# Swansea Council Records Retention Schedule

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Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
•	Maintenance of assets, including plant			Notification of			
Asset management	and equipment	Destroy	7 years	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
							Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. RGLA 7.1 and Accounting
Accounts	Financial Transactions/Statements	Retain	Permanent	N/A	Υ	OFFICIAL - SENSITIVE	Instruction 13

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	5	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

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Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
round	Transaction .	l silou	Retention	at least until 2027, but the project sponsor must	Julu	Trotodive marking	
	European Funding - European structural			retain all documents until WEFO advises			https://gov.wales/sites/default/files /publications/2022-10/eu-funds- 2014-2020-project-closure-best-
Accounts	funds programmes 2014-2020	Review	2027	otherwise.	Y	OFFICIAL - SENSITIVE	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 N	OFFICIAL	Business Decision
	Expenditure: activities involved in the payment for goods and services by the	· · · · · · · · · · · · · · · · · · ·					Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by
Financial Payments	authority which are not grant funded.	Destroy	7 years	Date of creation	Y	OFFICIAL - SENSITIVE	agreement with HMRC. RGLA 7.4
Financial Payments	Authorisation	Destroy	7 years	Date of creation	Υ	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

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

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Treasury				From date of last			
Management	Loans & Borrowings	Destroy	12 Years	repayment of loan	N	OFFICIAL	Limitation Act 1980 (Section 8)
Treasury Management	Minimum Revenue Provision				N	OFFICIAL	Business Decision
Treasury				After date last			
Management	Treasury Advice	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Treasury				After date last			
Management	Cash Flow	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Treasury				After date last			
Management	Reporting	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After date last			RGLA 7.22 and Accounting
Taxation	Tax correspondence	Destroy	7 Years	modified	N	OFFICIAL	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
				After date last			
Taxation	Benefits & Subsidies	Destroy	7 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
				After date last			
Taxation	Business Rates	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After date last			
Taxation	Council Tax	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Taxation	Property Valuation	Retain	Permanent		N	OFFICIAL	Business Decision
<b>-</b>	\(\alpha\)	5 .		After date last		OFFICIAL	5 . 5
Taxation	VAT	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Taxation	VAT Partial Exemption	Destrov	7 Years	After date last modified	N	OFFICIAL	Business Decision
ιαλαιιστί	VATT attial Exemption	Desiloy	i icais	After date last	IN	OTTIOIAL	Dusiness Decision
Taxation	Opt to Tax	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
·	operio run	2001109	. 100.0	After date last		J	233300 200.0001
Taxation	Foreign	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
		2000)		After date last	1		
Taxation	IR35	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After date last		-	
Taxation	CIS	Destroy	7 Years	modified	N	OFFICIAL	Business Decision

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
) / A T	Bartist Francisco	D 1	7. \( \( \) = \( \) = \( \)	After date last		OFFICIAL	Business Busining
VAT	Partial Exemption	Destroy	7 Years	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
,	National insurance numbers: notification			Notification of termination of			
Payroll	and input records	Destroy	2 years	employment	Υ	OFFICIAL - SENSITIVE	RGLA 7.8
Payroll	School Payroll	Destroy	7 Years	Date of Creation	Υ	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	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

		•	1	<b>.</b>	•		
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
•				After date last			
Revenues & Benefits	Benefits claim records	Destroy	84 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Revenues & Benefits	Business Rates account records	Destroy	7 Years	After date last modified	Υ	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 a Benefits	Council Tax account records	rtotairi	Cimanone	After date last		OT TONE	Common Fraction
Revenues & Benefits	Council Tax account records	Destroy	84 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Budget Planning & Monitoring	Annual budget.	Retain	Permanent		N	OFFICIAL	RGLA 7.11 and Accounting Instruction 13
Budget Planning &				After date last			
Monitoring	Departmental Budgets	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
Budget Planning & Monitoring	Corporate Budgets	Destroy	3 Years	After date last modified	N	OFFICIAL	Business Decision
Budget Planning &	,			After date last			RGLA 7.12 and Accounting
Monitoring	Budget Setting	Destroy	3 Years	modified	N	OFFICIAL	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

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
				After date last			
Compliance	Procedures	Destroy	4 Years	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	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

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Audit Departing	IT Audit	Dootroy	2 Vaara	after date last modified	N	OFFICIAL	Business Decision
Audit Reporting	11 Audit	Destroy	3 Years		IN	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	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

		Action at end of Retention			Contains Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
Insurance Claims	Claims Summaries	Retain	D = === = == +		Y	OFFICIAL - SENSITIVE	Business Decision
Reporting	Claims Summanes	Retain	Permanent	after date last	r	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims Reporting	Inspections & Assessments	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Insurance Claims	Inspections & Assessments	Desiroy	1 Tears	after date last	•	OTTICIAL - SENSITIVE	Dusiness Decision
Reporting	Internal Reports	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
	Employers Liability Certificates	Retain	Permanent	modified	N	OFFICIAL - SENSITIVE	Business Decision
	Insurance Policies	Retain	Permanent		N	OFFICIAL	Business Decision
	Insurance Registers	Retain	Permanent		N	OFFICIAL	Business Decision
	Insurance Registers Insurance Schedules	Retain	Permanent		N N	OFFICIAL	Business Decision
Insurance Renewals	Proof of Insurance	Retain	Permanent		N	OFFICIAL	Business Decision
Insurance Renewals	Public-Employer Liability Policies	Retain			N	OFFICIAL	Business Decision
	Directorate Risk Register	Retain	Permanent		N	OFFICIAL	Business Decision
Risk Management	Directorate Risk Register	Retain	Permanent	after date last	IN	OFFICIAL	Business Decision
Risk Management	Reports	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Risk Management	Strategic Risk Register	Retain	Permanent	mouniou	N	OFFICIAL	Business Decision
Trior Management	Otrategie Mak Negister	rctairi	Cimanon	after date last	14	OTTIOIAL	Dusiness Decision
Counter-Fraud	National Fraud Initiative	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
				after date last			
Counter-Fraud	Investigations	Destroy	7 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
	_			after date last			
Counter-Fraud	Annual Case List	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
				after date last			
Counter-Fraud	RIPA investigations	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Governance &				after date last			
Assurance	Annual Governance	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Governance &				after date last			
Assurance	Committee Preparation	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Governance &				after date last			
Assurance	Annual Report	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Governance &	·						
Assurance	RIPA governance	Retain	Permanent		N	OFFICIAL	Business Decision

## **Corporate Services**

## Communications

		A - (! t	1	T.	1	T	
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Communication				from date last			
Support	Interpreting & Translation	Destroy	3 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Communication	3 4 3	,	,	from date last			
Support	Digital Mailroom	Destroy	3 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
External		Í		from date last			
Communications	Campaigns	Destroy	10 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
External				from date last			
Communications	Corporate Publicity	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External							
Communications	Email Data Subscribers	Retain	Until Superso	eded			Business Decision
External				from date last			
Communications	Marketing	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External				from date last			
Communications	Media Cuttings	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External				from date last			
Communications	Media Liason	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External				from date last			
Communications	Media Releases	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External				from date last			
Communications	Partnership Communications	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External							
Communications	Protocols	Retain	Until superse		N	OFFICIAL	Business Decision
External				from date last			
Communications	Public Relations	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External	<b>5</b>					0==10141	
Communications	Publications	Retain	Permanent		N	OFFICIAL	Business Decision
External			1	from date last			
Communications	Service Led Communications	Destroy	10 years	modified	N	OFFICIAL	Business Decision
External	0	<b>.</b>	1.0	from date last		OFFICIAL	<b>.</b>
Communications	Social Media	Destroy	10 years	modified	N	OFFICIAL	Business Decision

## Communications

		Action at end of			Contains		
Activity	Transaction	Retention Period	Retention	Trigger Point	Personal Data	Protective Marking	Rationale
External				33		3	
Communications	Web Activity Subscribers	Retain	Until superse	eded	Y	OFFICIAL - SENSITIVE	Business Decision
External	,			from date last			
Communications	Website	Destroy	3 years	modified	N	OFFICIAL	Business Decision
nternal				from date last			
Communications	Briefings	Destroy	3 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
nternal				from date last			
Communications	Campaigns & Marketing	Destroy	10 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Internal				from date last			
Communications	Corporate Communications	Destroy	10 years	modified	N	OFFICIAL	Business Decision
Internal				from date last			
Communications	Departmental Communications	Destroy	3 years	modified	N	OFFICIAL	Business Decision
nternal				from date last			
Communications	Intranet	Destroy	3 years	modified	N	OFFICIAL	Business Decision
nternal				from date last			
Communications	Members Communications	Destroy	3 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Internal							
Communications	Protocols	Retain	Until superse	ded	N	OFFICIAL	Business Decision
nternal							
Communications	Publications	Retain	Permanent		N	OFFICIAL	Business Decision
Internal				from date last			
Communications	Staff Communications	Destroy	3 years	modified	N	OFFICIAL	Business Decision
Emergency							
Communications	Emergency Plans	Retain	Until superse	eded	Y	OFFICIAL - SENSITIVE	Business Decision
Emergency							
Communications	Partnership Communications	Retain	Until superse	eded	Y	OFFICIAL - SENSITIVE	Business Decision
Emergency	0	<b>.</b>			ļ <u>,</u> ,	05510141	<b>5</b>
Communications	Social Media	Retain	Until superse	eded	N	OFFICIAL	Business Decision
Graphics	Corporate Branding	Retain	Permanent		N	OFFICIAL	Business Decision
2 1.		<b>.</b>		from date last	ļ <u>,</u> ,	05510141	<b>5</b>
Graphics	Graphic Design	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
2	D: :: 1 D : :	_ ,		from date last	1	05510141	<b>5</b>
Graphics	Digital Design	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
0 1:	DesignPrint Management Information	<b>.</b>		from date last	ļ <u>,</u> ,	05510141	A
Graphics	Systems	Destroy	7 Years	modified	N	OFFICIAL	Audit

## **Community Safety & Emergencies**

				J		<u> </u>	
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 modifie	N	OFFICIAL	Business Decision
Advice	Internal Advice	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision
Community Safety	Antisocial Behaviour	Destroy	7 Years	from date last modifie	Y	OFFICIAL - SENSITIVE	Business Decision
Community Salety	Antisociai Benavioui	Desiloy	/ Teals	ITOTTI date last ITIOdille	ı.	OFFICIAL - SENSITIVE	(Unless required for evidence)
Community Safety	CCTV Surveillance	Destroy	31 Days	after creation	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Community Wardens	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Crime Reduction	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Criminal Exploitation	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Domestic Abuse	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Drug Lines	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Extremism/Radicalisation	Destroy	7 Years	from date last modifie	Y	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Modern Slavery	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Neighbourhood Watch	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Offender Management	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Prevention and Early Intervention	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Sexual Exploitation	Destroy	7 Years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Partnerships	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision
Emergency Planning	Contacts	Retain	Until Superse	eded	Υ	OFFICIAL - SENSITIVE	Business Decision
Emergency Planning	Emergency Agencies	Retain	Until Superse	eded	N	OFFICIAL	Business Decision
	Emergency Call-outs	Retain	Until Superse		N	OFFICIAL	Business Decision
<b>Emergency Planning</b>		Retain	Until Superse		N	OFFICIAL	Business Decision
Emergency Planning	Major Incident Logs	Destroy	10 Years	from end of Incident	Υ	OFFICIAL - SENSITIVE	Business Decision
<b>Emergency Planning</b>	Events	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision
<b>Emergency Planning</b>	Out of Hours	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision
<b>Emergency Planning</b>	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	Chemical (Radiological, Biological,	INGIAIII	i emianem		IN	OTTICIAL	Dusiness Decision
Capabilities	Nuclear)	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Business Decision
Risks and	Tradical)	INGIAIII	Cillianelli			OTTIONE GENOTIVE	Dudinos Dodision
Capabilities	Coastal Incidents	Retain	Permanent		N	OFFICIAL	Business Decision
Risks and	Control of Major Accidents Hazards					-	
Capabilities	(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	Transaction	i criou	Retention	rrigger i omit	Data	1 Totective Marking	Rationale
Capabilities	Faith Groups	Retain	Permanent		Υ	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	l lazardous iviateriais	IXetairi	remanent		IN	OTTIGIAL	Dusiness Decision
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		Υ	OFFICIAL - SENSITIVE	Business Decision
Training and Exercises	Training Courses	Destroy	7 Years	from date last modifie		OFFICIAL OFFICIAL	Business Decision
Training and Exercises	Training Exercises	Destroy	7 Years	from date last modifie	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		Υ	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		Υ	OFFICIAL - SENSITIVE	Business Decision
Managing Emergencies	Lessons Learned	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Business Decision
Managing Emergencies	Major Incidents	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Business Decision
Managing Emergencies	Minor Incidents	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision

#### **Customer Services**

		Action at end of			Contains		
Activity	Transaction	Retention Period	Retention	Trigger Point	Personal Data	Protective Marking	Rationale
Multi Agency							
Engagement	Agency Information	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision
Multi Agency							
Engagement	Agreements	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision
Multi Agency							
Engagement	Resilience Groups	Destroy	7 Years	from date last modifie	N	OFFICIAL	Business Decision
Governance and							
Monitoring	Legislation and Guidance	Retain	Until Superse	eded	N	OFFICIAL	Business Decision
Governance and							
Monitoring	Plans	Retain	Until Superso	eded	N	OFFICIAL	Business Decision
Governance and							
Monitoring	Protocols	Retain	Until Superse	eded	N	OFFICIAL	Business Decision
Governance and							
Monitoring	Reports	Retain	Until Superso	eded	N	OFFICIAL	Business Decision
Enquiries &							
Complaints	Appeals	Destroy	7 years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Enquiries &							
Complaints	Complaints	Destroy	7 years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Enquiries &							
Complaints	Complaints to Ombudsman	Destroy	10 years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Enquiries &							
Complaints	Compliments	Destroy	2 years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Enquiries &							
Complaints	Customer Profiling	Destroy	7 years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Enquiries &		_					
Complaints	Customer Satisfaction	Destroy	1 year	from date last modifie	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries &							
Complaints	Stage 1 Complaints	Destroy	7 years	from date last modifie	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries &			_			OFFICIAL OFNIOLES (F	DOLA 0.45
Complaints	Stage 2 Complaints	Destroy	7 years	from date last modifie	Y	OFFICIAL - SENSITIVE	RGLA 2.15
Enquiries &	Complaints regarding looked after						
Complaints	children	Destroy	10 years	from date last modifie	Y	OFFICIAL - SENSITIVE	Business Decision
Enquiries & Complaints	Complaints regarding adoptions	Destroy	100 years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision

