensing	Riding establishment licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	Riding Establishments Act 1964 and 1970. RGLA 9.16
Licensing	Sale of explosives licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	Manufacture and Storage of Explosives Regulations 2005. RGLA 9.16
Licensing	Scrap metal licences	Destroy	6 Years	After Registration Lapses	N	OFFICIAL	Scrap Metal Dealers Act 1964. RGLA 9.16
Licensing	Sex establishments	Destroy	6 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Shops	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16

Environmental Health & Licensing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Licensing	Scaffold licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Skip licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Street collections and lotteries licences	Destroy	6 Years	After Registration Lapses	N	OFFICIAL	House To House Collections Act 1939 Lotteries and Amusements Act 1976. RGLA 9.16
Licensing	Street trading licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	Local Government (Miscellaneous Provisions) Act 1982. RGLA 9.16
Licensing	Zoo licences	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	The Zoo Licensing Act 1981. RGLA 9.16
Licensing	Licence premises	Retain	Permanent		N	OFFICIAL	Business Decision
Licensing	Hackney Carriage vehicle licences	Destroy	6 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Local Government (Miscellaneous provisions) Act 1976.
Licensing	Late night refreshment houses	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Private hire Vehicle licences	Destroy	6 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Local Government (Miscellaneous provisions) Act 1976.
Licensing	Private hire Operators licences	Destroy	6 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Local Government (Miscellaneous provisions) Act 1976.
Licensing	Driver Licences - hackney and private hire	Destroy	7 Years	After Registration Lapses	Y	OFFICIAL - SENSITIVE	Local Government (Miscellaneous provisions) Act 1976. & Town Police Clauses Act 1847
Licensing	Driver Licences not granted - hackney and private hire	Destroy	25 Years	Date Last Modified	Y	OFFICIAL - SENSITIVE	Local Government (Miscellaneous provisions) Act 1976. & Town Police Clauses Act 1847

Environmental Health & Licensing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Licensing	HMO (House in multiple occupation) Licence	Destroy	3 Years	Expiry of Licence	N	OFFICIAL	Business Decision
Registration, certification and Permits	Gambling Licences	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Gambling Act 2005
Registration, certification and Permits	Food premises register	Destroy	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Registration, certification and Permits	Licensed premises Register	Retain	Permanent		N	OFFICIAL	Business Decision
Registration, certification and Permits	Sex establishments Register	Retain	Permanent		N	OFFICIAL	Business Decision
Stakeholder Engagement	Agreements	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Stakeholder Engagement	Outsourcing	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Stakeholder Engagement	Regional Forums	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Stakeholder Engagement	Internal Meetings	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Campaigns	Clean Neighbourhood	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Campaigns	Consumer Protection	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Campaigns	Dog Control	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision
Compliance	ISO Compliance	Destroy	7 Years	Date Last Modified	N	OFFICIAL	Business Decision

Environmental Protection

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Biodiversity	Projects	Retain	Permanent		N	OFFICIAL	Business Decision
Biodiversity	Geology RIGS	Retain	Permanent		N	OFFICIAL	Business Decision
Biodiversity	Section 6 Action Plan	Retain	Until superceded		N	OFFICIAL	Business Decision
Biodiversity	Training	Destroy	7 Years	Changed legilsation	N	OFFICIAL	Business Decision
Biodiversity	Protected Habitats & Species	Retain	Permanent		N	OFFICIAL	Business Decision
Conservation	Countryside Connections	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Conservation	Tree Planting	Retain	Permanent		N	OFFICIAL	Business Decision
Conservation	Sites of Interest for Nature Conservation	Retain	Permanent		N	OFFICIAL	Business Decision
Conservation	Local Nature Reserves	Retain	Permanent		N	OFFICIAL	Business Decision
Conservation	Commons Registration	Retain	Permanent		N	OFFICIAL	Business Decision
Conservation	Ancient Woodland Project	Retain	Permanent		N	OFFICIAL	Business Decision
Monitoring	Open/Green Space Assessments	Retain	Until superceded		N	OFFICIAL	Business Decision
Monitoring	PROW Photography	Retain	Permanent		N	OFFICIAL	Business Decision
Monitoring	AONB Landscape Photography	Retain	Permanent		N	OFFICIAL	Business Decision
Partnership Working	Gower AONB Steering Group	Retain	Permanent		N	OFFICIAL	Business Decision
Partnership Working	Gower Society Grant Programmes	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Partnership Working	Welsh Government Grant Programmes	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Partnership Working	NRW Grant Programmes	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Partnership Working	Local Nature Partnership	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Partnership Working	Gower Landscape Partnership	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Partnership Working	Local Access Forum	Retain	Permanent		N	OFFICIAL	Business Decision
Natural Maintenance	Countryside Access Plan	Retain	Until superceded		N	OFFICIAL	Business Decision

Environmental Protection

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Natural Maintenance	Surveys	Retain	Until superceded		N	OFFICIAL	Business Decision
Natural Maintenance	Hedgerow Mapping	Retain	Until superceded		N	OFFICIAL	Business Decision
Natural Maintenance	PROW Clearance Programme	Destroy	7 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Natural Maintenance	Invasive Species Removal	Destroy	7 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Improving Infrastructure	WHQS Programme work	Retain	Permanent		N	OFFICIAL	Business Decision
Improving Infrastructure	AONB Utilities & Communications	Retain	Permanent		N	OFFICIAL	Business Decision
Improving Infrastructure	PROW Definitive Statementt	Retain	Permanent		N	OFFICIAL	Business Decision
Improving Infrastructure	PROW Definitive Map	Retain	Permanent		N	OFFICIAL	Business Decision
Improving Infrastructure	PROW Orders, Notices & Applications	Retain	Permanent		N	OFFICIAL	Business Decision
Improving Infrastructure	AONB Caravan & Campsites	Retain	Permanent		N	OFFICIAL	Business Decision
Improving Infrastructure	AONB Public Transport	Retain	Until superceded		N	OFFICIAL	Business Decision
Heritage	AONB Designation	Retain	Permanent		N	OFFICIAL	Business Decision
Heritage	Conservation Areas/Article 4 Direction	Retain	Permanent		N	OFFICIAL	Business Decision
Heritage	Built Heritage Projects	Retain	Permanent		N	OFFICIAL	Business Decision
Heritage	Landscape Architecture Projects	Retain	Permanent		N	OFFICIAL	Business Decision
Heritage	Historic Landscapes	Retain	Permanent		N	OFFICIAL	Business Decision
Landscape	AONB Management Plan	Retain	Until superceded		N	OFFICIAL	Business Decision
Landscape	Landscape Character Assessment	Retain	Until superceded		N	OFFICIAL	Business Decision
Landscape	LANDMAP	Retain	Until superceded		N	OFFICIAL	Business Decision
Landscape	Dark Skies	Retain	Permanent		N	OFFICIAL	Business Decision
Landscape	AONB Annual Monitoring Reports	Retain	Permanent		N	OFFICIAL	Business Decision

Environmental Protection

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Landscape	Habitats Regulations Assessments	Retain	Until superceded		N	OFFICIAL	Business Decision
Publicity & Guidance	AONB Design Guide	Retain	Until superceded		N	OFFICIAL	Business Decision
Publicity & Guidance	PROW Promoted Routes	Retain	Until superceded		N	OFFICIAL	Business Decision
Publicity & Guidance	Events leaflets	Retain	Until superceded		N	OFFICIAL	Business Decision
Publicity & Guidance	Recreation Resources	Destroy	7 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Publicity & Guidance	Photographic Records	Retain	Permanent		N	OFFICIAL	Business Decision
Coast	Seascape Character Assessment	Retain	Until superceded		N	OFFICIAL	Business Decision
Coast	Coastal Path	Retain	Permanent		N	OFFICIAL	Business Decision
Coast	Shoreline Management Plan	Retain	Until superceded		N	OFFICIAL	Business Decision
Coast	Marine Planning, CBEEMS, etc	Retain	Until superceded		N	OFFICIAL	Business Decision

Housing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advice	Provision of housing advice.	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Advice	Homeless Advice	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Advice	Help and advice to private tenants or landlords.	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Estate management	Applications for garage space.	Review	1 Year	Annually review waiting list - destroy records for former applicants annually	N	OFFICIAL	Business Decision
Estate management	Documentation relating to garage rental and allocation.	Destroy	7 years	years after end of lease (financial)	N	OFFICIAL	Business Decision
Estate management	Documentation relating to the inspection and monitoring of the environment of the council housing estate.	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Estate management	Documentation relating to the resolution of neighbour disputes involving council tenants.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Estate management	Car Parking Surveys	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Housing provision	Information relating to the process of allocating property (homes and garages) to applicants on the waiting list.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Housing provision	Assessment of whether applicant is eligible for services or judgement about what service we should provide.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Housing provision	Process in providing short term and emergency accommodation for homeless people.	Destroy	12 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Housing provision	Documentation relating to hostel providers and youth hostels in general.	Destroy	12 years	from date last modified	N	OFFICIAL	Business Decision
Housing provision	Documents related to housing applications.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Housing provision	Documents related to unsuccessful housing applications.	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	RGLA3.27

