

## **Horsham District Council Retention Schedule**

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## 1. Building Regulation

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>BUILDING CONTROL</b>			1.1.	
1.1.1.	Building regulations	Live applications, Closed applications Disabled exemption applications	<b>15 years</b>	Building Control Legal requirement
1.1.2.	Building regulations	Archived building regulation applications.	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy duplicates	Building Control Legal requirement
1.1.3.	Contact details	Records of Agents Marketing database	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Building Control
1.1.4.	Feedback cards	Customer feedback records retained for marketing & service improvement	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Building Control
1.1.5.	Correspondence	Contact from Customers, e-mails letters. Questions received Reply cards	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Building Control

1.1.6.	Case files	Application information for checking & site visits.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Building Control
1.1.7.	Crawley Caution List	Health & Safety information	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required.	Building Control

## 2. Council Owned Property & Land

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>COUNCIL OWNED PROPERTY- ASSET ACQUISITION &amp; DISPOSAL</b>			2.1.	
2.1.1.	Management of the acquisition process – by financial lease or purchase – for real property.	Lease Legal documents relating to the sale Particulars of sale documents Board of summary Communication	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Property
2.1.2.	Building Acquisition Records	SAM/ELF Purchase Contract	Retain from date that use of the building ceases for 6 years	Property Limitation Act 1980 (Section 2)

2.1.3.	Management of the acquisition (by financial purchase or lease) and disposal (by sale or write off) process for assets	Under £50k Legal document relating to the purchase/sale Particulars of sale documents Board of summary Leases Application for leases, licences and rental revision Tender documents Conditions of contracts Certificate of approval	Destroy <b>6 years</b> after all obligations/entitlements are concluded.	Property
2.1.4.	Management of the acquisition (by financial purchase or lease) and disposal (by sale or write off) process for assets	Over £50k Legal document relating to the purchase/sale Particulars of sale documents Board of summary Leases Application for leases, licences and rental revision	Destroy <b>12 years</b> after all obligations/entitlements are concluded.	Property

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		Tender documents Conditions of contracts Certificate of approval		
2.1.5.	Sale of property (other than by auction or Order of the Court of Protection)	Estate Agents Request Valuation Sale Contract Work Request	Retain from close of case for 6 years	Property Limitation Act 1980 (Section 2)

2.1.6.	Registration of publicly owned land and property	Land registry	Retain from date land acquired until public ownership of the land ceases	Property
2.1.7.	Land and property availability for purchase/rent	Estate Agent Survey Valuation	Retain from year records created for 1 year	Property
2.1.8.	Property valuation records	Valuation request Valuation report	Retain from date valuation superseded for 2 years	Property
2.1.9.	Completion of property valuations	Property valuation Work request Result	Retain from disposal of the property for 6 years.	Property HMRC- Compliance Handbook Manual CH15400
2.1.10.	Record of design and construction of not listed buildings	Architects Drawings Building Designs	Retain from date of completion of building for <b>15 years</b>	Property Building Control Performance Standards
2.1.11.	Management of the disposal process – by sale or write off – for real property	Competitive sales Legal documents relating to the sale Particulars of sale documents Board of summary Tender documents Condition of contacts	Destroy <b>15 years</b> after all obligations and entitlements are concluded.	Property

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>ASSET MANAGEMENT</b>			2.2.	

2.2.1.	Management systems that allow the monitoring and management of assets in summary form	Subsidiary asset registers EARS/SAM System of all assets cross referencing Information@ Work Contractor has CAFM holding data of assets and maintenance requirements	Destroy <b>7 years</b> after the conclusion of the financial transactions that the record supports.	Property
2.2.2.	Asset Register	SAM/ELF Information @ Work	Retain from life of the asset for 6 years	Property HMRC- Compliance Handbook Manual CH15400
2.2.3.	Asset Management Plans		Retain from year records created for 6 years	Property
2.2.4.	Equipment Leasing Contracts	Water Coolers documentation Lease agreement	Keep for <b>6 years</b> then destroy	Property
2.2.5.	Management of the occupancy of the property	Requests for work, cleaning etc. Maintenance Repairs Servicing	Keep for <b>7 years</b> then destroy	Property
2.2.6.	Management of the occupancy of the property	Wicker Room booking details Request to book room Confirmation room booked or busy Diary system	Keep for <b>1 year</b> then destroy	Property
2.2.7.	Corporate - service policy	All records relating to the management of internal procedures and facilities involved in the delivery of services not covered elsewhere in the schedule	Retain from year records created for 3 years	Property