#### **Customer Services**

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
	Information provided by an individual or						
Enquiries &	organisation that includes personal						
Complaints	preferences.	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Business Decision
	Feedback on council performance in						
Enquiries &	relation to services or other aspects of						
Complaints	council business.	Destroy	1 year	from date last modifie	N	OFFICIAL	Business Decision
Enquiries &	Complaints which result in significant						
Complaints	changes of policy.	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	RGLA 2.14
Enquiries &							
Complaints	Summary form of complaints.	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	RGLA 2.13
Reception	Enquiries & Responses	Destroy	1 year	from date last modifie	Y	OFFICIAL - SENSITIVE	Business Decision
Reception	Bookings	Destroy	1 year	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Reception	Logistics	Destroy	1 year	from date last modified	b		Business Decision
Reception	Registers	Destroy	1 year	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
			Until				
Reporting	Contact Data	Retain	Superceded		Υ	OFFICIAL - SENSITIVE	Business Decision
Reporting	Customer Satisfaction	Destroy	1 year	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Reporting	Performance	Destroy	7 years	from date last modifie	N	OFFICIAL	Business Decision
	Surveys - summaries and analyses of						
Reporting	responses	Destroy	7 years	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
	Surveys - records documenting identifiable individual responses to the						
Reporting	survey.	Destroy	Immediately	Once anonymised sur	Υ	OFFICIAL - SENSITIVE	Business Decision
Reporting	Demand Management	Destroy	1 year	from date last modifie	N	OFFICIAL	Business Decision
Contact Centre	Enquiries & Responses	Destroy	1 year	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
Contact Centre	Bookings	Destroy	1 year	from date last modifie	Υ	OFFICIAL - SENSITIVE	Business Decision
	Blue badge applications and correspondence			After date last			Good practice - record of last application will be held for
Contact Centre	Correspondence	Destroy	4 years	modified	Υ	OFFICIAL - SENSITIVE	comparison on renewal
Contact Centre	Logistics	Destroy	1 year	from date last modifie	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	Triggor I omic	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
2 00:0:0:1	r talling and regulations	Secure	· cimanon	from last date		511161112	Business Besisteri
Decision Making	Audio/Visual Recordings	Disposal	3 Years	modified	N	OFFICIAL	Business Decision
Decision Making	Scrutiny & Overview	Retain	Permanent		N	OFFICIAL	Business Decision
	,	Secure		from last date			
Decision Making	Research Papers	Disposal	10 Years	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
		Secure					
Decision Making	Background Papers	Disposal	4 Years	from date of meeting	N		Business Decision
Governance	Constitution	Retain	Permanent	J	N	OFFICIAL	RGLA 1.4
Governance	Delegations	Retain	Permanent		N	OFFICIAL	Business Decision
	Gifts and Hospitality/Register of	Secure		After member leaves			
Governance	Interests/Dispensations	Disposal	18 Months	office	N	OFFICIAL	Business Decision
		Secure		from last date			
Governance	Research	Disposal	10 Years	modified	N	OFFICIAL	Business Decision
	Compliance/Code of Conduct	Secure		from last date			
Governance	Investigations	Disposal	7 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
		Secure		from last date			
Honours & Awards	Honours Submissions	Disposal	4 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
		· ·	Permanent -				
			Pass to				
Honours & Awards	Lord Lieutenancy	Retain	Archives		N	OFFICIAL	Business Decision
	,	Secure		from last date			
Member Services	Development	Disposal	3 Years	modified	N	OFFICIAL	Business Decision
Member Services	Allowances	· ·			N	OFFICIAL	Business Decision
			Until				
Member Services	Champions	Retain	Superceded		N	OFFICIAL	Business Decision

## **Democracy & Governance**

		Action at end of Retention			Contains Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
Member Services	Committee Membership	Retain	Permanent		N	OFFICIAL	Business Decision
		Secure		After member leaves			
Member Services	Contacts	Disposal	18 Months	office	N	OFFICIAL	Business Decision
	er a	Secure	4.37			OFFICIAL	
Member Services	Elections	Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Manulan Oamitaa	La miatica Ocument to Massakana	Secure	0.)/	from last date		OFFICIAL	Desire and Desire and
Member Services	Logistics Support to Members	Disposal	3 Years	modified	N	OFFICIAL	Business Decision
Manulan Oamitaa	Delitical Occurs of	Secure	0.)/	from last date		OFFICIAL	Desire and Desire
Member Services	Political Support	Disposal	3 Years	modified	N	OFFICIAL	Business Decision
Manahan Camilaaa	Danuarantation	Secure	2 \/	from last date modified	N	OFFICIAL	Dunings Desiring
Member Services	Representation Leaders Papers & leader of Opposition	Disposal Secure	3 Years	from last date	N	OFFICIAL	Business Decision
Manahan Camilaaa			2 \/		N	OFFICIAL	Dunings Desiring
Member Services Elections &	Papers	Disposal Secure	3 Years	modified	N	OFFICIAL	Business Decision
Referendums	Police & Crime Commissioner	Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Elections &	Folice & Chine Commissioner	Secure	i reai	ITOTTI CIOSE OI POII	IN	OFFICIAL	Business Decision
Referendums	Referendums	Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Elections &	Referendants	Secure	i i cai	Troffi close of poli	IN	OFFICIAL	Business Decision
Referendums	Nominees and Candidates	Disposal	1 Year	from close of poll	N	OFFICIAL	Business Decision
Elections &	Norminees and Candidates	Secure	i i cai	ITOTT Close of poil	11	OTTIOIAL	Business Bedision
Referendums	Elections Returns	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 &		Secure					
Referendums	Postal Votes	Disposal	5 Years	after election	Υ	OFFICIAL - SENSITIVE	Business Decision
Elections &		Secure					
Referendums	Nomination Papers	Disposal	1 Year	after election	Y	OFFICIAL - SENSITIVE	Business Decision
Elections &		Secure					
Referendums	Candidate Expenses	Disposal	2 Years	after election	Y	OFFICIAL - SENSITIVE	Business Decision
Elections &		Secure	l				<u> </u>
Referendums	Election documents	Disposal	1 Year	after election	N	OFFICIAL	Business Decision

## **Democracy & Governance**

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

## **Health & Safety**

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
				from date last			
Advice	Campaigns	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Advice	Enquiries	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
			Until				
Advice	Guidance & Manuals	Retain	Superseded		N	OFFICIAL	Business Decision
				from date last			
Advice	Training	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
0 "		<b>D</b>	Until			OFFICIAL	<u></u>
Compliance	Strategy and planning	Retain	Superseded		N	OFFICIAL	Business Decision
Oaman lianaa	Carragallian	Dantun	7	after employee		OFFICIAL CENCITIVE	Dunings Desiring
Compliance	Counselling	Destroy	7 years	leaves	Υ	OFFICIAL - SENSITIVE	Business Decision
Oaman lianaa	Teninin	Dantun	7	after employee	V	OFFICIAL CENCITIVE	Business Desision
Compliance	Training	Destroy	7 years	leaves after employee	Y	OFFICIAL - SENSITIVE	Business Decision
Monitoring	Employee Health	Destroy	40 years	leaves	Y	OFFICIAL - SENSITIVE	Health & Safety Executive
ivioriitorii ig	Linployee Health	Desiloy	40 years	leaves	ı	OFFICIAL - SENSITIVE	Reporting of Injuries, Diseases
				from date last			and Dangerous Occurrences
Monitoring	Accidents and incident reporting (Adults)	Destroy	7 years	modified	Υ	OFFICIAL - SENSITIVE	Regulations 1995.
Monitoring	/ toolderite drid includent reporting (/ tddite)	Destroy	7 yours	modifica		CITIONE CENTITIE	Reporting of Injuries, Diseases
	Accidents and incident reporting						and Dangerous Occurrences
Monitoring	(Children)	Destroy	25 Years	Date of birth of Child	Y	OFFICIAL - SENSITIVE	Regulations 1995.
<u> </u>	Accidents and incident reporting HS3	,		from date last			
Monitoring	forms	Destroy	7 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
<u> </u>							Control of Asbestos at Work
Monitoring	Asbestos	Destroy	40 Years	from last action	N	OFFICIAL	Regulations 1987. RGLA 9.4
-				after equipment is de-			
Monitoring	Equipment	Destroy	7 years	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
				from last			
				action or at age 75			The Ionising Radiations
Monitoring	Radiation	Destroy	50 Years	years	N	OFFICIAL	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

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	N	OFFICIAL	Management of Health and Safety at Work Regulations 1992. RGLA 9.7
Advisory Services	Absence monitoring: employee case files		2 years	Last modified date	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Counselling services: employee case files	_	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	Υ	OFFICIAL - SENSITIVE	RGLA 6.7
Advisory Services	Disciplinary records - Oral warnings	Destroy	Warnings Involving Children/vul nerable adults – Placed on personal file permanently (for life of	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.7

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Advisory Services	Disciplinary records - Written warnings	Destroy	Warnings Involving Children/vul nerable adults – Placed on personal file permanently (for life of	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.7
Advisory Services	Disciplinary records - Final warnings	Destroy	Warnings Involving Children/vul nerable adults – Placed on personal file permanently (for life of	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.7
Advisory Services	Disciplinary records - no warning given/case unfounded	Destroy	Immediately		Υ	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	1 , ,	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	working with children or vulnerable adults	Destroy	92 Years	Date of birth	Y	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	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	Υ	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Maternity/Paternity	Destroy	7 years	Notification of termination of employment	Y	OFFICIAL - SENSITIVE	Business Decision

		Action at					
		end of Retention			Contains Personal		
Activity	Transaction	Period	Retention	Trigger Point	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		Υ	OFFICIAL - SENSITIVE	Business Decision
Advisory Services	Reporting	Destroy	5 years	Last modified date	Υ	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	Υ	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	Υ	OFFICIAL - SENSITIVE	RGLA 6.4
Advisory Services	Staff parking: permits and all associated documentation	Destroy	7 years	Date of creation	Υ	OFFICIAL - SENSITIVE	Business Decision
Employee relations	Disciplinary matters reports, policies and associated records	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Business Decision

	<b>Fransaction</b>	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		Υ		RGLA 6.6
Employee relations	Staff Surveys	Destroy	5 years	Date of creation	Υ	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	Υ	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	outsourced services	Destroy	7 years	Last modified date	N	OFFICIAL	Business Decision
Recruitment v	Authorisation to recruit, Job adverts and vacancy monitoring, Job descriptions and person specifications	•	5 years	Last modified date	N	OFFICIAL	Business Decision
Recruitment	, , , , , , , , , , , , , , , , , , , ,	Review	15 years	Date of creation	Y	OFFICIAL - SENSITIVE	RGLA 6.4
Recruitment	Applications, unsuccessful candidates	Destroy	6 Months	Date of creation	Υ	OFFICIAL - SENSITIVE	Business Decision

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Activity	Home Office sponsorship, checks on	1 criou	Ketention	Notification of	Data	1 Totective Marking	Rationale
Recruitment	immigration status and visa/work permit requirements: employee case files	Destroy	7 years	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	Υ	OFFICIAL - SENSITIVE	Business Decision
Recruitment	References received	Destroy	2 years	Last modified date	Υ	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	Υ	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	Υ	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

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	Υ	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**

		Action at end of			Contains		
		Retention			Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
				from date last			
Data Management	Reporting	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
				from date last			
Data Management	Data Analytics	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
				from date last			
Data Management	Data Migration	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
				from termination of			
Data Management	Digital Data Subscribers	Destroy	1 Year	account	Y	OFFICIAL-SENSITIVE	Business Decision
				from termination of			
Data Management	Email Data Subscribers	Destroy	1 Year	account	Y	OFFICIAL-SENSITIVE	Business Decision
D	B IB .		_	from date last		OFFICIAL	
Data Management	Retrieval Data	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Data Management	Microsoft Teams Chat	Destroy	2 Months	from date of chat	Y	OFFICIAL-SENSITIVE	Business Decision
A 1 M	Diamana.	<b>5</b> .	7	from date last		OFFICIAL	<b>.</b>
Asset Management	Disposal	Destroy	7 years	modified	N	OFFICIAL	Business Decision
A = = + M = = =	Estampel Diamonities	David	7	from date last		OFFICIAL	During and David
Asset Management	External Disposition	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Accet Management	Accet Inventory	Dootrou	7.40000	from date last	N.	OFFICIAL	Business Desision
Asset Management	Asset Inventory	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Accet Management	Accet Acquisition under CEO CCC	Dootrou	7.40000	from date last modified	N.	OFFICIAL	Business Desision
Asset Management	Asset Acquisition under £50,000	Destroy	7 years	from date last	N	OFFICIAL	Business Decision
Accet Management	Asset Asquisition over CEO COO	Doctrov	12 voore	modified	N.	OFFICIAL	Business Decision
Asset Management	Asset Acquisition over £50,000	Destroy	12 years	from date last	N	OFFICIAL	DUSINESS DECISION
Asset Management	Investigations	Doctroy	7 years	modified	Y	OFFICIAL-SENSITIVE	Business Decision
Asset ivialiagelilelit	investigations	Destroy	7 years	from date last	ī	OFFICIAL-SENSITIVE	Dusiness Decision
Asset Management	Server Room	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Knowledgebase	Guidance	Retain	Permanent	modified	N N	OFFICIAL	Business Decision
Thomicagebase	Guidanio	rctairi	For life of		11	O. I IOIAL	Dadillogg Docidion
Knowledgebase	Manuals	Retain	system		N	OFFICIAL	Business Decision
110 1110 agobaoo	manado	retain	5,50011	from date last	14	011101/tL	Dudinosa Dodision
Knowledgebase	End User Training	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
		Dodinoy	For life of	modified	1,4	J	240000 200.0001
Knowledgebase	Configuration Management	Retain	system		N	OFFICIAL	Business Decision
Change Control			-,0.0	from date last	<b></b>		
Management	Change Requests	Destroy	1 Year	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	Transaction	1 Criou	Retention	from date last	Data	1 Totalive Marking	rationale
Management	Procedures	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Change Control	1 100044100	Bookiey	, your	from date last		011101112	Ducinioso Decición
Management	Software Changes	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Change Control	Contrary Changes	Bookiey	, your	from date last	.,	011101112	Ducinioso Decición
Management	Change Management Decisions	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Resource	emange management 2 cereione	2000)	, yours	from date last		0	2 46000 2 60.0.0
Deployment	Technical Specifications	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Resource		20009	, , , , , , ,	from date last	.,		
Deployment	Testing	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Resource		20009	, , , , , , ,	from date last	.,		
Deployment	Project Site Reviews	Destroy	7 years	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
<u>_</u>	· · ·	<u> </u>	For life of				
Cloud Platforms	Software as a Service	Retain	system		N	OFFICIAL	Business Decision
			For life of				
Cloud Platforms	AZURE	Retain	system		N	OFFICIAL	Business Decision
			For life of				
Cloud Platforms	Upgrades to software	Retain	system		N	OFFICIAL	Business Decision
				from termination of			
Cloud Platforms	Email Accounts	Destroy	1 Year	account	Υ	OFFICIAL-SENSITIVE	Business Decision
Managing			For life of				
Infrastructure	Information Security	Retain	system		N	OFFICIAL	Business Decision
Managing			For life of				
Infrastructure	Network Maintenance	Retain	system		N	OFFICIAL	Business Decision
Managing				from termination of			
Infrastructure	Identity Management	Destroy	1 Year	account	Y	OFFICIAL-SENSITIVE	Business Decision
Managing	_			from date last			
nfrastructure	Disaster Recovery & Back-ups	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Managing				from date last			
nfrastructure	Server Maintenance	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Managing				from date last			
Infrastructure	Patch Management	Destroy	7 years	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				from date last		_	
Infrastructure	Storage Management	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Managing				from date last			
Communication	Telephony	Destroy	1 Year	modified	Υ	OFFICIAL-SENSITIVE	Business Decision
Managing				from date last			
Communication	Mobile Devices	Destroy	1 Year	modified	Y	OFFICIAL-SENSITIVE	Business Decision
Managing				from date last			
Communication	Landline & Broadband	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
				from date last			
Strategy	Reports	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Strategy	Policy	Retain	Until Superseded		N	OFFICIAL	Business Decision
	, sucy	11010	Until				Z domese Z denemen
Strategy	Standards	Retain	Superseded		N	OFFICIAL	Business Decision
Application			<u> </u>	from date last			
Management	Supplier Management	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Application			Until				
Management	List of Applications	Retain	Superseded		N	OFFICIAL	Business Decision
Release			Until				
Management	Onboarding	Retain	Superseded		N	OFFICIAL	Business Decision
Release			Until				
Management	End User Test Plans	Retain	Superseded		N	OFFICIAL	Business Decision
Release			For life of				
Management	Known Errors & Lessons Leaned	Retain	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		7 2770		from date last		, and the same of				
information	Subject Access Request	Destroy	6 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to	Cubject / toocss / toquest	Destroy	o years	from date last		CITIONAL CENTITIVE	Basiliese Besision			
information	FOI requests	Destroy	6 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to	1 01 1040000	Dooney	o youro	from date last	•	CITIONE CENTIFICE	Badii idda Badididii			
information	EIR requests	Destroy	6 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to	Zii roquooto	Dooney	o youro	from date last	•	GITTOME GENOTIVE	Badii idda Badididii			
information	SAR evidential information	Destroy	3 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to		20007	750.5	from date last	•					
information	DPO correspondence	Destroy	3 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to	2. 6 66.166 61.166.166	20009	o yeare	from date last		3	240000 200.0.0			
information	Complaints	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to			, , , ,	from date last	-		240000 200.0.0			
information	Ombudsman	Destroy	10 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to			, , , , , ,	from date last						
information	ICO correspondence	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
Access to	,	ĺ								
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			
	Official correspondence from The									
Archives	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			
				from date last						
Archives	Paid Research	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Archives	Copyright Forms	Retain	Permanent		N	OFFICIAL	Business Decision			
Archives	Permissions to Publish	Retain	Permanent		N	OFFICIAL	Business Decision			
				from date last						
Archives	Environmental Monitoring	Destroy	3 years	modified	N	OFFICIAL	Business Decision			
				from end of loan						
Archives	Third Party Loans	Destroy	7 years	period	N	OFFICIAL	Business Decision			
Archives	Record of Withdrawal	Retain	Permanent		N	OFFICIAL	Business Decision			
				from date last						
Archives	Postbook	Destroy	3 years	modified	N	OFFICIAL	Business Decision			