Housing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Housing provision	The register of individual housing applications.	Retain	Permanent - offer to archivist		Y	OFFICIAL - SENSITIVE	RGLA3.26
Housing provision	Application to Mutually Exchange and the Deed of Assignment .	Destroy	12 years	from termination of tenancy	N	OFFICIAL	Business Decision
Housing provision	Information on amount and type of housing stock required.	Destroy	4 years	from date last modified	N	OFFICIAL	RGLA8.10
Housing provision	Information on the provision of sheltered housing.	Destroy	12 years	from termination of tenancy	N	OFFICIAL	Business Decision
Housing stock	Demolition of housing stock.	Destroy	12 years	after demolition	N	OFFICIAL	Business Decision
Housing stock	Emergency or unplanned maintenance to council housing.	Retain	Permanent - records held on ORCHARD		N	OFFICIAL	Business Decision
Housing stock	Documentation relating to housing grants over £50,000 including area renewal contract information	Destroy	12 years	after last payment	Y	OFFICIAL - SENSITIVE	Limitations Act 1980. RGLA 7.19
Housing stock	Documentation relating to housing grants under £50,000	Destroy	6 years	after last payment	Y	OFFICIAL - SENSITIVE	Limitations Act 1980. RGLA 7.19
Housing stock	Documentation relating to housing deeds.	Retain	Records held by legal/ archives		N	OFFICIAL	Business Decision
Housing stock	Program of maintenance to council housing over the next maintenance period.	Retain	Permanent - records held on ORCHARD		N	OFFICIAL	Business Decision
Housing stock	Provision of loans assistance to improve the condition of private housing - lifetime loans.	Destroy	Permanent - or until future sale or transfer of property.	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Housing stock	Property and applicant details relating to housing adaptations and repairs grants / loans assistance.	Retain	Permanent	Grants / Loans - Flare Permanent Record	Y	OFFICIAL - SENSITIVE	Business Decision

Housing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Housing stock	Register of asbestos in council housing.	Destroy	50 years	from date last modified	N	OFFICIAL	Control of Asbestos at Work Regulations 1987. RGLA 9.4
Housing stock	Squatters and unauthorised occupants.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Managing tenancies	Information relating to the tenancy.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	RGLA3.28
Managing tenancies	Discretionary assistance to disabled and elderly residents for their dwellings and gardens undertaken by Western Bay Care and Repair Handyperson	Destroy	6 years	after last payment	Y	OFFICIAL - SENSITIVE	Business Decision
Managing tenancies	Provision of grant assistance to the adapting of council homes	Destroy	6 years	after last payment	Y	OFFICIAL - SENSITIVE	Business Decision
Managing tenancies	Advice given to council tenants. Also applies to Gypsy/ Traveller Sites	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Managing tenancies	Documentation relating to the tenancy agreement - ordinary tenancy	Destroy	6 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Limitations Act 1980
Managing tenancies	Documentation relating to the tenancy agreement - tenancy under seal	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Limitations Act 1980
Managing tenancies	Permission requested by tenants to undertake alterations.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Managing tenancies	Documentation relating to the notification and enforcement of breaches of council tenancy agreements. Includes rent arrears.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Managing tenancies	Documentation relating to evictions of specific tenants.	Destroy	12 years	from termination of tenancy	Y	OFFICIAL - SENSITIVE	Business Decision
Managing tenancies	Housing repairs documentation relating to specific properties.	Retain	Permanent	Retain - records held on ORCHARD	N	OFFICIAL	Business Decision
Managing tenancies	Contents insurance for council tenants.	Destroy	1 year	after cancellation of policy. Keep application form whilst tenant is on scheme.	N	OFFICIAL	Business Decision
Managing tenancies	Documentation relating to rent setting of housing.	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision

Housing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Managing tenancies	Documentation relating to tenants statutory right to purchase council housing.	Destroy	12 years	after sale of house	N	OFFICIAL	RGLA7.17
Managing tenancies	Personal details relating to tenancies held.	Destroy	12 years	from termination of tenancy	N	OFFICIAL	Business Decision
Managing tenancies	Tenancy Support Services to enable them to continue living in their homes/community.	Retain	Permanent	Permanet G1:G43nt-Information held on Genesis.	N	OFFICIAL	Business Decision
Managing tenancies	Housing Management Policies & Procedures	Review	10 Years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Budgets and Supporting Papers	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Communicates to staff - corporate policies and procedures, and legislative changes	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Compliance with equalities legislation - Audit Questionnaires	Destroy	2 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Equalities legislation - Audit Reports	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Equality characteristics of service users (About you form)	Destroy	7 years	from date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Business Planning	Events and housing stock (Photographic Evidence)	Retain	Permanent	offer to archivist	N	OFFICIAL	Business Decision
Business Planning	Housing stock information	Retain	Permanent	N/A	N	OFFICIAL	Business Decision
Business Planning	Housing Market Assessment	Retain	Permanent	N/A	N	OFFICIAL	Business Decision
Business Planning	Gypsy Traveller Accommodation Assessment	Retain	Permanent	N/A	N	OFFICIAL	Business Decision
Business Planning	Local Housing Strategy	Retain	Permanent	N/A	N	OFFICIAL	Business Decision
Business Planning	Management of the leasehold property documents	Retain	Permanent	N/A	N	OFFICIAL	Business Decision
Business Planning	Provision of leaseholder loans to assist with costs of Major Works	Destroy	7 years	after last payment	Y	OFFICIAL - SENSITIVE	Business Decision
Business Planning	Option papers and recommendations	Retain	Indefinitely	Keep indefinitely	N	OFFICIAL	Business Decision
Business Planning	Participation activities (Minor Policies)	Destroy	1 year	from date last modified	N	OFFICIAL	Business Decision

Housing

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Business Planning	Participation activities (Significant Policies)	Review	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Program of maintenance (Housing Stock database)	Retain	Permanent	NA	N	OFFICIAL	Business Decision
Business Planning	Record of service of Section 80 notices	Destroy	7 years	After enforcement completed	N	OFFICIAL	Business Decision
Business Planning	Records relating to tenancy changes and charges	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Records relating to weekly and monthly direct transactions	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Schemes (Social Housing Grant Allocation)	Review	10 Years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Section 106 Agreements	Retain	Permanent	N/A	N	OFFICIAL	Business Decision
Business Planning	Survey monitoring tenant satisfaction	Review	10 years	from date last modified	N	OFFICIAL	Business Decision
Business Planning	Tenants statutory right (RTB)	Destroy	12 years	After sale of house	N	OFFICIAL	Business Decision
Business Planning	Tenant Information (Improvement Files)	Retain	For lifetime of property	After work complete	Y	OFFICIAL - SENSITIVE	Business Decision
Compliance	Property Checks	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Compliance	Reporting	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision
Compliance	Legislation	Destroy	7 years	from date last modified	N	OFFICIAL	Business Decision

Leisure & Culture

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Arts	Clubs & Societies	Destroy	7 Years	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Facilities	Equipment	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Community Facilities	Grants	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Community Facilities	Venues	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Community Facilities	Green & Blue Flag Awards	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Events & Promotion	Countryside Events	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Events & Promotion	Exhibitions	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Events & Promotion	Inclusion	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Events & Promotion	Parks and Garden Events	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Events & Promotion	Special Events	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Libraries	Deposit/Gifts	Retain	Permanent		N	OFFICIAL	Business Decision
Libraries	Book Ordering	Destroy	1 year	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Libraries	Bookings	Destroy	1 year	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Libraries	Catalogue/Inventory	Retain	Permanent		N	OFFICIAL	Business Decision
Libraries	Fines	Destroy	7 Years	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Libraries	Library Development	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Libraries	Loans	Destroy	2 Years	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision

Leisure & Culture

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Libraries	Memberships	Destroy	3 Years	After ticket expiry or immediately on decease	Y	OFFICIAL - SENSITIVE	Business Decision
Museums	Deposit/Gifts	Retain	Permanent		N	OFFICIAL	Business Decision
Museums	Loans	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Museums	Museum Catalogue/Inventory	Retain	Permanent		N	OFFICIAL	Business Decision
Museums	Museum Development	Review	10 Years	After last date modified	N	OFFICIAL	Business Decision
Art Gallery	Deposit/Gifts	Retain	Permanent		N	OFFICIAL	Business Decision
Art Gallery	Loans	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Art Gallery	Catalogue/Inventory	Retain	Permanent		N	OFFICIAL	Business Decision
Grand Theatre	EXTRAS Membership Scheme	Destroy	1 Year	After end of membership	Y	OFFICIAL - SENSITIVE	Business Decision
Parks & Open Spaces	Development	Review	10 Years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Fleet	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Equipment Maintenance	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Playground Inspection Records	Destroy	18 years	from date of inspection	N	OFFICIAL	Business Decision
Parks & Open Spaces	Club/group contributions	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Equipment Inventories	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Goal post inspection records	Destroy	1 year	after creation	N	OFFICIAL	Business Decision
Parks & Open Spaces	Grant and funding applications	Review	10 Years	European Funding records should be retained until 2026	N	OFFICIAL	Business Decision
Parks & Open Spaces	Grant payments	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Grounds Maintenance Schedule	Destroy	10 years	After last date modified	N	OFFICIAL	Business Decision