2.2.8.	Assessment of properties for energy efficiency (HDC Properties).	Reports Results Work requests Assessment Display Energy Certificates	Retain from date created for <b>7 years</b>	Property
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>ASSET MAINTENANCE</b>			2.3.	
2.3.1.	Reporting and reviewing asset status	Routine returns and reports on asset status Inspections Surveys of usage Acquisition and disposal reports and proposals	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Property
2.3.2.	Planned or responsive maintenance on council land and property	Work requests Assessments Quotations	Retain from year records created for 6 years	Property Limitation Act 1980 (Sect. 2)
2.3.3.	Maintenance contracts and related correspondence	Contracts Work requests Communication	Keep for <b>12 years</b> then destroy	Property
2.3.4.	Refurbishment of buildings owned by the local authority	Voids	Retain from year records created for 6 years	Property Limitation Act 1980 (Sect. 2)

2.3.5.	Maintenance programme	Schedules Diaries/Logs of work held by our Contractors but requested data from time to time	Keep for <b>16 years</b> then destroy	Property
2.3.6.	Meetings with contractors	Agendum, minutes etc.	Keep for <b>5 years</b> then destroy	Property
2.3.7.	Approved Contractors and Consultants List	Successful applications via tender agreement Monitor Cleaning SSE Outside of Tender, small works Pest Control Builders & Contractors for large projects	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Property

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
2.3.8.	Approved Contractors and Consultants List	Unsuccessful applications via tender agreement	Keep for <b>1 year</b> then destroy	Property
2.3.9.	Forward maintenance registers	SSE Contractors hold information CDS Contractors hold information Which we ask for on occasion	Keep for <b>16 years</b> then destroy	Property
2.3.10.	The process of maintaining assets	Contracts excluded under hand: Garden maintenance Cleaning Painting Servicing Maintenance Repairs	Keep for <b>7 years</b> then destroy	Property

2.3.11.	The process of maintaining plant and equipment	Service records Plant files Held by contractors and released when requested	Keep for <b>7 years</b> then destroy	Property
2.3.12.	Provision of an estates management service for land and property in the area	SSE Communication, reports, quotations Land -	Retain from year records created for 6 years	Property
2.3.13.	List of approved suppliers and contractors	Tendered Contractors SSE Monitor Cleaning under tender 2018 Untendered Contractors Adrian Locksmith Bespoke Systems Services Pest Control	Retain from date list expires for 6 years	Property
2.3.14.	Maintenance and operational manuals	Duty Manager documentation Master kept online Date stored on G: drive and kept up to date Sites each have hardcopy manuals may be on notebooks may be on notebooks held locally	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Property

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
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2.3.15.	Creation, implementation and maintenance of surface water management plans	Schedule of works Weekly Cleans & reports Laboratory results Monthly legionella testing Sampling Drain down sterilisation Chlorine residual readings Re dose Communication	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Property
2.3.16.	Management of council properties which are owned or leased by the Council but which have not been built by the Council	Planned preventative maintenance Reactive maintenance Certificates Cleaning Work request Diagrams Reports	Retain from end of council use of the building for 6 years	Property Limitation Act 1980 (Sect. 2)
2.3.17.	Surveys of buildings owned by local authorities	Surveys Legal documentation Diagrams Reports	Retain from disposal of the building for 6 years	Property Limitation Act 1980 (Sect. 2)
2.3.18.	Provision of facilities for staff	Reactive repairs Planned preventative maintenance Tests – alarm	Retain from date use of the facility ceases for 6 years	Property Limitation Act 1980 (Sect. 2)
<b>Property Safety &amp; Security</b>		2.4.		
2.4.1.	Fire Hydrants Maintenance	SSE Reports Communication Schedules	Retain from year records Created for <b>6 Years</b>	Property Limitation Act 1980 (Sec. 2)

2.4.2.	Gas safety inspection	Annual gas safety inspections for properties under landlord management	Retain from date of certificate <b>for 2 years</b>	Property
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		resulting in the issuance of a CP12 certificate Reports Schedules		
2.4.3.	Asbestos Monitoring (HDC Properties).	Asbestos Register - List of sites Asbestos monitoring & Inspection records including Annual Report Asbestos removal records Record of exposure	<b>Retain for the life / ownership of the building</b> (or until asbestos removed) + 40 years	Property Control of Asbestos Regulations 2012 SI 1992, No 3068
2.4.4.	Air handling unit management in properties owned by the council	Planned Preventative Maintenance Schedule Checks Results Work Request	Retain from creation of records for 6 years	Property Limitation Act 1980 (Sect. 2)
2.4.5.	Burglar alarm keyholder registration	All records relating to the registration of keyholder details with the council.	Retain from date of registration until key holder replaced.	Property
2.4.6.	Provision of caretaking services in council property	Communication Schedule Contract	Retain from year records created for 6 years	Property Limitation Act 1980 (Sec. 2)

2.4.7.	Design and adaptation to ensure access to and use of public buildings by people with disabilities	Assessments Results Work Request Certificate	Retain from date adaptations complete for 6 years	Limitation Act 1980 (Section 2)
2.4.8.	Certification of buildings (listed and significant)	Park House Certificate	Permanent	Property Building Control Performance Standards
2.4.9.	Certification of buildings (not listed buildings)	Fire Certificate, Asbestos Report Boiler, Electricity Gas Safety Alarms Fire	Retain from date of completion of building for 15 years.	Property Building Control Performance Standards