## **Information Management**

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale				
				from date last							
Archives	Document Production	Retain	10 years	modified	N	OFFICIAL	Business Decision				
Archives	Disposition Management	Retain	Permanent		N	OFFICIAL	Business Decision				
Records			Until								
Management	Signed-off retention schedules	Retain	superseded		N	OFFICIAL	Business Decision				
Records											
Management	Compliance	Retain	Permanent		N	OFFICIAL	Business Decision				
Records			Until								
Management	Procedures	Retain	superseded		N	OFFICIAL	kept up to date				
Records			Until								
Management	Corporate File Plan	Retain	superseded		N	OFFICIAL	Business Decision				
Records				After succesful							
Management	Data Migration	Destroy	6 Months	migration confirmed	N	OFFICIAL	Business Decision				
Records							To avoid rescanning frequently				
Management	Image Capture	Retain	Permanent		N	OFFICIAL	requested deeds				
Records				from date last							
Management	Information/Records Surveys	Destroy	3 years	modified	N	OFFICIAL	Business Decision				
Records				after return of							
Management	Document Request Forms	Destroy	Immediately	document	N	OFFICIAL	Business Decision				
Records			_								
Management	Document Request Register	Retain	Permanent		N	OFFICIAL	Business Decision				
Records				from date last	l						
Management	Recalls	Destroy	3 years	modified	N	OFFICIAL	Business Decision				
			Until		l	0==10111					
Publication Scheme	Published Scheme	Retain	superseded		N	OFFICIAL	Business Decision				
Information Asset		<b>D</b>	Until		l	OFFICIAL					
Management	Information Asset Register	Retain	superseded		N	OFFICIAL	kept up to date				
Information Asset		5				OFFICIAL OFNIOLES (F	<b>5</b>				
Management	Data Protection Impact Assessments	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Business Decision				

## Leadership

		Action at end of			Contains		
		Retention			Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
	Documentation relating to civic functions						
Ceremonial	or visits by royalty to the local area.	Retain	Permanent	Permanent	Y	OFFICIAL - SENSITIVE	RGLA 2.24
	Information on planning and organising			from date last			
Ceremonial	an event.	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	RGLA 2.25
	Documentation relating to the provision of			from date last			
Ceremonial	corporate gifts.	Destroy	7 years	modified	N	OFFICIAL	Business Decision
				from date last			
External audits	Peer Reviews	Destroy	5 years	modified	N	OFFICIAL	Business Decision
				from date last			
External audits	Documentation on audits.	Destroy	5 years	modified	N	OFFICIAL	Business Decision
				from date last			
Preparing business	Information regarding meetings.	Destroy	5 years	modified	N	OFFICIAL	Business Decision
				from date last			
Preparing business	Officer Representation.	Destroy	5 years	modified	N	OFFICIAL	Business Decision
				from date last			
Preparing business	Partnership & Agency working	Destroy	3 years	modified	N	OFFICIAL	RGLA 1.7
Quality and				from date last			
performance	Annual Performance Reviews	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Quality and				from date last			
performance	Business Plans	Destroy	5 years	modified	N	OFFICIAL	Business Decision
Quality and							
performance	Corporate Plan	Retain	Permanent		N	OFFICIAL	Business Decision
Quality and				from date last			
performance	Performance Reports	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Quality and				from date last			
performance	PI Annual Returns	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Quality and				from date last			
performance	Copies of Equality Plan Documents.	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Quality and			Until				
performance	Sustainable Development Policy	Retain	Superseded		N	OFFICIAL	Business Decision
Quality and			Until				
performance	Assessments	Retain	Superseded		N	OFFICIAL	Business Decision
Quality and				from date last			
performance	Inspections	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Quality and				from date last			
performance	Monitoring	Destroy	7 years	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			Until	99		<b>9</b>	
performance	Process Management	Retain	Superseded		N	OFFICIAL	Business Decision
Quality and			i i				
performance	Analytics	Retain	Permanent		N	OFFICIAL	Business Decision
				from date last			
Statutory Returns	Departmental Returns	Destroy	7 years	modified	N	OFFICIAL	Business Decision
				from date last			
Statutory Returns	Reports for Government	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Organisational			Until				
Development	Restructure	Retain	Superseded		N	OFFICIAL	Business Decision
Organisational			Until		1	0==10111	
Development	Structure	Retain	Superseded		N	OFFICIAL	Business Decision
		_	_	from date last			
Council Business	Meetings	Destroy	7 years	modified	N	OFFICIAL	Business Decision
0 " 0 "	000		_	from date last		OFFICIAL	5 . 5
Council Business	Officer Representation	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Causail Duaisasa	Danta analain 8 Amanay	Daatus	7	from date last	N.	OFFICIAL	Dunings Desiring
Council Business	Partnership & Agency	Destroy	7 years Until	modified	N	OFFICIAL	Business Decision
Ducinosa Intelligence	Process Management	Retain	Superseded		N	OFFICIAL	Business Decision
business intelligence	Process Management	Retairi	Superseded	from date last	IN	OFFICIAL	Business Decision
Rusiness Intelligence	Quality and Performance Management	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Business Intelligence		Retain	Permanent	modified	N	OFFICIAL	Business Decision
Dadinoss intolligence	7 trialy 515	rtctairi	Cimanont	from date last	IN	OTTIOIAL	Dudinos Decision
Business Intelligence	Reporting	Destroy	7 years	modified	N	OFFICIAL	Business Decision
gono		2000)	, ,00.0	from date last	1	5OI/ (L	2 30300 2 00.01011
Business Intelliaence	Departmental Reports	Destroy	7 years	modified	N	OFFICIAL	Business Decision
	1	1	,	from date last		-	
Business Intelligence	Business Liaison	Destroy	7 years	modified	N	OFFICIAL	Business Decision
		1		from date last			
Business Intelligence	Enquiries	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Consultations	Public Consultations	Retain	Permanent		N	OFFICIAL	Business Decision
				from date last			
Consultations	Departmental Consultations	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Consultations	Reports	Retain	Permanent		N	OFFICIAL	Business Decision

		Action at end of Retention			Contains Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
		Secure		after date last			
Legal Advice	Internal Advice	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Legal Advice	Adult Social Services Advice	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
		Secure		after date last			
Legal Advice	Adult Social Services Advice (court files)	Disposal	25 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
		Secure		after date last			
Legal Advice	Legal Employment Advice	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
		Secure		after date last			
Legal Advice	Legal Enforcement Advice	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Legal Advice	Information Law Advice	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Legal Advice	Housing Advice	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
		Secure		after date last			
Legal Advice	Corporate and Governance advice	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
l		Secure		after date last			
Legal Advice	Legal Land and Property Advice	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Legal Advice	Legal Planning Advice	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
l		Secure		after date last			
Legal Advice	Legal Procurement Advice	Disposal	3 Years	modified	N	OFFICIAL	Business Decision
	0 1 114 11	Secure		after date last	.,	0==10111 0=1101=1111	5
Legal Advice	School Matters	Disposal	3 Years (gen		Υ	OFFICIAL - SENSITIVE	Business Decision
	Education Adviso	Secure	2 \/ (	after date last	V	OFFICIAL CENCITY'S	Duningan Danisian
Legal Advice	Education Advice	Disposal	3 Years (gen		Y	OFFICIAL - SENSITIVE	Business Decision
Object Ones	O Branco d'ann	Secure	400 )/	after date last		OFFICIAL OFFICIENCE	Business Besieles
Child Care	Care Proceedings	Disposal	100 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Care	Ctuata au Mantina	Secure	100 \/ ===	after date last	V	OFFICIAL CENCITY'S	Duningan Danisian
Child Care	Strategy Meeting	Disposal	100 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Child Cone	Other Children Order / Metter	Secure	100 \/	after date last	V	OFFICIAL SENIORS	Dunings Decision
Child Care	Other Childcare Order / Matter	Disposal	100 Years	modified after date last	Y	OFFICIAL - SENSITIVE	Business Decision
Child Coro	Adoption	Secure	100 Veers	modified	Y	OFFICIAL SENSITIVE	Business Decision
Child Care	Adoption	Disposal	100 Years	тпоаттеа	ľ	OFFICIAL - SENSITIVE	Business Decision

		Action at end of Retention			Contains Personal							
Activity	Transaction	Period	Retention	Trigger Point	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	Υ	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					

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale					
Activity	Transaction	Secure	Retention	after date last	Data	1 Totective Marking	Rationale					
Highways	Sec 38 Agreement	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
i iigiiways	Sec 36 Agreement	Secure	/ Teals	after date last	IN	OFFICIAL	Dusiness Decision					
Liabwaya	Stopping up of Highway	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
Highways	Stopping up of Highway	Secure	/ Teals	after date last	IN	OFFICIAL	Business Decision					
Lliaburous	Coation 270 Agreement		7 Vooro	modified	N.	OFFICIAL	Business Desision					
Highways	Section 278 Agreement	Disposal Secure	7 Years	after date last	N	OFFICIAL	Business Decision					
Lliaburous	Lliaburava Advisa		7 Vooro	modified	N	OFFICIAL	Business Desision					
Highways	Highways Advice	Disposal	7 Years	after date last	IN	OFFICIAL	Business Decision					
Lliaburous	Llighurous Agraements	Secure	7 Vaara	modified	N	OFFICIAL	Business Desision					
Highways	Highways Agreements	Disposal Secure	7 Years	after date last	N	OFFICIAL	Business Decision					
I limberen	Traffic Describition Orders Other		7.1/	modified	N.	OFFICIAL	Business Businian					
Highways	Traffic Regulation Orders – Other	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
Land Registration	Common Land	Retain	Permanent	after data last	N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Commons Searches	Disposal	10 Years	modified	N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Commons Apportionment	Disposal	10 Years	modified	N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Village Green	Disposal	10 Years	modified	N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Commons Registration	Disposal	10 Years	modified	N	OFFICIAL	Business Decision					
Land Registration	Rights of Way	Retain	Permanent		N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Purchase	Disposal	12 Years	modified	N	OFFICIAL	Business Decision					
Land Registration	Rights of Way	Retain	Permanent		N	OFFICIAL	Business Decision					
	Encumbrance (inc Charges on Property /			Until Charge is								
Land Registration	Easement)	Retain	Indefinite	removed	N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Exchange of Land	Disposal	15 Years	modified	N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Freehold Reversion	Disposal	12 Years	modified	N	OFFICIAL	Business Decision					
		Secure		after date last								
Land Registration	Land Compensation Claims	Disposal	15 Years	modified	N	OFFICIAL	Business Decision					
-		Secure		after date last								
Land Registration	Leases and Tenancy	Disposal	15 Years	modified	N	OFFICIAL	Business Decision					

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale					
,		Secure		after date last		i i i i i i i i i i i i i i i i i i i						
Land Registration	Licence	Disposal	15 Years	modified	N	OFFICIAL	Business Decision					
Lana registration	Electrice	Secure	10 10015	after date last	- 11	OT FIGURE	Business Besision					
Land Registration	Mortgages	Disposal	12 Years	modified	N	OFFICIAL	Business Decision					
Lana regiotiation	Mortgagos	Secure	12 10010	after date last	- 11	011101/12	Business Business					
Land Registration	Recovery of Land	Disposal	12 Years	modified	N	OFFICIAL	Business Decision					
zana rtogiotration	Treestory or Earla	Secure	12 10010	after date last	- 11	011101/12	Business Besiden					
Land Registration	Sale of Property	Disposal	12 Years	modified	N	OFFICIAL	Business Decision					
zana rtogiotration	Care of Freporty	Secure	12 10010	after date last	- 11	011101/12	Business Besiden					
_and Registration	Court of Protection Sale	Disposal	15 Years	modified	N	OFFICIAL	Business Decision					
zana rtogiotration	Court of Froteodion Caro	Secure	10 10010	after date last	- 11	011101/12	Business Besiden					
and Registration	Personal Searches	Disposal	6 Years	modified	N	OFFICIAL	Business Decision					
zana nogiotiation	. creatian equipmen	Secure	0 10010	after date last		011101112	Business Besiden					
Land Registration	Property Disputes	Disposal	15 Years	modified	N	OFFICIAL	Business Decision					
zana nogiotiation	. reperty Disputes	Secure	10 10010	after date last		00	240000 200.000.					
and Registration	Property Grant - Regeneration	Disposal	20 Years	modified	N	OFFICIAL	Business Decision					
_a.r.a r.tog.ot.a.tor.	. reperty evant regeneration	Secure	20 . 000	after date last		51 1 1 G ii 1 E						
Land Registration	Title Investigation		6 Years	modified	N	OFFICIAL	Business Decision					
zana nogiotiation	This intestigation	Secure	0 . 00.0	after date last		51 1 1 G ii 1 E						
Litigation	Civil	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)					
ga	0.00	Secure		after date last		011101112						
Litigation	Commercial	Disposal	7 Years	modified	N	OFFICIAL	Limitation Act 1980 (section 2)					
		Secure		after date last		3						
_itigation	Compensation Claims	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)					
		Secure		after date last								
_itigation	Debt Recovery	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)					
	,	Secure		after date last			,					
_itigation	Licensing	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)					
_itigation	Precedent Case Law	Retain	Permanent		N	OFFICIAL	(22 20 20 20 20 20 20 20 20 20 20 20 20 2					
<u> </u>		Secure		after date last								
_itigation	Property	Disposal	7 Years	modified	N	OFFICIAL	Limitation Act 1980 (section 2)					
	, ,	Secure		after date last								
_itigation	Prosecution	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Limitation Act 1980 (section 2)					
Compensation		Secure		after date last			( = = = = = = = = = = = = = = = = = = =					
Claims	Accident and Personal Injury	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision					