Leisure & Culture

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Parks & Open Spaces	Infrastructure inspection records	Destroy	18 years	from date of inspection	N	OFFICIAL	Business Decision
Parks & Open Spaces	Tree Inspection Records	Retain	Permanent		N	OFFICIAL	Business Decision
Parks & Open Spaces	Council Allotments Sites	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Allotment Association Sites	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Parks & Open Spaces	Lettings	Destroy	7 years	After last date modified	N	OFFICIAL	Business Decision
Sports	Sports Development	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Sports	Clubs and Societies				N	OFFICIAL	Business Decision
Sports	Grants	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Tourism	Tourist Accommodation	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Tourism	Visitor Information	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Volunteering	Volunteers	Destroy	7 Years	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Indoor Sports Facilities	Partnerships	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Indoor Sports Facilities	Management	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Indoor Sports Facilities	Pool Competence Test Records	Destroy	7 Years	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Leisure Promotion	Events	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Leisure Promotion	Exhibitions	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision

Leisure & Culture

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Leisure Promotion	Inclusion	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Leisure Promotion	Play scheme	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Leisure Promotion	Compliance	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Leisure Promotion	Social Media / Website	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Leisure Promotion	Consultation / Communication	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Health & Wellbeing	Personal Fitness	Destroy	7 Years	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Health & Wellbeing	Fitness	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Health & Wellbeing	Programmes	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Health & Wellbeing	Exercise Referral	Destroy	7 Years	After last date modified	Y	OFFICIAL - SENSITIVE	Business Decision
Outdoor Facilities	Maintenance	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Outdoor Facilities	Play	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Outdoor Facilities	Forests	Retain	Permanent		N	OFFICIAL	Business Decision
Outdoor Facilities	Bookings	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Outdoor Facilities	Membership	Destroy	1 Year	After end of membership	Y	OFFICIAL - SENSITIVE	Business Decision
Outdoor Facilities	Equipment Hire	Destroy	1 Year	After Booking	N	OFFICIAL	Business Decision
Outdoor Facilities	Management	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Blue Plaques	Blue Plaques Advisory Group minutes and associated records	Retain	Permanent		N	OFFICIAL	Business Decision
Passport to Leisure	PTL Scheme	Destroy	1 Year	After end of membership	Y	OFFICIAL - SENSITIVE	Business Decision
Passport to Leisure	PTL Application Forms	Destroy	1 Year	After end of membership	Y	OFFICIAL - SENSITIVE	Business Decision

Planning & Building Control

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Building Control	Application files	Destroy	16 Years	from date of receipt of application	Y	OFFICIAL - SENSITIVE	Building Act 1984
Building Control	Building control register	Retain	Permanent		N	OFFICIAL	RGLA 10.8
Building Control	Documents related to building standards and inspection	Review	16 Years	from date of receipt of application	N	OFFICIAL	Completed applications can be destroyed after minimum 16 years. Retain electronic version if applicable. Building Act 1984
Building Control	Pre application discussion	Destroy	3 years	from date last modified if no application submitted	Y	OFFICIAL - SENSITIVE	Building Act 1984
Building Control	Unauthorised works	Destroy	5 Years	from date last modified	N	OFFICIAL	Building Act 1984
Building Control	Scaffold & Hoarding Licences	Destroy	2 Years	from date last modified	N	OFFICIAL	Business Decision
Building Control	Demolitions	Destroy	5 years	from date last modified	N	OFFICIAL	Business Decision
Building Control	Dangerous Buildings	Retain	Permanent		N	OFFICIAL	Business Decision
Building Control	Building Regulation Approval	Retain	Permanent		N	OFFICIAL	Business Decision
Building Control	Building Regulation Charges	Destroy	When superceded		N	OFFICIAL	Business Decision
Planning Applications	Application Documents	Retain	Permanent	Permanent	Y	OFFICIAL - SENSITIVE	Business Decision
Planning Applications	Statutory pre-applications	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Planning Applications	Non-statutory pre-applications	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision

Planning & Building Control

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Planning Applications	Consultations	Destroy	10 years	from date last modified	N	OFFICIAL	Destroy after 10 years for electronic records after 1 st September 2013, permanently for paper records and microfiche before September 1 st 2013
Planning Applications	Called in applications	Destroy	4 years	from date last modified	N	OFFICIAL	Business Decision
Compliance	Enforcement Files	Retain	Permanent		Y	OFFICIAL - SENSITIVE	RGLA 10.13
Compliance	Enforcement register and notices	Retain	Permanent		N	OFFICIAL	RGLA 10.13
Compliance	Policies	Retain	Until superceded		N	OFFICIAL	Business Decision
Compliance	Covenant Controls	Retain	Permanent		N	OFFICIAL	Business Decision
Compliance	Legislation	Retain	Until superceded		N	OFFICIAL	Business Decision
Forward Planning	Heritage buildings and sites lists	Retain	Permanent		N	OFFICIAL	Business Decision
Forward Planning	Historic planning record sheets	Retain	Permanent		N	OFFICIAL	Business Decision
Forward Planning	Conservation area information	Retain	Permanent	Permanent	N	OFFICIAL	Record of special architectural and historic interest as required by legislation, plus record of public and stakeholder consultation carried out in reviewing and designating the areas
Forward Planning	Listed Building information	Retain	Permanent	Permanent	N	OFFICIAL	Record of special architectural and historic interest in relation to designated listed buildings and ancient monuments in accordance with national legalisation
Forward Planning	Local planning documentation	Retain	Until superceded	Until subsequent development plan adopted	N	OFFICIAL	RGLA10.1
Forward Planning	Mineral Plan	Retain	Permanent	Permanent	N	OFFICIAL	RGLA 10.4
Forward Planning	National planning policy information	Retain	Until superceded		N	OFFICIAL	Business Decision
Forward Planning	Planning obligations database	Retain	Permanent	Permanent	N	OFFICIAL	RGLA 10.6

Planning & Building Control

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Forward Planning	Policies	Retain	Permanent	Permanent	N	OFFICIAL	RGLA 10.7
Forward Planning	Regional planning information	Retain	Until superceded		N	OFFICIAL	Business Decision
Forward Planning	Sites and Monuments Register	Retain		Permanent	N	OFFICIAL	RGLA 10.3
Forward Planning	Social housing development documents	Retain	Until superceded	Until adoption of development Plan	N	OFFICIAL	Business Decision
Forward Planning	Specific buildings planning policy documents	Retain	Until superceded		N	OFFICIAL	Business Decision
Forward Planning	Waste Plan	Retain	Permanent		N	OFFICIAL	Business Decision
Forward Planning	Economic Regeneration	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Forward Planning	Heritage Listing	Retain	Permanent				Business Decision
Forward Planning	Housing Development	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Forward Planning	National Planning Policy	Retain	Until superceded		N	OFFICIAL	Business Decision
Forward Planning	Local Planning Policy	Retain	Until superceded		N	OFFICIAL	Business Decision
Forward Planning	Planning Schemes	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Planning Policy	Supplementary Planning Documents	Destroy	10 Years	After last date modified	N	OFFICIAL	Business Decision
Planning Policy	Development Plan	Retain	Until superceded		N	OFFICIAL	RGLA10.1
Planning Policy	Brownfield Register	Retain	Permanent		N	OFFICIAL	Business Decision
Planning Policy	Section 106 Agreements	Retain	Permanent		N	OFFICIAL	Business Decision
Planning Policy	Transport Policy	Retain	Until superceded		N	OFFICIAL	Business Decision
Landscape	Tree preservation orders	Retain	Permanent		N	OFFICIAL	RGLA 10.6
Landscape	Tree works	Retain	Permanent		N	OFFICIAL	RGLA 10.4

Property

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Property Maintenance	Instruction manuals related to council property.	Destroy	7 years	after date last modified	N	OFFICIAL	RGLA 7.27
Property Maintenance	Refurbishment	Destroy	7 years	after date last modified	N	OFFICIAL	RGLA 7.27
Property Maintenance	Planned Maintenance	Destroy	7 years	after date last modified	N	OFFICIAL	RGLA 8.7
Property Maintenance	Responsive Maintenance	Destroy	50 years	after date last modified	N	OFFICIAL	RGLA 7.27
Property Maintenance	Asbestos	Destroy	40 years	after date last modified	N	OFFICIAL	Business Decision
Property Maintenance	Cleaning	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property acquisition and disposal	Acquisition	Review	12 years	after date last modified	N	OFFICIAL	Business Decision
Property Acquisition and Disposal	Any papers concerning the management of the acquisition (by finance lease or purchase) process for real property council property.	Destroy	15 years	after date last modified	N	OFFICIAL	Limitations Act 1980. RGLA 8.3
Property Acquisition and Disposal	Deeds	Retain	Permanent	Permanent	N	OFFICIAL	Business Decision
Property Acquisition and Disposal	Disposal	Destroy	12 years	after date last modified	N	OFFICIAL	Limitations Act 1980. RGLA 7.29
Property Acquisition and Disposal	Right to Buy	Destroy	12 years	after date last modified	N	OFFICIAL	RGLA 8.3
Property Acquisition and Disposal	Sale of freehold reversionary interests	Destroy	3 years	after date last modified / conclusion of transaction	Y	OFFICIAL	Leasehold Reform Act 1967
Property and Land Management	Building Surveys	Retain	Permanent	Permanent	N	OFFICIAL	Business Decision
Property and Land Management	Certification	Retain	Permanent	Permanent	N	OFFICIAL	Business Decision
Property and Land Management	Documentation relating to the distribution of council property.	Retain	Permanent	Permanent	N	OFFICIAL	Business Decision
Property and Land Management	Distribution and Allocation of Properties	Retain	Permanent	Permanent	N	OFFICIAL	Business Decision