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale					
Compensation		Secure	TO COMMON	after date last		i recente maning	- Ramonaio					
Claims	Criminal Claims	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision					
Compensation		Secure		after date last								
Claims	Drafting	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
Compensation		Secure		after date last								
Claims	HR Claims - contentious	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision					
Compensation		Secure		after date last								
Claims	HR Claims - non contentious	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision					
Compensation		Secure		after date last								
Claims	Outside Body Trusts	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
Compensation		Secure		after date last								
Claims	Public Accessibility Legislation Claims	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision					
Compensation		Secure		after date last								
Claims	DRA Claims	Disposal	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision					
Compensation		Secure		after date last								
Claims	Pre-Action/Issue Case	Disposal	7 Years	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		Secure		after date last								
Corporate Seal	Trusts/Charities	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
L		Secure	L.,	after date last	l							
Planning	Planning Inquiries	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
L		Secure	L.,	after date last	l							
Planning	Sec 106 Agreement	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
<u>.</u>		Secure		after date last	l	0==10141						
Planning	Planning Advice	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
0		Secure		after date last		0==10141						
Statutory	Legislation	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					
0	B 1.6	Secure		after date last								
Statutory	Regulations	Disposal	7 Years	modified	N	OFFICIAL	Business Decision					

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
,	, , , , , , , , , , , , , , , , , , ,	Secure		after date last			
Statutory	Enforcement of Bylaws	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
Statutory	Lawful Development Certificates	Retain	Permanent				Business Decision
,	·	Secure		after date last			
Enforcement	Lawful Development case files	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
	·	Secure		after date last			
Enforcement	Environmental Enforcement	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Enforcement	Building Enforcement	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Enforcement	Planning Enforcement	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Enforcement	Enforcement Notices	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
		Secure		after date last			
Engagement	Forums	Disposal	7 Years	modified	N	OFFICIAL	Business Decision
Engagement	Procedures	Retain	Until superse	eded	N	OFFICIAL	Business Decision
Engagement	Guidance	Retain	Until superse	eded	N	OFFICIAL	Business Decision
				after last action -			TNA Retention and Disposal
Inquiries into Death	Inquest Case Files	Review	15 years	offer to Archivist	Y	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.7
				after last action -			TNA Retention and Disposal
Inquiries into Death	Non-inquest case Files	Review	15 years	offer to Archivist	Y	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.7
							TNA Retention and Disposal
Inquiries into Death	Reported deaths register	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.7
				after last action -			TNA Retention and Disposal
Treasure Trove	Treasure trove case files	Review	15 years	offer to Archivist	Y	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.6

#### **Procurement**

		Action at end of Retention			Contains		
Activity	Transaction	Period	Retention	Trigger Point	Personal Data	Protective Marking	Rationale
				after the contract			
Contracting	Contracts Register	Destroy	2 years	has ended.	N	OFFICIAL	Business Decision
				after the term of the			
Contracting	Ordinary contracts	Destroy	6 years	contract has expired	N	OFFICIAL	Business Decision
				after the term of the			
Contracting	Contracts under seal	Destroy	12 years	contract has expired	N	OFFICIAL	Business Decision
				after the term of the			
Contracting	Post tender negotiation	Destroy	1 year	contract has expired	N	OFFICIAL	Business Decision
				after the term of the			
Contracting	Contract monitoring - Ordinary contracts	Destroy	6 years	contract has expired	N	OFFICIAL	Business Decision
	Contract monitoring - Contracts Under			after the term of the			
Contracting	Seal	Destroy	12 years	contract has expired	N	OFFICIAL	Business Decision
Tendering	Opening notice, tender envelope	Destroy	1 year	after start of contract	N	OFFICIAL	Business Decision
				after contract let or			
Tendering	Pre-tender advice	Destroy	2 years	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			after the term of the			
Commercial ream	Signed Sales agreements	Destroy	7 years	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	
Activity	Documentation relating to corporate	i ciioa	Retention	from date last	Data	1 Totective marking	Rationale	
Stratagia planning	initiatives.	Destroy	E vooro	modified	N	OFFICIAL	Business Decision	
Strategic planning	Documentation relating to policies and	Desiloy	5 years	Permanent - offer to	IN	OFFICIAL	Business Decision	
Ctratagia planning	procedures of the council.	Retain	Dormonant	archivist	N	OFFICIAL	RGLA 2.6	
Strategic planning	The process of consultation with the	Retairi	Permanent	from date last	IN	OFFICIAL	KGLA 2.0	
Ctratagia planning		Dootroy	1	modified	N.	OFFICIAL	DCI A 2 O	
Strategic planning	public - minor policies	Destroy	1 year	from date last	N	OFFICIAL	RGLA 2.9	
Otros to relevante and	The process of consultation with the	D 1	F			OFFICIAL	DOI 4 0 0	
Strategic planning	public - major policies	Destroy	5 years	modified	N	OFFICIAL	RGLA 2.8	
Otracta ada ada ada a	Daniel Danie dina	D 1	F	from date last		OFFICIAL	Business Businian	
Strategic planning	Benefit Realisation	Destroy	5 years	modified	N	OFFICIAL	Business Decision	
			_	from date last		OFFICIAL		
Strategic planning	Business Cases	Destroy	5 years	modified	N	OFFICIAL	Business Decision	
			_	from date last		0==10111		
Strategic planning	Corporate Initiatives	Destroy	5 years	modified	N	OFFICIAL	Business Decision	
Strategic planning	Organisational Structure	Retain	Until Superse		N	OFFICIAL	Business Decision	
L		_	_	from date last				
Strategic planning	Public Consultation		5 years	modified	N	OFFICIAL	Business Decision	
Strategic planning	Service Level Agreements	Retain	Until Superse	eded	N	OFFICIAL	Business Decision	
Departmental								
Policies and	Departmental Policies and Strategies by							
Strategies	Function	Retain	Until Superse		N	OFFICIAL	Business Decision	
Corporate Policies &				from date last				
Strategies	Draft Corporate Plans	Destroy	1 year	modified	N	OFFICIAL	Business Decision	
Corporate Policies &								
Strategies	Published Corporate Plans	Retain	Until Superse		N	OFFICIAL	Business Decision	
Corporate Policies &				from date last				
Strategies	Draft Policies	Destroy	1 year	modified	N	OFFICIAL	Business Decision	
Corporate Policies &								
Strategies	Published Policies	Retain	Until Superse	eded	N	OFFICIAL	Business Decision	
Corporate Policies &								
Strategies	Published Strategies	Retain	Until Superse		N	OFFICIAL	Business Decision	
				from date last				
Equality & Diversity	Reporting	Destroy	5 years	modified	N	OFFICIAL	Business Decision	
	_	-		from date last				
Equality & Diversity	Compliance	Destroy	5 years	modified	N	OFFICIAL	Business Decision	

	Strategic Planning & Policy										
		Action at end of			Contains						
		Retention			Personal						
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale				

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

# Place Directorate Crematoria & Cemeteries

		Action at end of Retention			Contains Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
Cremation	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			after date last			STATUTORY RULES AND ORDERS, 1930, No. 1016, CREMATION, ENGLAND AND WALES, (hard copies must be kept for 2 years followed by an
forms/documents	system.	Destroy	15 Years	modified	Υ	OFFICIAL - SENSITIVE	additional 13 years if digitised)
Interment	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		_	after date last			Business Decision
forms/documents	record of the burial in the Bacas system.  These are statutory documents issued to the burial authority by the Home Office (MOJ) when an exhumation is applied for	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Exhumation	by the family; the information (including a						Business Decision
documents (licences)	unique licence number) is entered into the Bacas system as an official record.	Destroy	7 years	after date last modified	Y	OFFICIAL - SENSITIVE	
	The books / registers / Bacas system contain permanent records of	Desiloy	r years	modified	ı	OFFICIAL - SENSITIVE	Dusiness Decision
Cemetery Indexes/Registers/m	burials/cremations / exhumations that have taken place and are required by Law						Business Decision
aps/plans	to be retained in perpetuity.	Retain	Permanent		Y	OFFICIAL - SENSITIVE	
Crematorium	The books / registers / Bacas system contain permanent records of cremations				·	2.1.70	Business Decision
indexes/registers	that have taken place and are required by Law to be retained in perpetuity.	Retain	Permanent			OFFICIAL - SENSITIVE	

#### **Crematoria & Cemeteries**

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

#### **Crematoria & Cemeteries** Action at end of Contains Retention Personal Activity Transaction Period **Trigger Point** Data **Protective Marking** Rationale Retention Memorials after date last **Business Decision** Management modified **OFFICIAL** Memorials Destroy 7 years Ν after date last **Business Decision** Engagement **OFFICIAL** Regional Forums Destroy 7 years modified Ν after date last **Business Decision**

modified

Destroy

7 years

Engagement

Bereavement Services

OFFICIAL

Ν

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale					
	Information relating to businesses in the		rtotomion	after date last	2000	1 Totoon vo marting	- Name in an a					
Business intelligence		Destroy	7 years	modified	N	OFFICIAL	Business Decision					
Dadii 1000 ii itoiligoi 100	Management of activities to promote and	Dooney	, youro	after date last	.,	311101112	Business Business					
Promotion	examine the local economy.	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
Tomodon	Information on providing advice to new or	Dooney	, youro	after date last	.,	311101112	Badinese Besicien					
Promotion	existing businesses.	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
Tomodon	Oxioning Edomococo.	Dooney	, youro	after scheme to	.,	011101110	Badinese Besicien					
	Information regarding business awards			which grant relates is								
Promotion	and grants.	Destroy	7 years	completed	N	OFFICIAL	Business Decision					
	Encouraging relations with people from		, , , , , , , , , , , , , , , , , , , ,									
	other countries and cultures to support			after date last								
Promotion	the development of the local area.	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
	Files relating to stalls in Swansea Market	Í	ĺ									
	including lease and licence agreements,			after date last								
Regeneration	trader disputes etc.	Retain	Permanent	modified	N	OFFICIAL	Business Decision					
-	Information about markets including farmers and continental markets plus											
	special events, commercial lettings and			after date last								
Promotion	street trading.	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
	The information relating to the											
	encouragement of the voluntary sector			after date last								
Promotion	activity.	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
				after date last								
Promotion	Advice to Business	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
				after date last								
Promotion	Business Development	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
				after date last								
Promotion	Promotion and Marketing	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
<b>.</b>		<b>D</b> .	_	after date last		05510141	5 . 5					
Promotion	Events	Destroy	7 years	modified	N	OFFICIAL	Business Decision					
	Regeneration of local communities and		4.0	after date last		05510141	5 . 5					
Regeneration	regions.	Destroy	10 years	modified	N	OFFICIAL	Business Decision					

				<u> </u>			
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
•				after date last			
Regeneration	Participation in regional activities.	Destroy	10 years	modified	N	OFFICIAL	Business Decision
Regeneration	Information relating to reducing disadvantage and increasing access in rural areas.	Destroy	10 years	after date last	N	OFFICIAL	Business Decision
regeneration	Tutal aleas.	Destiloy	10 years	after date last	IN	OFFICIAL	Dusiness Decision
Regeneration	Community Development	Destroy	10 years	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	Ν	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	Z	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
J				Specified in each funding programme required for audit trail. DO Not Delete until final approval			
	Information on relevant funding		Until	has been given by			
External Funding	programmes	Retain	Superceded	the Funding body.	N	OFFICIAL	RGLA 16,WEFO Guidance

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale						
	Detailed project business cases and		Until	Specified in each funding programme required for audit trail. DO Not Delete until final approval has been given by									
External Funding	supporting information	Retain		the Funding body.	N	OFFICIAL	RGLA 16.WEFO Guidance						
				Specified in each funding programme required for audit trail. DO Not Delete until final approval			,						
	Detailed audit trails for financial and		Until	has been given by									
External Funding	payroll transactions	Retain	Superceded	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 Superceded	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						
	Detailed records of contracts containing												
Social benefits	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	N	OFFICIAL	Business Decision						
,	City Deal Digital Village - Detailed project business cases and supporting		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	after completion of	-								
Business cases	information	Destroy	10 years	project	N	OFFICIAL	Business Decision						

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

		_					
		Action at end of Retention			Contains Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
				From Date last			
Advice	Business Advice	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
1		_		From Date last			
Advice	Public Advice	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
	0 11 0 0	5.		From Date last		05510141	5 . 5
Advice	Guidance & Resources	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Camandainta	Fundamental Complete	Danten	7. \/	From Date last modified	Y	OFFICIAL CENCITIVE	Business Basisian
Complaints	Environmental Services Complaints	Destroy	7 Years	From Date last	Y	OFFICIAL - SENSITIVE	Business Decision
Complaints	Licensing Complaints	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Environmental	Licensing Complaints	Desiloy	1 Teals	From Date last	ī	OFFICIAL - SENSITIVE	Business Decision
Health	Animal Control	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Environmental	7 tillina Control	Destroy	7 10015	From Date last	.,	011101/12	Business Busineri
Health	Food Premises	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Environmental				From Date last			
Health	Permits	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Environmental				From Date last			
Health	Repatriation of Deceased persons	Destroy	7 Years	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
							Police and Criminal Evidence Act
							Scrap Metal Dealers Act 1964.
							Vehicle Crimes Act 2001
							Manufacture and Storage of
							Explosives Regulations 2005.
<b> </b> _ ,	T 1: 0: 1			D . I		05510141 05416:5:::	Local Government (Miscellaneous
Enforcement	Trading Standards	Destroy	7 Years	Date Last Modified	Υ	OFFICIAL - SENSITIVE	Provisions) Act 1982. RGLA 9.16

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
				After Devictories			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
Enforcement	Trading Standards Licensing/Registration	Destroy	2 Years	After Registration Lapses	Υ	OFFICIAL - SENSITIVE	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

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 of the spread and containment								
monitoring	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 of swimming pool safety and								
monitoring	hygiene standards.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3		
Investigation,									
inspections and	The monitoring and regulation of product								
monitoring	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	The monitoring of general nuisance within						Environmental Protection Act		
monitoring	the public domain.	Destroy	3 Years	Date Last Modified	Υ	OFFICIAL - SENSITIVE	1990. RGLA 9.3		
Investigation,									
inspections and	Monitoring the quality and safety of								
monitoring	private drinking water supplies.	Destroy	3 Years	Date Last Modified	N	OFFICIAL	RGLA 9.3		

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Investigation,	The process of assessing applications for Houses in Multiple Occupation (HMO)			from date last			
inspections and monitoring	licences.	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
monitoring	niconicos.	Destroy	7 TCars	After Registration	11	OTTIOIAL	Animal Boarding Establishments
Licensing	Animal boarding licences	Destroy	2 Years	Lapses	Y	OFFICIAL - SENSITIVE	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
		<b>5</b> .	0.14	After Registration		05510141	DOLA 0.40
Licensing	Auction premises licences	Destroy	2 Years	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 Tower 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