Property

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Property and Land Management	Energy Management Utility Bills	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property and Land Management	Energy - CRC Records & Reports	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property and Land Management	Energy - PI Data & Reports	Destroy	10 years	after date last modified	N	OFFICIAL	Business Decision
Property and Land Management	Feasibility Studies	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property and Land Management	Health & Safety	Destroy	7 years	after date last modified	N	OFFICIAL	RGLA 9.6
Property and Land Management	Internal Agreements	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property and Land Management	Land & Property History	Retain	Permanent	Permanent	N	OFFICIAL	Business Decision
Property and Land Management	Leases/Tenancies	Destroy	15 years	after expiry of lease/tenancy	N	OFFICIAL	RGLA 8.8
Property and Land Management	Property Disputes	Destroy	15 years	after expiry of lease/tenancy	N	OFFICIAL	Business Decision
Property and Land Management	Encumbrances	Retain	Permanent	Permanent	N	OFFICIAL	Business Decision
Property and Land Management	Management	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property and Land Management	Usage Statistics	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property and Land Management	Valuations	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property Use and Development	Car Parking	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Property Use and Development	Design & Construction	Retain	Permanent		N	OFFICIAL	Business Decision
Facilities Management	Accommodation	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Evac-Chair	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Fire Alarms	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision

Property

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Facilities Management	Fire Marshalls	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Fire Audit Info (work carried out on Fire Alarm System)	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Fire Equipment Checks	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	First Aid	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Parking	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Security Passes	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Security	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Testing	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Heating	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Utilities	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Contractor Completed Worksheets	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Facilities Management	Contractor / Cleaner Log in Sheets (passes issued)	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Facilities Management	Key Register Log (Contractors/Cleaners signing out keys)	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Facilities Management	CBS Building Services Logs sheet_completed jobs	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Facilities Management	Deister Patrol Sheets	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Daily Hazard Checks	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Driver Information (For Driving VIP's)	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Facilities Management	Hot Work Permits	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision

Property

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Facilities Management	Control Room Access Log	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Facilities Management	Mail Room - Incoming recorded deliveries, Record of Incoming Parcels, Outgoing TNT Parcels, Cover driving in the Mail Room	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Clean Mail, Postal Recharges, Royal Mail underpaid items (Incoming)	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Room Bookings	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Facilities Management	Pool Bikes	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision

Public Health

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advice	Advice to the Public	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Advice	Scheme Advice	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Contracts	Finance	Destroy	12 Years	from date last modified	N	OFFICIAL	Business Decision
Contracts	Grants	Destroy	12 Years	from date last modified	N	OFFICIAL	Business Decision
Campaigns	Schemes	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Alcohol and Drug Misuse	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Birth Defects	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Cancer and Long-Term Conditions	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Children and Young People	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Dental Services	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Health Checks	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Injury Prevention	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Mental Health	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Physical Activity	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision

Public Health

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Health Improvement	Smoking Cessation	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Social Exclusion	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Social Prescription	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Weight Management	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Health Improvement	Workplace Health	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Responses	Environmental Risks	Retain	Permanent		N	OFFICIAL	Business Decision
Responses	Immunisation	Retain	Permanent		N	OFFICIAL	Business Decision
Responses	Screening	Retain	Permanent		N	OFFICIAL	Business Decision
Responses	Sexual Health	Retain	Permanent		N	OFFICIAL	Business Decision
Responses	Emergency Planning & Response	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Analytics Working Files	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Data and Datasets	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Infographics	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Information Governance	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	JSNA Joint Strategic Needs Assessment	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Mapping	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Performance and Dashboards	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Population Health Management	Retain	Permanent		N	OFFICIAL	Business Decision
Informatics	Profiles	Retain	Permanent		N	OFFICIAL	Business Decision

Public Health

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Meetings	Partnership	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Meetings	Local Authority	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Meetings	Regional Groups	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
Performance & Monitoring	Audit	Retain	Permanent		N	OFFICIAL	Business Decision
Performance & Monitoring	Guidance	Retain	Permanent		N	OFFICIAL	Business Decision
Performance & Monitoring	Performance	Retain	Permanent		N	OFFICIAL	Business Decision
Performance & Monitoring	Risk	Retain	Permanent		N	OFFICIAL	Business Decision
Performance & Monitoring	Legislation	Retain	Permanent		N	OFFICIAL	Business Decision

Registration & Coroners

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Registration of Births, Mariages and Deaths	Approved wedding premises	Review	2 years	after approval	N	OFFICIAL	Register maintained up to date
Registration of Births, Mariages and Deaths	Births, marriages and death certificates	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	RGLA 5.2
Registration of Births, Mariages and Deaths	Certificate copy applications	Destroy	1 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Registration of Births, Mariages and Deaths	Marriage notices	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Registration of Births, Mariages and Deaths	Marriage register	Retain	Permanent		Y	OFFICIAL - SENSITIVE	RGLA 5.1
Registration of Births, Mariages and Deaths	Marriage Service arrangements	Destroy	3 years	after date last modified	N	OFFICIAL	RGLA5.3
Registration of Births, Mariages and Deaths	Register of births	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Registration of Births, Mariages and Deaths	Advice & Support	Destroy	1 years	after date last modified	N	OFFICIAL	Business Decision
Registration of Births, Mariages and Deaths	Register of citizenship	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Registration of Births, Mariages and Deaths	Spoiled registration certificates	Destroy	1 year	after creation	Y	OFFICIAL - SENSITIVE	Business Decision
Ceremonies	Civil Mariages	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Ceremonies	Civil Partnerships	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision

Registration & Coroners

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Ceremonies	Renewal of Vows	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Ceremonies	Naming Ceremonies	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Ceremonies	Citizenship Ceremonies	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Communications & Engagement	Partnerships	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Communications & Engagement	Plans	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Operations	Banking	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Operations	Process & Guidance	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Operations	Reporting	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Identity Management	European Passport Return Service	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Inquiries into Death	Register of deaths	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
Inquiries into Death	Inquest Case Files	Review	15 years	after last action - offer to Archivist	Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.7
Inquiries into Death	Non-inquest case Files	Review	15 years	after last action - offer to Archivist	Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.7
Inquiries into Death	Reported deaths register	Retain	Permanent		Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.7
Treasure Trove	Treasure trove case files	Review	15 years	after last action - offer to Archivist	Y	OFFICIAL - SENSITIVE	TNA Retention and Disposal Guidance 13. RGLA 5.6
Compliance	General Registers Office	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Compliance	Licensing	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision

Transport & Infrastructure

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Fleet Management	Contracts	Destroy	12 Years	After end of contract	N	OFFICIAL	Business Decision
Fleet Management	Driver "NIL" Defect Reports	Destroy	12 Weeks	after creation	N	OFFICIAL	Business Decision
Fleet Management	Driver "Recorded" Defect Reports	Destroy	7 Years	after vehicle disposal	N	OFFICIAL	Business Decision
Fleet Management	Driver Management	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Fleet Management	Taxi inspection records	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Fleet Management	Certification & Calibration records	Destroy	2 years	After date last modified	N	OFFICIAL	Business Decision
Fleet Management	Pool Car Management	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Fleet Management	Vehicle Management	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Harbours and waterways	Boat Moorings	Destroy	6 Years	After date last modified	N	OFFICIAL	Business Decision
Harbours and waterways	Hoist Activity	Destroy	6 Years	After date last modified	N	OFFICIAL	Business Decision
Harbours and waterways	Maintenance Records Inspections	Destroy	10 Years		N	OFFICIAL	Business Decision
Harbours and waterways	Port Facilities	Destroy	6 Years	After date last modified	N	OFFICIAL	Business Decision
Harbours and waterways	Registration	Destroy	6 Years	After date last modified	N	OFFICIAL	Business Decision
Harbours and waterways	Coast	Destroy	6 Years	After date last modified	N	OFFICIAL	Business Decision
Harbours and waterways	Rivers	Destroy	6 Years	After date last modified	N	OFFICIAL	Business Decision
Harbours and waterways	Canals	Destroy	6 Years	After date last modified	N	OFFICIAL	Business Decision
Highway Development Control	Highway Planning Control	Destroy	7 Years	After date last modified	N	OFFICIAL	Offer controversial or high profile schemes to archivist
Highway Development Control	Planning Consultations	Destroy	5 Years	After date last modified	N	OFFICIAL	Business Decision
Highway Development Control	Highway Adoption	Retain	Permanent		N	OFFICIAL	RGLA 11.3 Highways Act 1980

Transport & Infrastructure

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Highway Development Control	Road Classification	Retain	Permanent		N	OFFICIAL	Highways Act 1980
Highway Development Control	Highway Extinguishment	Destroy	7 Years	After date last modified	N	OFFICIAL	Highways Act 1980. Offer order and map to archivist
Highway Development Control	Highway Extent Queries	Retain	Permanent		N	OFFICIAL	RGLA 11.2 Asset Mgmt Highways Act 1980
Highway Enforcement	Licences (Scaffolding, Pavement licences, Hoardings etc.)	Destroy	3 Years	After date last modified	N	OFFICIAL	RGLA 11.5
Highway Enforcement	Parking Fines	Destroy	6 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Highway Enforcement	Weight Limits	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Highway Enforcement	Road reinstatement	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Highway Enforcement	Speeding Fines	Destroy	3 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Infrastructure Management	Cycle Routes	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Geotechnical Services	Retain	Permanent		N	OFFICIAL	Business Decision
Infrastructure Management	Maintenance	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Markings & Signage	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Public Conveniences	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Street Naming & Numbering	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Service Providers	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Surveys	Destroy	7 Years	After date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Infrastructure Management	Taxi Ranks	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision

Transport & Infrastructure

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Infrastructure Management	APC Files	Destroy	7 Years	after matter concluded	N	OFFICIAL	Indefinite - until matter concluded
Infrastructure Management	Bridges & Highways Design, construction and CDM files	Retain	Permanent		N	OFFICIAL	Indefinitely for lifetime of bridge
Infrastructure Management	Scheme Records	Destroy	12 Years	After date last modified	N	OFFICIAL	RGLA 11.9
Infrastructure Management	Improvements Non WEFO Files	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Improvements WEFO files	Review		Review in 2026 WEFO guidance	N	OFFICIAL	WEFO grant conditions
Infrastructure Management	Quadrant Bus Station maintenance	Destroy	12 Years	After date last modified	N	OFFICIAL	Business Decision
Infrastructure Management	Street Furniture – held on Mayrise	Retain	Permanent		N	OFFICIAL	Business Decision
Infrastructure Management	Asset Management data for Lighting	Retain	Permanent		N	OFFICIAL	Business Decision
Infrastructure Management	Engineering	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Public Transport Plan	Park & Ride	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Public Transport Plan	Subsidised Bus Fares	Destroy	3 Years	After date last modified	N	OFFICIAL	RGLA 11.11
Public Transport Plan	Community Transport	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Public Transport Plan	Public transport Plan	Retain	Permanent		N	OFFICIAL	Business Decision
Public Transport Plan	Buses	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Public Transport Plan	Trains	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Rights of Way	Enquiries	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Rights of Way	Locations	Retain	Permanent		N	OFFICIAL	Business Decision
Rights of Way	Orders	Retain	Permanent		N	OFFICIAL	Business Decision
Rights of Way	Planning Applications	Retain	Permanent		N	OFFICIAL	Business Decision

Transport & Infrastructure

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Rights of Way	Ploughing and Cropping	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Rights of Way	Searches	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Rights of Way	Maps	Retain	Permanent		N	OFFICIAL	Business Decision
Rights of Way	Maintenance	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Road Maintenance	Bridges & Highways Inspection records	Retain	Permanent		N	OFFICIAL	Indefinitely for lifetime of bridge
Road Maintenance	Drains and Gullies	Retain	Permanent		N	OFFICIAL	CDM regulations
Road Maintenance	Planned and Unplanned Maintenance	Retain	Permanent		N	OFFICIAL	CDM regulations
Road Maintenance	Emergency Maintenance	Destroy	12 Years	After date last modified	N	OFFICIAL	RGLA 11.9
Road Maintenance	Hazard Removal	Destroy	7 Years	After date last modified	N	OFFICIAL	Claims Defence Limitations Act
Road Maintenance	Inspections	Retain	Permanent		N	OFFICIAL	Claims defence, Limitations Act
Road Maintenance	Kerbs and vehicle crossovers held on Mayris	Destroy	7 Years	After date last modified	N	OFFICIAL	Claims defence, Limitations Act
Road Safety Awareness	Road Traffic Collisions	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Road Safety Awareness	Road Safety Awareness	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Road Safety Awareness	Safer Routes to Schools	Destroy	3 Years	After date last modified	N	OFFICIAL	Police Evidence in relation to Road Accidents
Road Safety Awareness	School Crossing Patrols	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Road Safety Awareness	Safety Audits	Retain	Permanent		N	OFFICIAL	CDM regulations
Road Safety Awareness	Improvements	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
School Transport	School Transport CRB Checks	Destroy	6 Months	After date last modified	N	OFFICIAL	Business Decision
School Transport	School Transport Correspondence	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision

Transport & Infrastructure

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
School Transport	School Transport Procurement	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
School Transport	School Transport App forms	Destroy	1 Year	After date last modified	N	OFFICIAL	Business Decision
School Transport	Special Education Needs transport	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Traffic Management	TRO schedule	Retain	Permanent		N	OFFICIAL	Business Decision
Traffic Management	UTC Logs	Destroy	5 Years	After date last modified	N	OFFICIAL	Traffic Management Act 2004 & police investigation
Traffic Management	Car Parks Applications Correspondence	Destroy	1 Year	After date last modified	N	OFFICIAL	Business Decision
Traffic Management	Correspondence Files	Destroy	3 Years	After date last modified	N	OFFICIAL	Traffic Management Act 2004 & police investigation
Traffic Management	Fault Records	Destroy	5 Years	After date last modified	N	OFFICIAL	Traffic Management Act 2004 & police investigation
Traffic Management	Traffic Flow Data	Retain	Permanent		N	OFFICIAL	The management and control of traffic calming measures.
Traffic Management	Traffic Monitoring	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Traffic Management	Traffic Reduction Records	Destroy	5 Years	After date last modified	N	OFFICIAL	Traffic Management Act 2004
Traffic Management	Abnormal Loads	Destroy	1 Year	After date last modified	N	OFFICIAL	Business Decision
Traffic Management	Gritting & Snow Clearance	Destroy	7 Years	After date last modified	N	OFFICIAL	Claims Defence Limitations Act
Traffic Management	Residents Parking	Destroy	1 Year	After date last modified	N	OFFICIAL	Business Decision
Traffic Management	Traffic Orders	Destroy	5 Years	After date last modified	N	OFFICIAL	RGLA 11.6
Traffic Management	Traffic Calming	Destroy	10 Years	After date last modified	N	OFFICIAL	Business Decision
Transport Planning	Local Transport Plan	Retain	Permanent		N	OFFICIAL	RGLA 11.1

Transport & Infrastructure

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Transport Planning	Traffic Modelling/Counts	Destroy	3 Years	After date last modified	N	OFFICIAL	RGLA 11.11
Transport Planning	Regional Network Strategy	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Transport Planning	LTF/LTNF Bids	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision
Transport Planning	Travel Plans	Destroy	7 Years	After date last modified	N	OFFICIAL	Business Decision

Waste Management

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Street cleaning	Street Sweeping	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Street cleaning	Pest Control (no fee)	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Street cleaning	Pest Control (fee paid)	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Street cleaning	Graffiti and Fly Posting	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Street cleaning	Litter Management	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Street cleaning	Dead Animals	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Street cleaning	Shopping Trolleys	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Street cleaning	Public Toilets	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Waste collection	Refuse/Recycling Collection	Destroy	2 years	after date last modified	Y	OFFICIAL	RGLA9.26
Waste collection	Absorbent hygiene Waste	Destroy	2 years	after date last modified	Y	OFFICIAL	Business Decision
Waste collection	Assisted Collections	Destroy	2 years	after date last modified	Y	OFFICIAL	RGLA9.26
Waste collection	Domestic Waste Exemptions	Destroy	2 years	after date last modified	Y	OFFICIAL	RGLA9.26
Waste collection	Trade	Destroy	2 years	after date last modified	N	OFFICIAL	RGLA9.26
Waste collection	Abandoned Vehicles	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Waste collection	Bulk	Destroy	2 years	after date last modified	Y	OFFICIAL	RGLA9.26
Waste collection	Controlled waste transfer notes	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision
Waste disposal	Controlled waste transfer notes	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision

Waste Management

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Waste disposal	Hazardous waste transfer notes	Destroy	5 years	after date last modified	N	OFFICIAL	Business Decision
Waste disposal	Site Equipment	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision
Waste disposal	Performance & Reporting	Destroy	6 years	after date last modified	N	OFFICIAL	Business Decision
Waste disposal	Permits	Destroy	6 years	After permit expires	N	OFFICIAL	Business Decision
Tir John Landfill site	Landfill Operating Permits	Retain	Permanent		N	OFFICIAL	while landfill site operational and/or site restored
Tir John Landfill site	Landfill Tax associated records	Destroy	7 years	after date last modified	N	OFFICIAL	Business Decision