	Action at end of			Contains		
Transaction	Retention	Detention	Trimon Daint	Personal	Dust setting Manking	Detionals
Transaction	Period	Retention		Data	Protective Marking	Rationale
Llighway projection licenses	Dootroy	2 Veere	_	N.	OFFICIAL	RGLA 9.16
Highway projection licences	Desiloy	2 Teals		IN	OFFICIAL	KGLA 9.10
Hoarding licenses	Doctroy	2 Voore	_	N.	OFFICIAL	RGLA 9.16
rioarding licences	Desiloy	2 Tears		IN	OFFICIAL	NGLA 9.10
Infectious diseases licensing and use	Destroy	2 Vears	_	N N	OFFICIAL	RGLA 9.16
infectious diseases licensing and use	Destiloy	2 Tears		IN	OFFICIAL	NOLA 9.10
Lottery registration	Destroy	6 Years	_	N	OFFICIAL	Business Decision
Lottery registration	Destroy	O Tours		.,	OTTIONAL	Business Besistori
Massage and special treatment licences	Destroy	2 Years		N	OFFICIAL	RGLA 9.16
massags and special assument assumes	20009	2 . 505			0	
Non medicinal poisons licences	Destroy	2 Years	Lapses	N	OFFICIAL	RGLA 9.16
	,		After Registration			
Nursing agencies licences	Destroy	2 Years	Lapses	N	OFFICIAL	RGLA 9.16
Other hazardous substances	Retain	Permanent	·	N	OFFICIAL	Business Decision
			After Registration			
Personal licences	Destroy	6 Years	Lapses	N	OFFICIAL	Licensing Act 2003. RGLA 9.16
						Pet Animals Act 1951 (as
			After Registration			amended by the 1983 Act). RGLA
Pet shop licences	Destroy	2 Years	Lapses	N	OFFICIAL	9.16
						Petroleum (Regulation) Acts 1928
Petroleum	Retain	Permanent		N	OFFICIAL	and 1936
Premises licences	Destroy	6 Years		N	OFFICIAL	Licensing Act 2003. RGLA 9.16
	_		_			Riding Establishments Act 1964
Riding establishment licences	Destroy	2 Years	Lapses	N	OFFICIAL	and 1970. RGLA 9.16
			A 6. D			Manufacture and Storage of
	D 1	0. \( \( \)			OFFICIAL	Explosives Regulations 2005.
Sale of explosives licences	Destroy	2 Years		N	OFFICIAL	RGLA 9.16
Caran matal licenses	Dootro	6 Veers	_	l N	OFFICIAL	Scrap Metal Dealers Act 1964.
Scrap metal licences	Destroy	o rears		IN	OFFICIAL	RGLA 9.16
Say actablishments	Doctrov	6 Voors	-	N N	OFFICIAL	RGLA 9.16
Sex establistiments	Destroy	0 TealS		IN	OFFICIAL	NGLA 3.10
Shops	Destroy	2 Years		l N	OFFICIAL	RGLA 9.16
	Personal licences	Transaction  Highway projection licences  Hoarding licences  Destroy  Infectious diseases licensing and use  Lottery registration  Massage and special treatment licences  Non medicinal poisons licences  Destroy  Nursing agencies licences  Other hazardous substances  Personal licences  Destroy  Pet shop licences  Destroy  Petroleum  Retain  Premises licences  Destroy  Riding establishment licences  Destroy  Sale of explosives licences  Destroy  Destroy	Transaction  Highway projection licences  Destroy  Destroy  2 Years  Hoarding licences  Destroy  Destroy  2 Years  Lottery registration  Destroy  D	Transaction  Transaction  Period Retention Period Retention Period Retention Period Retention Period Retention Period Retention After Registration Lapses After Registration L	Period   Retention   Period   Retention   Period   Retention   Period   Retention   Period   Retention   Period   After Registration   Lapses   N   After Registration   Lapse	Transaction Period Data Protective Marking  After Registration Lapses N OFFICIAL  After Registration Lapses N OFFICIAL  After Registration Lapses N OFFICIAL  After Registration N OFFICIAL  After Registration N OFFICIAL  After Registration Lapses N OFFICIAL  After Registration Lapses N OFFICIAL  After Registration N OFFICIAL  After Registration Lapses N OFFICIAL  After Registration N OFFICIAL  After Registration Lapses N OFFICIAL  After Registration N OFFICIAL  After

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
		_		After Registration			
Licensing	Scaffold licences	Destroy	2 Years	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
			0 1000	After Registration			Local Government (Miscellaneous
Licensing	Street trading licences	Destroy	2 Years	Lapses	N	OFFICIAL	Provisions) Act 1982. RGLA 9.16
				After Registration			The Zoo Licensing Act 1981.
Licensing	Zoo licences	Destroy	2 Years	Lapses	N	OFFICIAL	RGLA 9.16
Licensing	Licence premises	Retain	Permanent		N	OFFICIAL	Business Decision
				After Registration			Local Government (Miscellaneous
Licensing	Hackney Carriage vehicle licences	Destroy	6 Years	Lapses	Y	OFFICIAL - SENSITIVE	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	Υ	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

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
	HMO (House in multiple occupation)						
Licensing	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	Destrov	2 Years	After Registration Lapses	N	OFFICIAL	RGLA 9.16
Registration, certification and Permits	Licenced 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 Until		N	OFFICIAL	Business Decision
Biodiversity	Section 6 Action Plan	Retain	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
				after administrative		0==10141	
Conservation	Countryside Connections	Destroy		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
•				after administrative			
Partnership Working	Gower Society Grant Programmes	Destroy	10 Years	use concluded	N	OFFICIAL	Business Decision
Partnershin Working	Welsh Government Grant Programmes	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
artioisiip Working	vvoisii Severiinent Stant i Togrammes	Destroy	10 10413	after administrative	14		Dusiness Decision
Partnership Working	NRW Grant Programmes	Destroy	10 Years	use concluded	N	OFFICIAL	Business Decision
Partnership Working	Local Nature Partnership	Destroy	10 Years	after administrative use concluded	N	OFFICIAL	Business Decision
				after administrative			
	Gower Landscape Partnership	Destroy		use concluded	N	OFFICIAL	Business Decision
artnership 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
			Until				
Natural Maintenance	Surveys	Retain	superceded		N	OFFICIAL	Business Decision
Natural Maintenance	Hedgerow Mapping	Retain	Until superceded		N	OFFICIAL	Business Decision
		_		after administrative			
Natural Maintenance	PROW Clearance Programme	Destroy	7 Years	use concluded	N	OFFICIAL	Business Decision
	Invasive Species Removal	Destroy	7 Years	after administrative use concluded	N	OFFICIAL	Business Decision
Improving	WILLIAM DE CONTRACTOR OF THE C	D. J. i.	D			OFFICIAL	Business Busin
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 Public Transport  AONB Designation	Retain	Permanent		N	OFFICIAL	Business Decision
Heritage	Conservation Areas/Article 4 Direction	Retain	Permanent		N	OFFICIAL	Business Decision  Business Decision
Heritage Heritage	Built Heritage Projects	Retain	Permanent		N	OFFICIAL	Business Decision  Business Decision
Heritage	Landscape Architecture Projects	Retain	Permanent		N	OFFICIAL	Business Decision
Heritage	Historic Landscapes	Retain	Permanent		N	OFFICIAL	Business Decision
J	·		Until				
Landscape	AONB Management Plan	Retain	Superceded Until		N	OFFICIAL	Business Decision
Landscape	Landscape Character Assessment	Retain	superceded Until		N	OFFICIAL	Business Decision
Landscape	LANDMAP	Retain	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**

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

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale	
				from date last				
Advice	Provision of housing advice.	Destroy	7 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision	
	Ŭ	,	, ,	from date last				
Advice	Homeless Advice	Destroy	7 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision	
	Help and advice to private tenants or	•	j	from date last				
Advice	landlords.	Destroy	7 years	modified	N	OFFICIAL	Business Decision	
		·		Annually review waiting list - destroy records for former				
Estate management	Applications for garage space.	Review	1 Year	applicants annually	N	OFFICIAL	Business Decision	
	Documentation relating to garage rental			years after end of				
Estate management	and allocation.	Destroy	7 years	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	
	Documentation relating to the resolution							
	of neighbour disputes involving council			from termination of				
Estate management	tenants.	Destroy	12 years	tenancy	Y	OFFICIAL - SENSITIVE	Business Decision	
				from date last				
Estate management	Car Parking Surveys	Destroy	7 years	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	
<u>.</u>	Documentation relating to hostel	,		from date last				
Housing provision	providers and youth hostels in general.	Destroy	12 years	modified	N	OFFICIAL	Business Decision	
	Documents related to housing	j	-	from termination of				
Housing provision	applications.	Destroy	12 years	tenancy	Y	OFFICIAL - SENSITIVE	Business Decision	
	Documents related to unsuccessful	j	-	from date last				
Housing provision	housing applications.	Destroy	7 years	modified	Υ	OFFICIAL - SENSITIVE	RGLA3.27	

				<b>-</b>			
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
			Permanent -				
	The register of individual housing		offer to				
Housing provision	applications.	Retain	archivist		Υ	OFFICIAL - SENSITIVE	RGLA3.26
	Application to Mutually Exchange and the			from termination of			
Housing provision	Deed of Assigment .	Destroy	12 years	tenancy	N	OFFICIAL	Business Decision
	Information on amount and type of			from date last			
Housing provision	housing stock required.	Destroy	4 years	modified	N	OFFICIAL	RGLA8.10
	Information on the provision of sheltered			from termination of			
Housing provision	housing.	Destroy	12 years	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	Desiloy	12 years	aitei iast payment	T	OFFICIAL - SENSITIVE	Limitations Act 1960. RGLA 7.19
Housing stock	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
	ponosi	- rotaiii	Permanent - or until			5.7.6.7.2	240650 250.000
	Provision of loans assistance to improve		future sale				
	the condition of private housing - lifetime		or transfer of	from date last			
Housing stock	loans.	Destroy	property.	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
	Property and applicant details relating to housing adaptations and repairs grants /			Grants / Loans - Flare Permanent			
Housing stock	loans assisstance.	Retain	Permanent	Record	Y	OFFICIAL - SENSITIVE	Business Decision

		Additional								
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale			
•				from date last		•	Control of Asbestos at Work			
Housing stock	Register of asbestos in council housing.	Destroy	50 years	modified	N	OFFICIAL	Regulations 1987. RGLA 9.4			
				from termination of						
Housing stock	Squatters and unauthorised occupants.	Destroy	12 years	tenancy	Υ	OFFICIAL - SENSITIVE	Business Decision			
-				from termination of						
Managing tenancies	Information relating to the tenancy.	Destroy	12 years	tenancy	Υ	OFFICIAL - SENSITIVE	RGLA3.28			
	Discretionary assistance to disabled and									
	elderly residents for their dwellings and									
	gardens undertaken by Western Bay									
Managing tenancies	Care and Repair Handyperson	Destroy	6 years	after last payment	Υ	OFFICIAL - SENSITIVE	Business Decision			
	Provision of grant assistance to the									
Managing tenancies	adapting of council homes	Destroy	6 years	after last payment	Y	OFFICIAL - SENSITIVE	Business Decision			
	Advice given to council tenants. Also			from termination of						
Managing tenancies	applies to Gypsy/ Traveller Sites	Destroy	12 years	tenancy	Υ	OFFICIAL - SENSITIVE	Business Decision			
	Documentation relating to the tenancy			from termination of						
Managing tenancies	agreement - ordinary tenancy	Destroy	6 years	tenancy	Υ	OFFICIAL - SENSITIVE	Limitations Act 1980			
	Documentation relating to the tenancy			from termination of						
Managing tenancies	agreement - tenancy under seal	Destroy	12 years	tenancy	Υ	OFFICIAL - SENSITIVE	Limitations Act 1980			
	Permission requested by tenants to			from termination of						
Managing tenancies	undertake alterations.	Destroy	12 years	tenancy	Υ	OFFICIAL - SENSITIVE	Business Decision			
	Documentation relating to the notification and enforcement of breaches of council									
	tenancy agreements. Includes rent			from termination of						
Managing tenancies	arrears.	Destroy	12 years	tenancy	Υ	OFFICIAL - SENSITIVE	Business Decision			
	Documentation relating to evictions of			from termination of						
Managing tenancies	specific tenants.	Destroy	12 years	tenancy	Υ	OFFICIAL - SENSITIVE	Business Decision			
	Housing repairs documentation relating to			Retain - records held						
Managing tenancies	specific properties.	Retain	Permanent	on ORCHARD	N	OFFICIAL	Business Decision			
				after cancellation of policy. Keep application form						
		_		whilst tenant is on			1			
Managing tenancies	Contents insurance for council tenants.	Destroy	1 year	scheme.	N	OFFICIAL	Business Decision			
	Documentation relating to rent setting of	5 .	_	from date last		OFFICIAL				
Managing tenancies	housing.	Destroy	7 years	modified	N	OFFICIAL	Business Decision			

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale			
	Documentation relating to tenants									
	statutory right to purchase council									
Managing tenancies	housing.	Destroy	12 years	after sale of house	N	OFFICIAL	RGLA7.17			
	Personal details relating to tenancies	Í	Í	from termination of						
Managing tenancies	held.	Destroy	12 years	tenancy	N	OFFICIAL	Business Decision			
	Tenancy Support Services to enable	j	Í	Permanet G1:G43nt-						
	them to continue living in their			Information held on						
Managing tenancies	homes/community.	Retain	Permanent	Genesis.	N	OFFICIAL	Business Decision			
	Housing Management Policies &			from date last						
Managing tenancies	Procedures	Review	10 Years	modified	N	OFFICIAL	Business Decision			
				from date last						
Business Planning	Budgets and Supporting Papers	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
	Communicates to staff - corporate									
	policies and procedures, and legislative			from date last						
Business Planning	changes	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
	Compliance with equalities legislation -			from date last						
Business Planning	Audit Questionnaires	Destroy	2 years	modified	N	OFFICIAL	Business Decision			
				from date last						
Business Planning	Equalities legislation - Audit Reports	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
	Equality characteristics of service users			from date last						
Business Planning	(About you form)	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision			
	Events and housing stock (Photographic		_							
Business Planning	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			
l _   .       .	Gypsy Traveller Accommodation									
Business Planning	Assessment	Retain	Permanent	N/A	N	OFFICIAL	Business Decision			
Business Planning	Local Housing Strategy	Retain	Permanent	N/A	N	OFFICIAL	Business Decision			
Desciones Diese	Management of the leasehold property	Dataia	D	NI/A		OFFICIAL	Dustines a Destrict			
Business Planning	documents	Retain	Permanent	N/A	N	OFFICIAL	Business Decision			
Desciones Diese :	Provision of leaseholder loans to assist	D 1	7			OFFICIAL OFNICITIVE	Dustines a Destrict			
Business Planning	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			
Dunings Diagrams	Double in a tion and in this and the control of the	Daatus	4	from date last	N.	OFFICIAL	Dusiness Desision			
Business Planning	Participation activities (Minor Policies)	Destroy	1 year	modified	N	OFFICIAL	Business Decision			

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale			
-	Participation activities (Significant			from date last		•				
Business Planning	Policies)	Review	7 years	modified	N	OFFICIAL	Business Decision			
	Program of maintenance (Housing Stock		-							
<b>Business Planning</b>	database)	Retain	Permanent	NA	N	OFFICIAL	Business Decision			
				After enforcement						
Business Planning	Record of service of Section 80 notices	Destroy	7 years	completed	N	OFFICIAL	Business Decision			
	Records relating to tenancy changes and			from date last						
Business Planning	charges	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
	Records relating to weekly and monthly			from date last						
Business Planning	direct transactions	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
	Schemes (Social Housing Grant			from date last						
Business Planning	Allocation)	Review	10 Years	modified	N	OFFICIAL	Business Decision			
Business Planning	Section 106 Agreements	Retain	Permanent	N/A	N	OFFICIAL	Business Decision			
				from date last						
Business Planning	Survey monitoring tenant satisfaction	Review	10 years	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			
	, ,			from date last						
Compliance	Property Checks	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
•				from date last						
Compliance	Reporting	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
				from date last						
Compliance	Legislation	Destroy	7 years	modified	N	OFFICIAL	Business Decision			