Education

New Activity	New Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Access & Inclusion	Traveller Sites	Destroy	25 Years	After d.o.b. of pupil	Y	Official – Sensitive	CCS Policy
Access & Inclusion	meetings	Destroy	5 Years	Date of meeting	Y	Official – Sensitive	CCS Policy
Admissions and Exclusions	School catchment areas	Destroy	15 Years	After information is superseded	N	Official	CCS Policy
Admissions and Exclusions	Admission arrangements	Destroy	5 Years	Date of meeting	N	Official	CCS Policy
Admissions and Exclusions	Parental Choice	Destroy	When superseded	Current and the previous edition only to be retained	N	Official	CCS Policy
Admissions and Exclusions	Appeals	Destroy	1 Year	After decision of appeal board	Y	Official – Sensitive	CCS Policy
Admissions and Exclusions	exclusions	Review	25 Years	After Pupil D.O.B	Y	Official – Sensitive	
Admissions and Exclusions	applications	Review	1 Year	After date of admission	Y	Official – Sensitive	CCS Policy
Admissions & Exclusions	Permanent exclusions	Destroy	35 Years	After pupil leaves school (file closure)	Y	Official – Sensitive	CCS Policy
Admissions & Exclusions	Temporary/Fixed term exclusions	Destroy	35 Years	After pupil leaves school (file closure)	Y	Official – Sensitive	
Advice	Advice	Retain Indefinitely	Indefinitely	Until superseded	N	Official	CCS Policy
Arts Services	Music Services	Destroy	7 Years	From creation	Y	Official – Sensitive	Audit
Child Protection	Activity relating to child protection concerns and appropriate action taken to ensure safeguarding of named children	Destroy	25 Years	From pupil's d.o.b. (35 years from when pupil leaves school in the case of prosecutions)	Y	Official – Sensitive	CCS Policy
Child Protection	Activity relating to child protection concerns and appropriate action taken to ensure safeguarding of all children where allegations are made against a named teacher	Destroy	10 Years	From date of allegation or until normal age of retirement, whichever is longer	Y	Official – Sensitive	Employment Practices Code: Supplementary Guidance 2.12.1. Education Act 2002

Education

New Activity	New Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Child Protection	Activity relating to child protection concerns and appropriate action taken to ensure safeguarding of all children	Destroy	25 Years	From the pupil's d.o.b. or until the member of staff's normal retirement age (whichever is longer)	Y	Official – Sensitive	CCS Policy
Curriculum Development	Out of School Projects	Destroy	7 Years		Y	Official – Sensitive	Audit
Curriculum Development	Schools Curriculum	Destroy	7 Years		N	Official	CCS Policy
Education Welfare	School Attendance	Destroy	35 Years	After the pupil leaves school (file closure)	Y	Official – Sensitive	CCS Policy
Education Welfare	Performance Licences	Destroy	1 Year	From date of issue	Y	Official – Sensitive	CCS Policy
Education Welfare	School issues correspondence- letters / emails	Destroy	25 Years	From pupil's D.O.B. where pupil specific. More general correspondence, while school remains open	Y	Official – Sensitive	CCS Policy
Education Welfare	Education Psychology files	Destroy	35 Years	After pupil leaves school (file closure)	Y	Official – Sensitive	ARA guidelines on education records
Education Welfare	EOTAS - Pupils educated at home - Letters - parents to schools / Education Department	Destroy	35 Years	After pupil leaves school (file closure)	Y	Official – Sensitive	Limitations Act 1980. Records Management Society of Great Britain, Retention Guidelines for Schools
Education Welfare	Education Other Than at Schools (EOTAS) - casework	Destroy	35 Years	After pupil leaves school (file closure)	Y	Official – Sensitive	ARA guidelines on education records
Education Welfare	Special Educational Needs	Destroy	35 Years	After pupil leaves school (file closure)	Y	Official – Sensitive	ARA guidelines on education records
Education Welfare	Student Support services	Destroy	10 Years	After the pupil leaves school	N	Official	CCS Policy
Education Welfare	Children Missing in Education	Destroy	Monthly	Once replaced by new version each month	Y	Official – Sensitive	Sensitive personal information - no need to retain old data once replaced with new

Education

New Activity	New Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Education Welfare	vulnerability Assessment profiles	Destroy	7 years - due to the need to use older data to support various funded intervention projects		Y	Official – Sensitive	Sensitive personal information - retain for project evaluation purposes
Education Welfare	Racist incidents	Destroy	35 Years	After incident	Y	Official – Sensitive	CCS Policy (risk of legal action)
Education Welfare	Looked after Children	Destroy	25 Years	After d.o.b (35 years from file closure in the case of SEN pupils)	Y	Official – Sensitive	
Education Welfare	EMLAS	Destroy	25 Years	After pupil's d.o.b	Y	Official – Sensitive	CCS Policy
Education Welfare	Chaperone licences	Destroy	6 Years	After the license has expired	Y	Official – Sensitive	Evidence of Issuing entertainment licences
Finance	Student Awards	Destroy	6 Years	After end of financial year	Y	Official – Sensitive	Accounts and Audit Regulations 1974; Limitations Act 1980; Internal Audit
Finance	Student Loans	Destroy	6 Years	After end of financial year	Y	Official – Sensitive	Accounts and Audit Regulations 1974; Limitations Act 1980; Internal Audit
Finance	School Budget Shares	Destroy	8 Years		N	Official	In accordance with financial regs
Management of Schools	Emergency Contacts	Retain Indefinitely	Indefinitely	Until superseded	Y	Official – Sensitive	CCS Policy
Management of Schools	Milk returns	Destroy	3 Years	After end of academic year	N	Official	Audit
Management of Schools	Minutes of School Governors.	Offer to Archive	20 Years	From date of creation, or immediately on school closure	Y	Official – Sensitive	Records Management Society of Great Britain. Retention Guidelines for Schools

Education

New Activity	New Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Management of Schools	Governing Bodies	Review	Indefinitely	Retain while school remains open. Only current copy needs to be kept	Y	Official – Sensitive	Government of Maintained Schools (Wales) Regs as amended 2005
Management of Schools	Governor Training	Destroy	4 Years	After current year	Y	Official – Sensitive	Proposed amendments to Government of Maintained Schools Regulations
Management of Schools	Governor Contacts	Retain Indefinitely	Indefinitely	Until superseded	Y	Official – Sensitive	CCS Policy
Management of Schools	School Catering	Review	7 Years	From date of creation	N	Official	Audit
Management of Schools	Plans and Policies	Retain Indefinitely	Indefinitely	While current	N	Official	CCS Policy
Management of Schools	Performance	Offer to Archive	10 Years	From creation	N	Official	Audit
Management of Schools	Supplier complaints	Destroy	1 Year	After duration of contract	N	Official	CCS Policy
Management of Schools	Hygiene	Destroy	2 Years		N	Official	Also held at source
Management of Schools	Ordering of food and other goods	Destroy	6 Months	Date of receipt	N	Official	CCS Policy
Inspections & Compliance	Statutory returns	Destroy	7 Years	After end of academic year	N	Official	Data is required for audit purposes
Performance & Service Development	Statutory Assessment Team - development plans	Destroy	10 Years		N	Official	CCS Policy
Performance & Service Development	Statutory Assessment Team - annual reviews	Destroy	10 Years	From date of creation	N	Official	CCS Policy
Performance & Service Development	LA level data	Destroy	5 Years	After end of academic year	N	Official	Five year trends are sufficient for the purpose
Performance & Service Development	School Data Systems	Destroy	5 Years	After end of academic year	N	Official	Five year trends are sufficient for the purpose

Education

New Activity	New Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Performance & Service Development	Planning of School Places Data	Destroy	8 Years		N	Official	In line with PLASC retention periods
Performance & Service Development	One system support documentation	Destroy	2 Years	After date of creation or when fully replaced by new version	N	Official	No need to keep older materials
Performance & Service Development	Guidance information	Retain Indefinitely	Indefinitely	Until superseded	N	Official	Generally can be destroyed once the document is no longer relevant or has been replaced
Performance & Service Development	Pupil Data Systems	Destroy	25 Years	From d.o.b. of pupil	Y	Official – Sensitive	As defined in WG Circular 18/2006 Annex A.
Performance & Service Development	Project data	Destroy	7 Years	After end of project	N	Official	Data may be required for audit or WG purposes
Performance & Service Development	School Reorganisation Proposals and Statutory Notices>Returns	Review	8 Years		N	Official	Destroy financial data and keep Statutory Notices indefinitely
Pupils	Specialist equipment purchase	Destroy	6 Years	After current year	Y	Official – Sensitive	Audit
Pupils	Pupil Birth Records	Destroy	1 year	After child leaves maintained schooling	Y	Official – Sensitive	Records required whilst child is in school to resolve queries
Pupils	Student grant applications and decisions	Destroy	6 Years	After end of financial year	Y	Official – Sensitive	Audit
School transport	correspondence	Destroy	7 Years		Y	Official – Sensitive	Audit
School Transport	Transport Appeals	Destroy	7 Years	After date of appeal hearing	Y	Official – Sensitive	CCS Policy
Teaching	Specialist teaching	Destroy	35 Years	After pupil leaves school (file closure)	Y	Official – Sensitive	ARA guidelines on education records
Teaching	Teaching development	Retain Indefinitely	Indefinitely	Until superseded	N	Official	Only need to keep current materials

Social Services

Adult Care Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Asylum seekers	Advice and support	Destroy	6 years	after last contact	Y	OFFICIAL	Business Decision
Asylum seekers	Nationality checking	Destroy	6 years	after last contact	Y	OFFICIAL	Business Decision
Carers		Destroy	6 years	after closure	Y	OFFICIAL	Business Decision
Carers	Agency provided services	Destroy	25 years	after end of employment	Y	OFFICIAL -SENSITIVE	Business Decision
Carers	Assessment	Destroy	25 years	after end of employment	Y	OFFICIAL -SENSITIVE	Business Decision
Carers	Financial support	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Carers	Legal	Destroy	25 years	after end of employment	Y	OFFICIAL -SENSITIVE	Business Decision
Carers	Licensing	Destroy	1 year	after end of employment	Y	OFFICIAL -SENSITIVE	Business Decision
Carers	Review	Destroy	25 years	after end of employment	Y	OFFICIAL -SENSITIVE	Business Decision
Community support		Destroy	6 years	from closure	Y	OFFICIAL -SENSITIVE	Business Decision
Community support	Day centres	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Community support	Groups	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Criminal justice		Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Criminal justice	Court orders	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Criminal justice	People on bail	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Residential homes		Destroy	25 years	from closure	Y	OFFICIAL -SENSITIVE	Business Decision
Residential homes	Operation of homes - Activities	Destroy	25 years	from closure	Y	OFFICIAL	RGLA 3.25
Residential homes	Operation of homes - Diary	Destroy	25 years	from closure	Y	OFFICIAL	RGLA 3.25
Residential homes	Operation of homes - Menu	Destroy	1 year	after closure	Y	OFFICIAL	Business Decision
Residential homes	Operation of homes - Roster	Destroy	25 years	from closure	Y	OFFICIAL	RGLA 3.25
Residential homes	Registration	Retain	Permanent		Y	OFFICIAL	RGLA 3.24
Social issues		Destroy	6 years	from closure	Y	OFFICIAL -SENSITIVE	Business Decision
Social issues	Substance misuse	Destroy	6 years	from closure	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults		Destroy	6 years	from closure	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Assessment - Care Plan	Destroy	6 years	after last contact	Y	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Assessment - Carer Details	Destroy	6 years	after last contact	Y	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Assessment - Contact Sheet	Destroy	6 years	after last contact	Y	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Assessment - Essential Information	Destroy	6 years	after last contact	Y	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Catering Services	Destroy			Y	OFFICIAL	Business Decision

Adult Care Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Supporting adults	Finance and commissioning	Destroy	8 years	after provision of support ended	Y	OFFICIAL	Business Decision
Supporting adults	Grants	Destroy	8 years	after provision of support ended	Y	OFFICIAL	Business Decision
Supporting adults	Health	Destroy	8 years	after provision of support ended	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Legal	Destroy	8 years	after provision of support ended	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Licensing - Disabled Parking Permits	Destroy	3 years	after provision of service ended	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Looked after in care	Destroy	8 years	after provision of support ended	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Mental health	Destroy	10 years	after last contact	Y	OFFICIAL -SENSITIVE	RGLA 3.17
Supporting adults	Occupational therapy	Destroy	8 years	after provision of support ended	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Referral	Destroy	8 years	after provision of support ended	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Review	Destroy	8 years	after provision of support ended	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Transport services	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Supporting disabilities		Destroy	6 years	from closure	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting disabilities	Deaf	Destroy	6 years	from closure	Y	OFFICIAL -SENSITIVE	Business Decision
Supporting disabilities	Employment	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Supporting disabilities	Equipment advice	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Supporting disabilities	Independence at home	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Supporting disabilities	Personal transport	Destroy	6 years	from closure	Y	OFFICIAL	Business Decision
Welfare Rights	Advice and support	Destroy	6 years	from closure	Y	OFFICIAL-SENSITIVE	Business Decision

Children and Families Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Adoption and fostering	Adoptive parent	Destroy	100 years	from date of adoption	Y	OFFICIAL - SENSITIVE	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Adoption and fostering	Assessment	Destroy	25 years from closure/35 years for	Adoption	Y	OFFICIAL - SENSITIVE	RGLA 3.4
Adoption and fostering	Financial support	Destroy	3 years	from end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Adoption and fostering	Foster carer	Destroy	10 years from provider status ceases, 3 years from date of		Y	OFFICIAL - SENSITIVE	
Adoption and fostering	Withdrawn Adoption Applications	Destroy	10 years		Y	OFFICIAL - SENSITIVE	
Adoption and fostering	Legal	Destroy	Carer files 25 years/Adoption 35 years		Y	OFFICIAL - SENSITIVE	
Adoption and fostering	Licensing	Retain	Permanent	offer to archivist	Y	OFFICIAL - SENSITIVE	RGLA 9.18
Adoption and fostering	Review	Destroy	35 years		Y	OFFICIAL - SENSITIVE	
Child protection	Case assessment	Destroy	35 years	from closure	Y	OFFICIAL - SENSITIVE	RGLA 3.8
Child protection	Child protection	Destroy	35 years	from closure	Y	OFFICIAL - SENSITIVE	
Child protection	Case assessment	Destroy	5 years	from closure	Y	OFFICIAL - SENSITIVE	RGLA 3.9
Child protection	Registration	Retain	Permanent	retain for 70 years then offer to archivist	Y	OFFICIAL - SENSITIVE	RGLA 3.6
Child protection	Schedule 1 offenders	Retain	Permanent	retain for 70 years then offer to archivist	Y	OFFICIAL - SENSITIVE	RGLA 3.7
Childminding		Destroy	10 years		Y	OFFICIAL - SENSITIVE	
Childminding	Registration	Destroy	10 years		Y	OFFICIAL - SENSITIVE	
Childminding	Support for childminders	Destroy	10 years		Y	OFFICIAL - SENSITIVE	
Children looked after in care		Destroy	75 years	after the child's 18th birthday	Y	OFFICIAL - SENSITIVE	
Children looked after in care	Registration	Retain	until the child is 23, or if the child dies before this , 5 years from date of death - then offer to archivist		Y	OFFICIAL - SENSITIVE	Arrangements for Placement of Children (General) Regulations 1991 reg. 10

Children and Families Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Communications	Complaints	Destroy	10 years	after complaint dealt with	Y	OFFICIAL - SENSITIVE	Arrangements for Placement of Children (General) Regulations 1991
Programme management and development	Services for children	Destroy	7 years	from closure	Y	OFFICIAL	RGLA 3.20
Programme management and development	Supporting adults	Destroy	7 years	from closure	Y	OFFICIAL	RGLA 3.23
Programme management and development	Supporting children	Destroy	25 years	from closure	Y	OFFICIAL	RGLA 3.21
Programme management and development	Supporting young persons	Destroy	15 Years	from closure	Y	OFFICIAL	RGLA 3.22
Residential homes	Documentation about the running of a children's home. Information about individual clients must go on the individual child file.	Destroy	15 Years	from date of last entry	Y	OFFICIAL	Children's Homes Regulations 2001 reg. 29
Residential homes	Operation of homes - Activities	Destroy	15 Years	from date of last entry	Y	OFFICIAL	Children's Homes Regulations 2001 reg. 29
Residential homes	Operation of homes - Diary	Destroy	15 Years	from date of last entry	Y	OFFICIAL	Children's Homes Regulations 2001 reg. 29
Residential homes	Operation of homes - Menus	Destroy	1 year	from date of last entry	Y	OFFICIAL	Children's Homes Regulations 2001 reg. 29
Residential homes	Operation of homes - Roster Sheet	Destroy	15 Years	from date of last entry	Y	OFFICIAL	Children's Homes Regulations 2001 reg. 29
Residential homes	Children's home register.	Retain	Permanent	offer to archivist 50 years after closure	Y	OFFICIAL - SENSITIVE	RGLA 3.1
Social issues	Substance misuse	Destroy	6 years		Y	OFFICIAL - SENSITIVE	
Special education		Destroy	35 years		Y	OFFICIAL - SENSITIVE	
Special education	Learning support	Destroy	35 years	from closure	Y	OFFICIAL - SENSITIVE	RGLA 3.13
Supporting children		Destroy	35 years		Y	OFFICIAL - SENSITIVE	
Supporting children	Admission appeals	Destroy	1 year	after appeal	Y	OFFICIAL - SENSITIVE	

Children and Families Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Supporting children	Adoption process	Destroy	100 years	from date of adoption order	Y	OFFICIAL - SENSITIVE	Adoption and Children Act 2002 ss. 56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
Supporting children	Advice	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Assessment - eligibility/service provision	Destroy	25 years	from date of birth of youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
Supporting children	Assessment - Care Plan	Destroy	25 years	from date of birth of youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
Supporting children	Assessment - Carer Details	Destroy	25 years	from date of birth of youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
Supporting children	Assessment - Contact Sheet	Destroy	25 years	from date of birth of youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
Supporting children	Assessment - Essential Information	Destroy	25 years	from date of birth of youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
Supporting children	Attendance and truancy	Destroy	35 years	from closure	Y	OFFICIAL - SENSITIVE	
Supporting children	Child protection	Destroy	35 years	from closure	Y	OFFICIAL - SENSITIVE	
Supporting children	Children's rights	Destroy		on child's 75th birthday - or 5 years after death if child dies before 18	Y	OFFICIAL - SENSITIVE	Arrangements for Placement of Children (General) Regulations 1991 reg. 9. RGLA 3.2
Supporting children	Continuing care - Student details	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Continuing care - Student Profile	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Continuing care - Work Experience	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Educational achievement assessments	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Educational psychology	Destroy	35 years	from closure	Y	OFFICIAL - SENSITIVE	RGLA 3.13
Supporting children	Educational welfare	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Finance and commissioning	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Supporting children	Financial support	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Supporting children	Financial support - Clothing Grant	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Supporting children	Financial support - School Meals	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980