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Activity	Transaction	i eriou	Retellition	After last date	Data	Frotective Marking	Nationale
Arts	Clubs & Societies	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
1110	Class a Contract	Bootiey	7 10010	After last date		CITION E CERCITIVE	Business Besiden
Community Facilities	Equipment	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
<u> </u>	12.1			After last date			
Community Facilities	Grants	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
		•		After last date			
Community Facilities	Venues	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After last date			
Community Facilities	Green & Blue Flag Awards	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After last date			
Events & Promotion	Countryside Events	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
		_		After last date			
Events & Promotion	Exhibitions	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
5	La alica Cara	Destant	7.1/	After last date		OFFICIAL	Business Basisias
Events & Promotion	Inclusion	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Events & Promotion	Parks and Garden Events	Destroy	7 Years	After last date modified	N	OFFICIAL	Business Decision
Events & Promotion	Parks and Garden Events	Desiloy	/ Teals	After last date	IN	OFFICIAL	Business Decision
Events & Promotion	Special Events	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
_ibraries	Deposit/Gifts	Retain	Permanent	modified	N	OFFICIAL	Business Decision
-10101100	Doposia Onto	rotalii		After last date	1	011101/\L	Business Besistori
ibraries	Book Ordering	Destroy	1 year	modified	Y	OFFICIAL - SENSITIVE	Business Decision
			. ,	After last date			
_ibraries	Bookings	Destroy	1 year	modified	Y	OFFICIAL - SENSITIVE	Business Decision
ibraries	Catalogue/Inventory	Retain	Permanent		N	OFFICIAL	Business Decision
				After last date			
ibraries	Fines	Destroy	7 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
				After last date			
_ibraries	Library Development	Destroy	10 Years	modified	N	OFFICIAL	Business Decision
				After last date			
_ibraries	Loans	Destroy	2 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
7.0y	Transaction	1 Gillou	Retention	After ticket expiry or	Data	Troteouve marking	rationalo
				immediately on			
Libraries	Memberships	Destroy	3 Years	decease	Y	OFFICIAL - SENSITIVE	Business Decision
Museums	Deposit/Gifts	Retain	Permanent		N	OFFICIAL	Business Decision
	•			After last date			
Museums	Loans	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Museums	Museum Catalogue/Inventory	Retain	Permanent		N	OFFICIAL	Business Decision
	, , , , , , , , , , , , , , , , , , ,			After last date			
Museums	Museum Development	Review	10 Years	modified	N	OFFICIAL	Business Decision
Art Gallery	Deposit/Gifts	Retain	Permanent		N	OFFICIAL	Business Decision
•				After last date			
Art Gallery	Loans	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Art Gallery	Catalogue/Inventory	Retain	Permanent		N	OFFICIAL	Business Decision
				After end of			
Grand Theatre	EXTRAS Membership Scheme	Destroy	1 Year	membership	Υ	OFFICIAL - SENSITIVE	Business Decision
Parks & Open				After last date			
Spaces	Development	Review	10 Years	modified	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Fleet	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Equipment Maintenance	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Parks & Open				from date of			
Spaces	Playground Inspection Records	Destroy	18 years	inspection	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Club/group contributions	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Equipment Inventories	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Parks & Open							
Spaces	Goal post inspection records	Destroy	1 year	after creation	N	OFFICIAL	Business Decision
				European Funding			
Parks & Open				records should be			
Spaces	Grant and funding applications	Review	10 Years	retained until 2026	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Grant payments	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Grounds Maintenance Schedule	Destroy	10 years	modified	N	OFFICIAL	Business Decision

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Parks & Open				from date of			
Spaces	Infrastructure inspection records	Destroy	18 years	inspection	N	OFFICIAL	Business Decision
Parks & Open							
Spaces	Tree Inspection Records	Retain	Permanent		N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Council Allotments Sites	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Allotment Association Sites	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Parks & Open				After last date			
Spaces	Lettings	Destroy	7 years	modified	N	OFFICIAL	Business Decision
				After last date			
Sports	Sports Development	Destroy	10 Years	modified	N	OFFICIAL	Business Decision
Sports	Clubs and Societies				N	OFFICIAL	Business Decision
_				After last date			
Sports	Grants	Destroy	10 Years	modified	N	OFFICIAL	Business Decision
				After last date	1		
Tourism	Tourist Accommodation	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
		_		After last date	1		
Tourism	Visitor Information	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After last date		0==10141 0=110:=::::=	
Volunteering	Volunteers	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Indoor Sports	<b>.</b>	<b>.</b>	40.14	After last date		05510141	5 . 5
Facilities	Partnerships	Destroy	10 Years	modified	N	OFFICIAL	Business Decision
Indoor Sports		<b>.</b>	40.14	After last date		05510141	5 . 5
Facilities	Management	Destroy	10 Years	modified	N	OFFICIAL	Business Decision
Indoor Sports	Deal Commercial Test Deal	<b>.</b>		After last date		OFFICIAL OFFICITIVE	Business Basis
Facilities	Pool Competence Test Records	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Laine Berez	Frants	Desta	40.)/	After last date		OFFICIAL	Business Basis
Leisure Promotion	Events	Destroy	10 Years	modified	N	OFFICIAL	Business Decision
Laines Barrer	End to the second	Desta	40.)/	After last date		OFFICIAL	Business Basis
Leisure Promotion	Exhibitions	Destroy	10 Years	modified	N	OFFICIAL	Business Decision

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
•				After last date			
Leisure Promotion	Inclusion	Destroy	10 Years	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**

		<b>9</b>			<b>9</b>		
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
		_		from date of receipt			
Building Control	Application files	Destroy	16 Years	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	2 vooro	from date last modified if no application submitted	Y	OFFICIAL - SENSITIVE	Building Act 1984
Building Control	Fre application discussion	Desiloy	3 years	from date last	T	OFFICIAL - SENSITIVE	Building Act 1964
Building Control	Unauthorised works	Destroy	5 Years	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
<b>.</b>	11411041011	1 01100	Hotoman	990 0	20.00	1 Totobarro marking	Destroy after 10 years for
Planning				from date last			electronic records after 1 <sup>st</sup> September 2013, permanently for paper records and microfiche
Applications	Consultations	Destroy	10 years	modified	N	OFFICIAL	before September 1 <sup>st</sup> 2013
Planning		Í	ĺ	from date last			·
Applications	Called in applications	Destroy	4 years	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
			Until				
Compliance	Legislation	Retain	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
· o. mara · marining				- Contraction		51116112	Record of special architectural and historic interest in relation to designated listed buildings and ancient monuments in accordance
Forward Planning	Listed Building information	Retain	Permanent		N	OFFICIAL	with national legalisation
			Until	Until subsequent development plan			
Forward Planning	Local planning documentation	Retain	superceded		N	OFFICIAL	RGLA10.1
Forward Planning	Mineral Plan	Retain		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 Specific buildings planning policy	Retain	Until superceded Until	Until adoption of development Plan	N	OFFICIAL	Business Decision		
Forward Planning	documents	Retain	superceded		N	OFFICIAL	Business Decision		
Forward Planning	Waste Plan	Retain	Permanent		N	OFFICIAL	Business Decision		
	, radio rain	1.000	1	After last date		0	Ducinios Ducicion		
Forward Planning	Economic Regeneration	Destroy	10 Years	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	After last date	N	OFFICIAL	Business Decision		
Forward Planning	Planning Schemes	Destroy	10 Years	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 N	OFFICIAL	Business Decision		
Planning Policy	Section 106 Agreements	Retain	Permanent Until		IN	OFFICIAL	Business Decision		
Planning Policy	Transport Policy	Retain	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	Instruction manuals related to council			after date last		9	
Maintenance	property.	Destroy	7 years	modified	N	OFFICIAL	RGLA 7.27
Property		,	,	after date last			
Maintenance	Refurbishment	Destroy	7 years	modified	N	OFFICIAL	RGLA 7.27
Property		•	j	after date last			
Maintenance	Planned Maintenance	Destroy	7 years	modified	N	OFFICIAL	RGLA 8.7
Property		-		after date last			
Maintenance	Responsive Maintenance	Destroy	50 years	modified	N	OFFICIAL	RGLA 7.27
Property		•		after date last			
Maintenance	Asbestos	Destroy	40 years	modified	N	OFFICIAL	Business Decision
Property		•		after date last			
Maintenance	Cleaning	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Property acquisition		-	-	after date last			
and disposal	Acquisition	Review	12 years	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	Certificatation	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**

A 41 14		Action at end of Retention			Contains Personal					
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale			
Property and Land			_	after date last		0==10141				
Management	Energy Management Utility Bills	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property and Land		_	_	after date last						
Management	Energy - CRC Records & Reports	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property and Land				after date last						
Management	Energy - PI Data & Reports	Destroy	10 years	modified	N	OFFICIAL	Business Decision			
Property and Land				after date last						
Management	Feasibility Studies	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property and Land				after date last						
Management	Health & Safety	Destroy	7 years	modified	N	OFFICIAL	RGLA 9.6			
Property and Land				after date last						
Management	Internal Agreements	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property and Land										
Management	Land & Property History	Retain	Permanent		N	OFFICIAL	Business Decision			
Property and Land				after expiry of						
Management	Leases/Tenancies	Destroy	15 years	lease/tenancy	N	OFFICIAL	RGLA 8.8			
Property and Land				after expiry of						
Management	Property Disputes	Destroy	15 years	lease/tenancy	N	OFFICIAL	Business Decision			
Property and Land										
Management	Encumberances	Retain	Permanent		N	OFFICIAL	Business Decision			
Property and Land				after date last						
Management	Management	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property and Land				after date last						
Management	Usage Statistics	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property and Land				after date last						
Management	Valuations	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property Use and				after date last						
Development	Car Parking	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
Property Use and										
Development	Design & Construction	Retain	Permanent		N	OFFICIAL	Business Decision			
Facilities				after date last						
Management	Accomodation	Destroy	7 years	modified	N	OFFICIAL	Business Decision			
acilities				after date last						
Management	Evac-Chair	Destroy	7 years	modified	N	OFFICIAL	<b>Business Decision</b>			
Facilities				after date last						
Management	Fire Alarms	Destroy	7 years	modified	N	OFFICIAL	Business Decision			

## **Property**

A -41: -14: -	Transcation	Action at end of Retention Period	Batantian	Trimon Boins	Contains Personal	Production Monthly	Rationale
Activity	Transaction	Period	Retention	Trigger Point	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
acilities  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	Υ	OFFICIAL - SENSITIVE	Business Decision
acilities  Management	Key Register Log (Contractors/Cleaners signing out keys)	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
acilities Management	CBS Building Services Logs sheet_completed jobs	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
acilities  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
acilities  Management	Driver Information (For Driving VIP's)	Destroy	2 years	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
acilities  Management	Hot Work Permits	Destroy	2 years	after date last modified	N	OFFICIAL	Business Decision

<b>Property</b>
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Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Facilities				after date last			
Management	Control Room Access Log	Destroy	2 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
	Mail Room - Incoming recorded deliveries, Record of Incoming Parcels,						
Facilities	Outgoing TNT Parcels, Cover driving in			after date last			
Management	the Mail Room	Destroy	2 years	modified	N	OFFICIAL	Business Decision
Facilities	Clean Mail, Postal Recharges, Royal Mail			after date last			
Management	underpaid items (Incoming)	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Facilities				after date last			
Management	Room Bookings	Destroy	2 years	modified	N	OFFICIAL	Business Decision
Facilities				after date last			
Management	Pool Bikes	Destroy	2 years	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	Advice to the Public	Destroy	1 Teals	from date last	IN	OFFICIAL	Business Decision
Advice	Scheme Advice	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
		Í		from date last			
Contracts	Finance	Destroy	12 Years	modified	N	OFFICIAL	Business Decision
				from date last		·	
Contracts	Grants	Destroy	12 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Campaigns	Schemes	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
l la alth. Imamus, care and	Alsohal and Duva Misusa	D	7.1/	from date last	,	OFFICIAL	Business Desision
Health Improvement	Alcohol and Drug Misuse	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Health Improvement	Rirth Defects	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
i icaitii iiiipioveiiieiit	Ditti Delects	Desiroy	1 1 Cais	from date last	IN	OFFICIAL	Dusiness Decision
Health Improvement	Cancer and Long-Term Conditions	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
	3			from date last		-	
Health Improvement	Children and Young People	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Health Improvement	Dental Services	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Health Improvement	Health Checks	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Health Improvement	Injury Prevention	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Lloolth Improvers	Montal Llocath	Dootro	7 V 0 0 7 5	from date last	N N	OFFICIAL	Business Decision
Health Improvement	Mental Health	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Health Improvement	Physical Activity	Destroy	7 Years	from date last modified	N	OFFICIAL	Business Decision
realin improvement	F Hysical Activity	Desiroy	i i eais	mounieu	IN	OFFICIAL	Dualitess Decision

#### **Public Health**

			1	<b>.</b>	1		
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
				from date last			
Health Improvement	Smoking Cessation	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Health Improvement	Social Exclusion	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Health Improvement	Social Prescription	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Health Improvement	Weight Management	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				from date last			
Health Improvement	Workplace Health	Destroy	7 Years	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
nformatics	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**

		Action at end of Retention			Contains Personal		
Activity	Transaction	Period	Retention	Trigger Point	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						5	
Births, Mariages and							
Deaths	Approved wedding premises	Review	2 years	after approval	N	OFFICIAL	Register maintained up to date
Registration of			,				
Births, Mariages and				after date last			
Deaths	Births, marriages and death certificates	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	RGLA 5.2
Registration of			,				
Births, Mariages and				after date last			
Deaths	Certificate copy applications	Destroy	1 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Registration of	, , ,		,				
Births, Mariages and				after date last			
Deaths	Marriage notices	Destroy	2 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Registration of			-				
Births, Mariages and							
Deaths	Marriage register	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	RGLA 5.1
Registration of							
Births, Mariages and				after date last			
Deaths	Marriage Service arrangements	Destroy	3 years	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				after date last			
Deaths	Advice & Support	Destroy	1 years	modified	N	OFFICIAL	Business Decision
Registration of							
Births, Mariages and							
Deaths	Register of citizenship	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Business Decision
Registration of							
Births, Mariages and							
Deaths	Spoiled registration certificates	Destroy	1 year	after creation	Υ	OFFICIAL - SENSITIVE	Business Decision
				after date last			
Ceremonies	Civil Marriages	Destroy	7 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
_				after date last			
Ceremonies	Civil Partnerships	Destroy	7 years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision

#### **Registration & Coroners**

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
				after date last			
Ceremonies	Renewal of Vows	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
		5.	_	after date last		OFFICIAL OFNICITIVE	<u></u>
Ceremonies	Naming Ceremonies	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Caramaniaa	Citizanship Caramanias	Dootroy	7.40000	after date last modified	Y	OFFICIAL - SENSITIVE	Business Decision
Ceremonies	Citizenship Ceremonies	Destroy	7 years	after date last	Ť	OFFICIAL - SENSITIVE	Business Decision
Communications &	Partnerships	Destroy	7 voors	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Engagement	Partnerships	Destroy	7 years	after date last	Ť	OFFICIAL - SENSITIVE	Business Decision
Communications & Engagement	Plans	Destroy	7 years	modified	N	OFFICIAL	Business Decision
пуауеттент	Fidits	Desiroy	7 years	after date last	IN	OFFICIAL	Business Decision
Operations	Banking	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Operations	Banking	Destiloy	1 years	after date last	IN	GITICIAL	Dusiliess Decision
Operations	Process & Guidance	Destroy	7 years	modified	N	OFFICIAL	Business Decision
Орегалогіо	1 100000 a Caldaneo	Destroy	7 years	after date last	11	011101/12	Basiliess Besision
Operations	Reporting	Destroy	7 years	modified	N	OFFICIAL	Business Decision
0,000.00.00	i toporg	2000)	. yeare	after date last		311101112	240600 200.6.6
Identity Management	European Passport Return Service	Destroy	7 years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Inquiries into Death	Register of deaths	Retain	Permanent		Y	OFFICIAL - SENSITIVE	Business Decision
				after last action -			TNA Retention and Disposal
Inquiries into Death	Inquest Case Files	Review	15 years	offer to Archivist	Y	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.7
•			j	after last action -			TNA Retention and Disposal
Inquiries into Death	Non-inquest case Files	Review	15 years	offer to Archivist	Υ	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.7
•							TNA Retention and Disposal
Inquiries into Death	Reported deaths register	Retain	Permanent		Υ	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.7
				after last action -			TNA Retention and Disposal
Treasure Trove	Treasure trove case files	Review	15 years	offer to Archivist	Υ	OFFICIAL - SENSITIVE	Guidance 13. RGLA 5.6
				after date last			
Compliance	General Registers Office	Destroy	7 years	modified	N	OFFICIAL	Business Decision
				after date last			
Compliance	Licensing	Destroy	7 years	modified	N	OFFICIAL	Business Decision

			1	<u> </u>			
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
1 loot managoment	Diver Received Beleet Repeite	Dooney	7 10010	After date last		011101112	Badinede Bedidien
Fleet Management	Driver Management	Destroy	7 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
1 loot management	Diver Management	Destroy	7 10010	After date last		CITIONAL CENTITIE	Badineda Bedialari
Fleet Management	Taxi inspection records	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
1 loot management	Taxi inspection records	Destroy	0 10010	After date last		011101/12	Badinedo Bedidion
Fleet Management	Certification & Calibration records	Destroy	2 years	modified	N	OFFICIAL	Business Decision
r icci ivianagement	Octunication & Cambration records	Destroy	2 years	After date last	11	OFFICIAL	Dusiness Decision
Fleet Management	Pool Car Management	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
1 loot Managoment	1 cor our management	Destroy	7 10010	After date last	- 11	011101/12	Badineda Bedialari
Fleet Management	Vehicle Management	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Harbours and	Veriloie ivialiagement	Destroy	7 10010	After date last		011101/12	Badinedo Bedidion
waterways	Boat Moorings	Destroy	6 Years	modified	N	OFFICIAL	Business Decision
Harbours and	Deat Moonings	Destroy	0 10010	After date last	- 11	011101/12	Badineda Bedialari
waterways	Hoist Activity	Destroy	6 Years	modified	N	OFFICIAL	Business Decision
Harbours and	Tiolet / totavity	Dooney	0 10010	mouniou	.,	011101112	Badinede Bedielen
waterways	Maintenance Records Inspections	Destroy	10 Years		N	OFFICIAL	Business Decision
Harbours and	Maintenance receive inspections	Dooney	10 10010	After date last	.,	011101112	Badinede Bedielen
waterways	Port Facilities	Destroy	6 Years	modified	N	OFFICIAL	Business Decision
Harbours and	T OIL T GOILLIGO	Dooney	0 10010	After date last	.,	011101112	Badinede Bedielen
waterways	Registration	Destroy	6 Years	modified	N	OFFICIAL	Business Decision
Harbours and	- regionalist			After date last		011101112	
waterways	Coast	Destroy	6 Years	modified	N	OFFICIAL	Business Decision
Harbours and				After date last			
waterways	Rivers	Destroy	6 Years	modified	N	OFFICIAL	Business Decision
Harbours and				After date last			
waterways	Canals	Destroy	6 Years	modified	N	OFFICIAL	Business Decision
Highway				After date last			Offer controversial or high profile
	Highway Planning Control	Destroy	7 Years	modified	N	OFFICIAL	schemes to archivist
Highway	<i>y</i> ,			After date last			
	Planning Consultations	Destroy	5 Years	modified	N	OFFICIAL	Business Decision
Highway	5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -						
Development Control	Highway Adoption	Retain	Permanent		N	OFFICIAL	RGLA 11.3 Highways Act 1980

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				After date last			Highways Act 1980. Offer order
Development Control	Highway Extinguishment	Destroy	7 Years	modified	N	OFFICIAL	and map to archivist
Highway							RGLA 11.2 Asset Mgmt
Development Control	Highway Extent Queries	Retain	Permanent		N	OFFICIAL	Highways Act 1980
Highway	Licences (Scaffolding, Pavement			After date last			
Enforcement	licences, Hoardings etc.)	Destroy	3 Years	modified	N	OFFICIAL	RGLA 11.5
Highway				After date last			
Enforcement	Parking Fines	Destroy	6 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Highway				After date last			
Enforcement	Weight Limits	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
Highway				After date last			
Enforcement	Road reinstatement	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
Highway				After date last			
Enforcement	Speeding Fines	Destroy	3 Years	modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Infastructure				After date last			
Management	Cycle Routes	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Infastructure							
Management	Geotechnical Services	Retain	Permanent		N	OFFICIAL	Business Decision
Infastructure				After date last			
Management	Maintenance	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Infastructure				After date last			
Management	Markings & Signage	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Infastructure				After date last			
Management	Public Conveniences	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Infastructure				After date last			
Management	Street Naming & Numbering	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Infastructure				After date last			
Management	Service Providers	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Infastructure				After date last			
Management	Surveys	Destroy	7 Years	modified	Y	OFFICIAL - SENSITIVE	Business Decision
Infastructure				After date last			
Management	Taxi Ranks	Destroy	7 Years	modified	N	OFFICIAL	Business Decision

	Action at						
Activity	Transaction	end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
Infastructure			Rotontion	after matter	200	r rotoda vo marking	- Italionalo
Management	APC Files	Destroy	7 Years	concluded	N	OFFICIAL	Indefinite - until matter concluded
Infastructure	Bridges & Highways Design, construction	20009	7 . 50.5	0011010000		0	
Management	and CDM files	Retain	Permanent		N	OFFICIAL	Indefinitely for lifetime of bridge
Infastructure				After date last			
Management	Scheme Records	Destroy	12 Years	modified	N	OFFICIAL	RGLA 11.9
Infastructure		ĺ		After date last			
Management	Improvements Non WEFO Files	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Infastructure				Review in 2026			
Management	Improvements WEFO files	Review		WEFO guidance	N	OFFICIAL	WEFO grant conditions
Infastructure	·			After date last			
Management	Quadrant Bus Station maintenance	Destroy	12 Years	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				After date last			
Management	Engineering	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Public Transport				After date last			
Plan	Park & Ride	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
Public Transport				After date last			
Plan	Subsidised Bus Fares	Destroy	3 Years	modified	N	OFFICIAL	RGLA 11.11
Public Transport				After date last			
Plan	Community Transport	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
Public Transport							
Plan	Public transport Plan	Retain	Permanent		N	OFFICIAL	Business Decision
Public Transport				After date last			
Plan	Buses	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
Public Transport				After date last			
Plan	Trains	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After date last			
Rights of Way	Enquiries	Destroy	7 Years	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

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

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
				After date last			
School Transport	School Transport Procurement	Destroy	7 Years	modified	N	OFFICIAL	Business Decision
				After date last			
School Transport	School Transport App forms	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
				After date last			
School Transport	Special Education Needs transport	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
Traffic Management	TRO schedule	Retain	Permanent		N	OFFICIAL	Business Decision
				After date last			Traffic Management Act 2004 &
Traffic Management	UTC Logs	Destroy	5 Years	modified	N	OFFICIAL	police investigation
				After date last			
Traffic Management	Car Parks Applications Correspondence	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
				After date last			Traffic Management Act 2004 &
Traffic Management	Correspondence Files	Destroy	3 Years	modified	N	OFFICIAL	police investigation
				After date last			Traffic Management Act 2004 &
Traffic Management	Fault Records	Destroy	5 Years	modified	N	OFFICIAL	police investigation
							The management and control of
Traffic Management	Traffic Flow Data	Retain	Permanent		N	OFFICIAL	traffic calming measures.
				After date last			
Traffic Management	Traffic Monitoring	Destroy	3 Years	modified	N	OFFICIAL	Business Decision
	T (1) D 1 11 D 1		- > /	After date last		0==10141	
Traffic Management	Traffic Reduction Records	Destroy	5 Years	modified	N	OFFICIAL	Traffic Management Act 2004
T (" 14		5.	4.37	After date last		05510141	<b>.</b>
Traffic Management	Abnormal Loads	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
T (" 14	0.343	5.	7.7	After date last		05510141	
Traffic Management	Gritting & Snow Clearance	Destroy	7 Years	modified	N	OFFICIAL	Claims Defence Limitations Act
Tueffie Managagaga	Danidanta Davidan	Deathar	4 ٧	After date last	l N	OFFICIAL	Duningan Danisian
Traffic Management	Residents Parking	Destroy	1 Year	modified	N	OFFICIAL	Business Decision
Troffic Managars	Troffic Orders	Dootro	E Voors	After date last modified	N.	OFFICIAL	DOLA 11 C
Traffic Management	Traffic Orders	Destroy	5 Years		N	OFFICIAL	RGLA 11.6
Troffic Management	Troffic Colming	Doctro	10 Voors	After date last	N.	OFFICIAL	Pusiness Desision
Traffic Management	Traffic Calming Local Transport Plan	Destroy	10 Years	modified	N N	OFFICIAL OFFICIAL	Business Decision
Transport Planning	Local Transport Plan	Retain	Permanent		IN	OFFICIAL	RGLA 11.1

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

#### **Waste Management**

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale				
•				after date last							
Street cleaning	Street Sweeping	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
				after date last							
Street cleaning	Pest Control (no fee)	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
				after date last							
Street cleaning	Pest Control (fee paid)	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
				after date last							
Street cleaning	Graffiti and Fly Posting	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
				after date last							
Street cleaning	Litter Management	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
				after date last							
Street cleaning	Dead Animals	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
			_	after date last							
Street cleaning	Shopping Trolleys	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
0, , , ,	D 1 11 T 11 4	5 .		after date last		OFFICIAL					
Street cleaning	Public Toilets	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
VA/	Defect (Decoralism Online)	D 1	0	after date last	V	OFFICIAL	DOI 40.00				
Waste collection	Refuse/Recycling Collection	Destroy	2 years	modified	Y	OFFICIAL	RGLA9.26				
\\/+  +:	Abaarbart buriana Masta	Dantun	2	after date last modified	Y	OFFICIAL	Dunings Danisian				
Waste collection	Absorbent hygiene Waste	Destroy	2 years	after date last	Y	OFFICIAL	Business Decision				
Waste collection	Assisted Collections	Destroy	2 voore	modified	Y	OFFICIAL	RGLA9.26				
waste collection	Assisted Collections	Desiloy	2 years	after date last	ı	OFFICIAL	NGLA9.20				
Waste collection	Domestic Waste Exemptions	Destroy	2 years	modified	Y	OFFICIAL	RGLA9.26				
Waste conceilor	Domestic Waste Exemptions	Destroy	2 years	after date last	'	OTTIOIAL	NOLAS.20				
Waste collection	Trade	Destroy	2 years	modified	N	OFFICIAL	RGLA9.26				
	11440	Doonby	2 yours	after date last	14	OT TIONAL	1.02.0.20				
Waste collection	Abandoned Vehicles	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
		20009		after date last	1	<u> </u>					
Waste collection	Bulk	Destroy	2 years	modified	Y	OFFICIAL	RGLA9.26				
			,	after date last							
Waste collection	Controlled waste transfer notes	Destroy	2 years	modified	N	OFFICIAL	Business Decision				
· · · · · · · · · · · · · · · · · · ·				after date last							
Waste disposal	Controlled waste transfer notes	Destroy	2 years	modified	N	OFFICIAL	Business Decision				

#### **Waste Management**

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

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	Υ	Official – Sensitive	CCS Policy
Access & Inclusion	meetings	Destroy	5 Years	Date of meeting	Υ	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	Υ	Official – Sensitive	CCS Policy
Admissions and Exclusions	exclusions	Review	25 Years	After Pupil D.O.B	Υ	Official – Sensitive	
Admissions and Exclusions	applications	Review	1 Year	After date of admission	Υ	Official – Sensitive	CCS Policy
Admissions & Exclusions	Permanent exclusions	Destroy	35 Years	After pupil leaves school (file closure)	Υ	Official – Sensitive	CCS Policy
Admissions & Exclusions	Temorary/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	Υ	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

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	Scools 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	Υ	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)	Υ	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)	Υ	Official – Sensitive	ARA guidelines on education records
Education Welfare	Special Educational Needs	Destroy	35 Years	After pupil leaves school (file closure)	Υ	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	Υ	Official – Sensitive	Sensitive personal information - no need to retain old data once replaced with new

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	Υ	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	Υ	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

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

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	Υ	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		Ν	Official	Destroy financial data and keep Statutory Notices indefinitely
Pupils	Specialist equipment purchase	Destroy	6 Years	After current year	Υ	Official – Sensitive	Audit
Pupils	Pupil Birth Records	Destroy	1 year	After child leaves maintained schooling	Υ	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	Υ	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	Υ	Official – Sensitive	CCS Policy
Teaching	Specialist teaching	Destroy	35 Years	After pupil leaves school (file closure)	Υ	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	Υ	OFFICIAL	Business Decision
Asylum seekers	Nationality checking	Destroy	6 years	after last contact	Υ	OFFICIAL	Business Decision
Carers		Destroy	6 years	after closure	Υ	OFFICIAL	Business Decision
				after end of			
Carers	Agency provided services	Destroy	25 years	employment	Υ	OFFICIAL -SENSITIVE	Business Decision
				after end of			
Carers	Assessment	Destroy	25 years	employment	Υ	OFFICIAL -SENSITIVE	Business Decision
				after end of financial			Accounts and Audit Regulations
Carers	Financial support	Destroy	3 years	year	Υ	OFFICIAL	1974; Limitations Act 1980
				after end of			
Carers	Legal	Destroy	25 years	employment	Υ	OFFICIAL -SENSITIVE	Business Decision
				after end of			
Carers	Licensing	Destroy	1 year	employment	Υ	OFFICIAL -SENSITIVE	Business Decision
				after end of			
Carers	Review	Destroy	25 years	employment	Υ	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	Υ	OFFICIAL	Business Decision
Criminal justice		Destroy	6 years	from closure	Υ	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	Υ	OFFICIAL -SENSITIVE	Business Decision
Residential homes	Operation of homes - Activities	Destroy	25 years	from closure	Υ	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	Υ	OFFICIAL	Business Decision
Residential homes	Operation of homes - Roster	Destroy	25 years	from closure	Υ	OFFICIAL	RGLA 3.25
Residential homes	Registration	Retain	Permanent		Y	OFFICIAL	RGLA 3.24
Social issues		Destroy	6 years	from closure	Υ	OFFICIAL -SENSITIVE	Business Decision
Social issues	Substance misuse	Destroy	6 years	from closure	Υ	OFFICIAL -SENSITIVE	Business Decision
Supporting adults		Destroy	6 years	from closure	Υ	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Assessment - Care Plan	Destroy	6 years	after last contact	Υ	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Assessment - Carer Details	Destroy	6 years	after last contact	Υ	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Assessment - Contact Sheet	Destroy	6 years	after last contact	Υ	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Assessment - Essential Information	Destroy	6 years	after last contact	Υ	OFFICIAL -SENSITIVE	RGLA3.18
Supporting adults	Catering Services	Destroy			Υ	OFFICIAL	Business Decision