Children and Families Services

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Supporting children	Financial support - Student Award	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Supporting children	Financial support - Student Loan	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Supporting children	Financial support - Travel Pass	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Supporting children	Fostering Process	Destroy	35 years	after carer has ceased to foster	Y	OFFICIAL - SENSITIVE	RGLA 3.5
Supporting children	Grants	Destroy	3 years	after end of financial year	Y	OFFICIAL	Accounts and Audit Regulations 1974; Limitations Act 1980
Supporting children	Health	Destroy	35 years unless LAC		Y	OFFICIAL - SENSITIVE	
Supporting children	Hospital and home tuition	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Legal	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	RGLA 3.3
Supporting children	Licensing - performance, work, sports, activities etc.	Review	2 years	after registration lapses	Y	OFFICIAL	RGLA 9.16
Supporting children	Looked After in Care	Destroy		on 75th anniversary of the child's birth or 15 years after death if the	Y	OFFICIAL - SENSITIVE	Children's Homes Regulations 2001 reg. 28
Supporting children	Referral	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Care Review	Destroy		on child's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	School exclusions	Destroy	25 years	from last action	Y	OFFICIAL - SENSITIVE	RGLA 3.19
Supporting children	Special Educational Needs	Destroy	35 Years	from closure	Y	OFFICIAL - SENSITIVE	RGLA 3.13
Supporting disabilities	Deaf	Destroy	6 years		Y	OFFICIAL - SENSITIVE	
Training		Destroy	25 years	from termination	Y	OFFICIAL - SENSITIVE	
Training	Support training	Destroy	25 years	from termination	Y	OFFICIAL - SENSITIVE	RGLA 6.3
Youth justice	Case management	Destroy	25 years from date of birth or 10		Y	OFFICIAL - SENSITIVE	RGLA 3.12

Partnership & Commissioning

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Capital	Grant applications	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Capital	Other funding applications	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Capital	Quality Assurance and compliance	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Contracts and Agreements	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Educational grant applications	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Grant applications	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Trust fund applications	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Other funding applications	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Quality Assurance and compliance	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Partnership	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Commissioning	3rd Sector Compact	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Commissioning	Armed Forces Covenant	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Reporting	Monitoring and data	Destroy	10 years	date last modified	N	OFFICIAL	Business Decision
Reporting	Surveys	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Antisocial Behaviour	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Cohesion	Community Cohesion	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Community Safety	Domestic Homicide Reviews	Destroy	6 years	following the closure of the Domestic Homicide Review	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Extremism/Radicalisation	Destroy	6 years	from the date a case is no longer on the programme, i.e. 6 years from the date of the 12 month review / from date last modified	Y	OFFICIAL - SENSITIVE	https://www.gov.uk/government/publications/channel-data-privacy-notice/channel-data-privacy-information-notice
Community Safety	Hate Crime	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Community Safety	Neighbourhood Watch	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Safer Swansea Partnership	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Community Safety	Prevention and Early Intervention	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	SV MARAC	Destroy	7 years	date last modified	N	OFFICIAL - SENSITIVE	Business Decision

Partnership & Commissioning

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Childcare	Childcare Offer	Destroy	Details to be destroyed within 18 months after providers de-register to deliver the Childcare Offer Financial information to be retained for 7 years		Y	OFFICIAL - SENSITIVE	Childcare Act 2006 https://www.gov.wales/childcare-offer-wales-privacy-notice-providers
Childcare	Childcare Sufficiency Assessment	Destroy	5 years	date last modified	Y	OFFICIAL - SENSITIVE	Childcare Act 2006
Childcare	Family Information Service (FIS)	Destroy	Information about the provider will be stored on the Family Information Service database and FIS Wales (Dewis) until the provider is no longer operating or the provider asks for the information to be removed		Y	OFFICIAL - SENSITIVE	Childcare Act 2006 - sections 22, 26 and 27

Partnership & Commissioning

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Childcare	Flying Start expansion	Destroy	2 years	following individual child's 3rd birthday.	Y	OFFICIAL SENSITIVE	WG Programme
Early Years	Flying Start	Destroy	5 years	following staff member leaving post.	Y	OFFICIAL SENSITIVE	WG Programme
Early Years	Flying Start	Destroy	5 years	after individual setting closure	Y	OFFICIAL - SENSITIVE	WG Programme
Early Years	Additional Learning Needs (ALN)	Destroy	35 years	after child leaves early years provision	Y	OFFICIAL - SENSITIVE	ARA guidelines on education records (In line with Education's SEN retention period)
Play	Play Development	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Play	Play Sufficiency Assessment	Destroy	5 years	date last modified	Y	OFFICIAL - SENSITIVE	Childcare Act 2006
Commissioning	Grant applications	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Other funding applications	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Contracts and Agreements	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Project Management	Quality Assurance and compliance	Destroy	10 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Project Management	Partnership	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Reporting	Monitoring and data	Destroy	10 years	date last modified	N	OFFICIAL	Business Decision
Reporting	Surveys	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Accounts	Annual budget	Retain	Permanent		N	OFFICIAL	Business Decision
Accounts	Departmental Accounts	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Accounts	Accounting reports	Destroy	2 years	date last modified	N	OFFICIAL	RGLA 7.2 and Accounting Instruction 13
Accounts	Actual/planned revenue & expenditure	Destroy	2 years	date last modified	N	OFFICIAL	RGLA 7.13 and Accounting Instruction 13
Accounts	Balance and reconcile financial accounts	Destroy	2 years	date last modified	N	OFFICIAL	RGLA 7.6 and Accounting Instruction 13
Accounts	Budgets & Estimates	Destroy	2 years	date last modified	N	OFFICIAL	Business Decision
Accounts	Financial forecasts	Destroy	2 years	date last modified	N	OFFICIAL	Accounting Instruction 13
Accounts	Financial Transactions/Statements	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1 and Accounting Instruction 13

Partnership & Commissioning

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Accounts	Applications for External Funding	Review	10 years	date last modified	N	OFFICIAL	Accounting Instruction 16. Retain in accordance with grant conditions for application and acceptance after scheme completion
Accounts	Recharge records	Destroy	2 years	date last modified	N	OFFICIAL	Accounting Instruction 13
Accounts	Records of delegated authority	Retain	Permanent		N	OFFICIAL	Accounting Instruction 13
Accounts	Travel expenses	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.5 and Accounting Instruction 13
Budget Planning & Monitoring	Annual budget	Retain	Permanent		N	OFFICIAL	RGLA 7.11 and Accounting Instruction 13
Budget Planning & Monitoring	Departmental Budgets	Destroy	3 years	date last modified	N	OFFICIAL	Business Decision
Budget Planning & Monitoring	Corporate Budgets	Destroy	3 years	date last modified	N	OFFICIAL	Business Decision
Budget Planning & Monitoring	Budget Setting	Destroy	3 years	date last modified	N	OFFICIAL	RGLA 7.12 and Accounting Instruction 13
Financial Payments	Authorisation lists	Retain	Permanent		N	OFFICIAL	Business Decision
Financial Payments	Expenditure: activities involved in the payment for goods and services by the authority which are not grant funded.	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
Financial Payments	Authorisation	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Expenditure	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Internal Recharging	Destroy	7 years	date last modified	Y	OFFICIAL	Business Decision
Financial Payments	Creditors	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Petty cash	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Financial Payments	Bank Payments	Destroy	7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Financial Payments	Procurement Cards	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Financial Payments	Applications to the Council for funding	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Audit	Departmental Audit	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision

Partnership & Commissioning

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Audit	Grant Audit Files	Destroy	10 years	date last modified	N	OFFICIAL	Business Decision - Must be kept even if grant is no longer active
Audit	Grant Audit Memo / Report / Certificates	Destroy	10 years	date last modified	N	OFFICIAL	Business Decision - Must be kept even if grant is no longer active
Audit Reporting	Service Audit	Destroy	3 years	date last modified	N	OFFICIAL	Business Decision
Audit Reporting	Directorate Audit	Destroy	3 years	date last modified	N	OFFICIAL	Business Decision
Audit Reporting	Other Audit Reports	Destroy	1-5 years	date last modified	N	OFFICIAL	Business Decision
Ageing Well	Ageing Well	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Ageing Well	Age Friendly Cities	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Childrens Rights	Childrens Rights	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision
Strategic Work	Strategic Work	Destroy	7 years	date last modified	N	OFFICIAL	Business Decision