# **Adult Care Services**

		Action at end of			Contains		
Activity	Transaction	Retention Period	Retention	Trigger Point	Personal Data	Protective Marking	Rationale
•				after provision of			
Supporting adults	Finance and commissioning	Destroy	8 years	support ended	Y	OFFICIAL	Business Decision
11 0		Ĭ		after provision of			
Supporting adults	Grants	Destroy	8 years	support ended	Υ	OFFICIAL	Business Decision
				after provision of			
Supporting adults	Health	Destroy	8 years	support ended	Υ	OFFICIAL -SENSITIVE	Business Decision
,, ,				after provision of			
Supporting adults	Legal	Destroy	8 years	support ended	Υ	OFFICIAL -SENSITIVE	Business Decision
				after provision of			
Supporting adults	Licensing - Disabled Parking Permits	Destroy	3 years	service ended	Υ	OFFICIAL -SENSITIVE	Business Decision
,, ,				after provision of			
Supporting adults	Looked after in care	Destroy	8 years	support ended	Υ	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Mental health	Destroy	10 years	after last contact	Y	OFFICIAL -SENSITIVE	RGLA 3.17
				after provision of			
Supporting adults	Occupational therapy	Destroy	8 years	support ended	Υ	OFFICIAL -SENSITIVE	Business Decision
				after provision of			
Supporting adults	Referral	Destroy	8 years	support ended	Υ	OFFICIAL -SENSITIVE	Business Decision
				after provision of			
Supporting adults	Review		8 years	support ended	Υ	OFFICIAL -SENSITIVE	Business Decision
Supporting adults	Transport services	Destroy	6 years	from closure	Υ	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	Υ	OFFICIAL	Business Decision
Supporting							
disabilities	Equipment advice	Destroy	6 years	from closure	Υ	OFFICIAL	Business Decision
Supporting							
disabilities	Independence at home	Destroy	6 years	from closure	Υ	OFFICIAL	Business Decision
Supporting							
disabilities	Personal transport	Destroy	6 years	from closure	Υ	OFFICIAL	Business Decision
Welfare Rights	Advice and support	Destroy	6 years	from closure	Υ	OFFICIAL-SENSITIVE	Business Decision

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
							Adoption and Children Act 2002
							ss.56-65 and the Disclosure of
							Adoption Information (Post-
Adoption and				from date of			Commencement Adoptions)
	Adoptive parent	Destroy	100 years	adoption	Y	OFFICIAL - SENSITIVE	Regulations 2005
Adoption and			•	n closure/35 years for			
	Assessment	Destroy		Adoption	Y	OFFICIAL - SENSITIVE	RGLA 3.4
Adoption and				from end of financial	.,		Accounts and Audit Regulations
<u> </u>	Financial support	Destroy	3 years	year	Υ	OFFICIAL	1974; Limitations Act 1980
Adoption and	E .	Б.		rom provider status		OFFICIAL OFNICITIVE	
	Foster carer	Destroy	ceases, 3	years from date of	Υ	OFFICIAL - SENSITIVE	
Adoption and	MCth days Aday Can Ang Pag Can	D 1	40		V	OFFICIAL OFNICITIVE	
J	Withdrawn Adoption Applications	Destroy	10 years		Υ	OFFICIAL - SENSITIVE	
Adoption and	Land	D 1	Carer files 2	25 years/Adoption 35	V	OFFICIAL OFNICITIVE	
	Legal	Destroy		years	Υ	OFFICIAL - SENSITIVE	
Adoption and	Lizanzian	Datain	Da	effecte englissiet	Υ	OFFICIAL - SENSITIVE	DCI A 0.40
0	Licensing	Retain	Permanent	offer to archivist	Y	OFFICIAL - SENSITIVE	RGLA 9.18
Adoption and	Review	Daatus	25		V	OFFICIAL CENCITIVE	
	Case assessment		35 years	from closure	Y	OFFICIAL - SENSITIVE OFFICIAL - SENSITIVE	RGLA 3.8
	Child protection		35 years 35 years	from closure	Y	OFFICIAL - SENSITIVE	RGLA 3.0
Child protection	Case assessment		5 years	from closure	Y	OFFICIAL - SENSITIVE	RGLA 3.9
Crilia protection	Case assessment	Desiloy	3 years	retain for 70 years	ı	OFFICIAL - SENSITIVE	RGLA 5.9
Child protection	Registration	Retain	Permanent	then offer to archivist	Υ	OFFICIAL - SENSITIVE	RGLA 3.6
Offilia protection	Negistration	Retain	i emianem	retain for 70 years		OTTICIAL - SENSITIVE	NOLA 3.0
Child protection	Schedule 1 offenders	Retain	Permanent	then offer to archivist	Υ	OFFICIAL - SENSITIVE	RGLA 3.7
Childminding	Concadio 1 diferiacis		10 years	their oner to archivist	Y	OFFICIAL - SENSITIVE	NOLA 3.7
U	Registration		10 years		Y	OFFICIAL - SENSITIVE	
	Support for childminders	Destroy	10 years		Y	OFFICIAL - SENSITIVE	<u> </u>
Children looked after	Capport for ormanimidoro	Doditoy	10 youro	after the child's 18th	•	OTTIONAL OLIVOITIVE	<u> </u>
in care		Destroy	75 years	birthday	Υ	OFFICIAL - SENSITIVE	
		Dodioy		d is 23, or if the child	•	STREET SERVICE	Arrangements for Placement of
Children looked after				nis , 5 years from date			Children (General) Regulations
	Registration	Retain		hen offer to archivist	Υ	OFFICIAL - SENSITIVE	1991 reg. 10

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
-							Arrangements for Placement of
				after complaint dealt	.,	0==10141 0=1101=1116	Children (General) Regulations
Communications	Complaints	Destroy	10 years	with	Υ	OFFICIAL - SENSITIVE	1991
Programme							
management and		<b>5</b> .	_	, ,	.,	05510141	DOL 4 0 00
development	Services for children	Destroy	7 years	from closure	Y	OFFICIAL	RGLA 3.20
Programme							
management and	Our manufacture and dis-	D 1	7	f		OFFICIAL	DOI 4 0 00
development	Supporting adults	Destroy	7 years	from closure	Y	OFFICIAL	RGLA 3.23
Programme							
management and	Supporting children	Doctroy	25 voors	from alcoura	Y	OFFICIAL	RGLA 3.21
development	Supporting children	Destroy	25 years	from closure	Ť	OFFICIAL	KGLA 3.21
Programme							
management and development	Supporting young persons	Destroy	15 Years	from closure	Y	OFFICIAL	RGLA 3.22
development	Documentation about the running of a	Desiloy	15 Teals	nom dosule	I	OI I IOIAL	NOLA 3.22
	children's home. Information about						
	individual clients must go on the			from date of last			Children's Homes Regulations
Residential homes	individual child file.	Destroy	15 Years	entry	Y	OFFICIAL	2001 reg. 29
				from date of last			Children's Homes Regulations
Residential homes	Operation of homes - Activities	Destroy	15 Years	entry	Y	OFFICIAL	2001 reg. 29
				from date of last			Children's Homes Regulations
Residential homes	Operation of homes - Diary	Destroy	15 Years	entry	Υ	OFFICIAL	2001 reg. 29
				from date of last			Children's Homes Regulations
Residential homes	Operation of homes - Menus	Destroy	1 year	entry	Y	OFFICIAL	2001 reg. 29
<u> </u>				from date of last			Children's Homes Regulations
Residential homes	Operation of homes - Roster Sheet	Destroy	15 Years	entry	Y	OFFICIAL	2001 reg. 29
				offer to archivist 50			
Residential homes	Children's home register.		Permanent	years after closure	Υ	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	Υ	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	

		Action at end of			Contains		
		Retention			Personal		
Activity	Transaction	Period	Retention	Trigger Point	Data	Protective Marking	Rationale
							Adoption and Children Act 2002
							ss. 56-65 and the Disclosure of
							Adoption Information (Post-
	A			from date of			Commencement Adoptions)
Supporting children	Adoption process	Destroy	100 years	adoption order	Y	OFFICIAL - SENSITIVE	Regulations 2005
Supporting children	Advice	Destroy	on chile	d's 21st birthday	Υ	OFFICIAL - SENSITIVE	
				from date of birth of			
Supporting children	Assessment - eligibility/service provision	Destroy	25 years	youngest child	Υ	OFFICIAL - SENSITIVE	RGLA 3.15
				from date of birth of			2014 245
Supporting children	Assessment - Care Plan	Destroy	25 years	youngest child	Υ	OFFICIAL - SENSITIVE	RGLA 3.15
				from date of birth of			
Supporting children	Assessment - Carer Details	Destroy	25 years	youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
				from date of birth of			2014045
Supporting children	Assessment - Contact Sheet	Destroy	25 years	youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
		_		from date of birth of			
Supporting children	Assessment - Essential Information	Destroy	25 years	youngest child	Y	OFFICIAL - SENSITIVE	RGLA 3.15
Supporting children	Attendance and truancy		35 years	from closure	Υ	OFFICIAL - SENSITIVE	
Supporting children	Child protection	Destroy	35 years	from closure	Υ	OFFICIAL - SENSITIVE	
				75th birthday - or 5			Arrangements for Placement of
		_	,	r death if child dies			Children (General) Regulations
Supporting children	Children's rights	Destroy		before 18	Y	OFFICIAL - SENSITIVE	1991 reg. 9. RGLA 3.2
Supporting children	Continuing care - Student details	Destroy		d's 21st birthday	Y	OFFICIAL - SENSITIVE	
Supporting children	Continuing care - Student Profile	Destroy		d's 21st birthday	Υ	OFFICIAL - SENSITIVE	
Supporting children	Continuing care - Work Experience	Destroy		d's 21st birthday	Υ	OFFICIAL - SENSITIVE	
Supporting children	Educational achievement assessments	Destroy		d's 21st birthday	Υ	OFFICIAL - SENSITIVE	
Supporting children	Educational psychology	Destroy	35 years	from closure	Υ	OFFICIAL - SENSITIVE	RGLA 3.13
Supporting children	Educational welfare	Destroy	on chile	d's 21st birthday	Υ	OFFICIAL - SENSITIVE	
				after end of financial			Accounts and Audit Regulations
Supporting children	Finance and commissioning	Destroy	3 years	year	Υ	OFFICIAL	1974; Limitations Act 1980
				after end of financial			Accounts and Audit Regulations
Supporting children	Financial support	Destroy	3 years	year	Y	OFFICIAL	1974; Limitations Act 1980
				after end of financial			Accounts and Audit Regulations
Supporting children	Financial support - Clothing Grant	Destroy	3 years	year	Υ	OFFICIAL	1974; Limitations Act 1980
				after end of financial			Accounts and Audit Regulations
Supporting children	Financial support - School Meals	Destroy	3 years	year	Υ	OFFICIAL	1974; Limitations Act 1980

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

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	Υ	OFFICIAL - SENSITIVE	Business Decision
Capital	Other funding applications	Destroy	10 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Capital	Quality Assurance and compliance	Destroy	10 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Contracts and Agreements	Destroy	10 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Educational grant applications	Destroy	7 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Grant applications	Destroy	10 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Trust fund applications	Destroy	7 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Other funding applications	Destroy	10 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision
Commissioning	Quality Assurance and compliance	Destroy	10 years	date last modified	Υ	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 Covernant	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	Υ	OFFICIAL - SENSITIVE	Business Decision
Community Safety	Antisocial Behaviour	Destroy	7 years	date last modified	Υ	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
				from the date a case is no longer on the programme, i.e. 6 years from the date			https://www.gov.uk/government/pu
				of the 12 month review / from date			blications/channel-data-privacy- notice/channel-data-privacy-
Community Safety	Extremism/Radicalisation		6 years	last modified	Y	OFFICIAL - SENSITIVE	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

							<u> </u>
Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale
	Childcare Offer		Details to be destroyed within 18 months after providers deregister to deliver the Childcare Offer  Financial information to be retained for		Data		Childcare Act 2006 https://www.gov.wales/childcare-offer-wales-privacy-notice-
Childcare Childcare	Childcare Offer Childcare Sufficiency Assessment	Destroy	7 years 5 years	date last modified	Y	OFFICIAL - SENSITIVE OFFICIAL - SENSITIVE	providers Childcare Act 2006
Crimicale	Childcare Sufficiency Assessment	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	date last modified		OTTICIAL - SENSITIVE	
Childcare	Family Information Service (FIS)	Destroy	to be removed		Υ	OFFICIAL - SENSITIVE	Childcare Act 2006 - sections 22, 26 and 27

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

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale		
-							Accounting Instruction 16. Retain		
							in accordance with grant		
							conditions for application and		
							acceptance after scheme		
Accounts	Applications for External Funding		10 years	date last modified	N	OFFICIAL	completion		
Accounts	Recharge records		2 years	date last modified	N	OFFICIAL	Accounting Instruction 13		
Accounts	Records of delegated authority	Retain	Permanent		N	OFFICIAL	Accounting Instruction 13		
							Limitations Act 1980, VAT Act		
							1994, Taxes Management Act		
							1970, Audit Commission Act		
<b>.</b> .			_		.,	0==10111 0=1101=1111=	1998. RGLA 7.5 and Accounting		
Accounts	Travel expenses	Destroy	7 years	date last modified	Υ	OFFICIAL - SENSITIVE	Instruction 13		
Budget Planning &		<b>D</b>				05510141	RGLA 7.11 and Accounting		
Monitoring	Annual budget	Retain	Permanent		N	OFFICIAL	Instruction 13		
Budget Planning &	Departmental Budgete	Dootroy	2	data last modified	N	OFFICIAL	Business Desision		
Monitoring Budget Planning &	Departmental Budgets	Destroy	3 years	date last modified	N	OFFICIAL	Business Decision		
Monitoring	Corporate Budgets	Destroy	3 years	date last modified	N	OFFICIAL	Business Decision		
Budget Planning &	Corporate Budgets	Desiloy	3 years	uate last mounted	IN	OFFICIAL	RGLA 7.12 and Accounting		
Monitoring	Budget Setting	Destroy	3 years	date last modified	N	OFFICIAL	Instruction 13		
Financial Payments	Authorisation lists		Permanent	date last modified	N	OFFICIAL	Business Decision		
i manolari aymonto	7 totalorisation lists	rtotairi	1 chinanone			OT TION (E	Limitations Act 1980, VAT Act		
							1994, Taxes Management Act		
	Expenditure: activities involved in the						1970, Audit Commission Act		
	payment for goods and services by the						1998. May be reduced by		
Financial Payments	authority which are not grant funded.	Destroy	7 years	date last modified	Υ	OFFICIAL - SENSITIVE	agreement with HMRC. RGLA 7.4		
Financial Payments	Authorisation	Destroy	7 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision		
Financial Payments	Expenditure	Destroy	7 years	date last modified	Υ	OFFICIAL - SENSITIVE	Business Decision		
Financial Payments	Internal Recharging	Destroy	7 years	date last modified	Υ	OFFICIAL	Business Decision		
Financial Payments	Creditors		7 years	date last modified	Y	OFFICIAL - SENSITIVE	Business Decision		
Financial Payments	Petty cash		7 years	date last modified	N	OFFICIAL	Business Decision		
Financial Payments	Bank Payments		7 years	date last modified	Υ	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		

Activity	Transaction	Action at end of Retention Period	Retention	Trigger Point	Contains Personal Data	Protective Marking	Rationale				
							Business Decision - Must be kept				
Audit	Grant Audit Files	Destroy	10 years	date last modified	N	OFFICIAL	even if grant is no longer active				
							Business Decision - Must be kept				
Audit	Grant Audit Memo / Report / Certificates	Destroy	10 years	date last modified	N	OFFICIAL	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				