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		Alarms Intruder		
2.4.10.	Risk Assessments of hazardous substances	Asbestos Liquids	Retain from closure date for 40 years	Property Control of Substances Hazardous to Health Regulations, 1997/2002
2.4.11.	Provision of security in local authority buildings	HDC Records of Security	Retain from year records created for 6 years	Property Limitation Act 1980 (Sect. 2)
2.4.12	Waste transfer notes for confidential waste destruction (confidential paper): Records the transfer of waste (confidential paper) from the producer (HDC) to the collector (waste carrier). Describes the type, quantity, and handling of the waste.	Certificate of Destruction	Retain for minimum of 2 years	Property Environmental Protection Act 1990 Waste (England and Wales) Regulations 2011.

<b>LEASING &amp; OCCUPANCY</b>			2.5.	
2.5.1.	The processing of managing leased property	Lease agreements Rental expenditure authorities Valuation queries Application for leases, licenses and rental revision.	Keep for <b>6 years</b> after the expiry of the lease.	Property
2.5.2.	Tenancy Agreement – Council as Landlord	Tenancy Agreement Contact Details Communication Fixed term	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates NB: Retain with deeds after determination	Property
2.5.3.	Tenancy Agreement – Council as Tenant	Strawberry Field Tenancy Agreement	Destroy <b>10 years</b> after determination	Property
2.5.4.	The process of managing the occupation of property	Requests for work, Cleaning Maintenance Servicing	Destroy <b>7 years</b> after transaction conclusion	Property
2.5.5.	Garage lettings management	Previous History Log Communication Contract	Retain from end of tenancy for 6 years	Property

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
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PROPERTY & LAND MANAGEMENT			2.6.	
2.6.1.	Architectural Documents and Engineering Survey/Reports	Computer Aided Design (CAD) records Plant and equipment condition surveys	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Property
2.6.2.	Architectural Documents and Engineering Survey/Reports	Master copy Measured surveys Design drawings Building records maps, plans Drawing site surveys Building condition surveys Feasibility studies, preliminary designs and other proposals not implemented.	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates NB: Review <b>25 years</b> after transfer to remove obsolete material.	Property
2.6.3.	Architectural Documents and Engineering Survey/Reports	Structural, mechanical and electrical engineering Drainage services Consultant and contractors Drawing and associated records	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates NB: Review <b>25 years</b> after transfer to remove obsolete material.	Property
2.6.4.	Managing and undertaking renovations and development of property	Contracts under hand: Work orders Final accounts Conditions of contract	Destroy <b>6 years</b> after last action	Property
2.6.5.	Managing and undertaking renovations and development of property	Contracts under seal; Work orders Final accounts Conditions of contract	Destroy <b>12 years</b> after last action	Property

2.6.6.	Management – buildings and estates of “special” interest	Project specifications Plans/maps	<b>Permanent</b> Transfer to storage area	Property
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
		Condition surveys Installation/operating manual Certificates of approval	after the end of administrative use and destroy any duplicates	
2.6.7.	Management – all other Council Owned buildings and estates	Project specifications Plans/maps Condition surveys Installation/operating manual Certificates of approval	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Property
2.6.8.	Reports to management on overall property of the authority	Consolidated property and buildings annual reports Summary of leased property Summary of local authority’s owned property Site register Register of leases	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Property
2.6.9.	Administration of grazing land including permits to graze	List of grazing land Communication Permits	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Property
2.6.10.	Legionnaires Disease. All records involved in the monitoring, inspection, testing for Legionnaires Disease and checking of results, including details of the state of operation of the system	Schedule of tests Results Communication Laboratory results	Retain from date created for 5 years	Property

### 3. Community Facilities

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>CEMETERIES &amp; BURIAL MANAGEMENT</b>			3.1.	
3.1.1.	Summary management systems that record the location of burials & identity of deceased individuals	Registry of interment Cemetery register Cemetery plans Other registers	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Community Services Cremation Regulations 2008
3.1.2.	The process of regulation of burials & cremations	Permits Applications Orders	Keep for <b>5 years</b> then destroy	Community Services
3.1.3.	The process of regulation of burials	Certificate for Burial Medical records Registration papers Cremation Papers	Keep for <b>15 years</b> then destroy	Community Services Cremation Regulations 2008

3.1.4.	Burial Grounds Records	Memorial registers Grave registers Transfer of grants Ownership	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Community Services LACO 1977
3.1.5.	Purchase Records	Pre-purchase records Deed registers Masons licenses	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Community Services LACO 1977
3.1.6.	Permits & Orders	Garden permits Grave marker orders	Destroy <b>1 year</b> after expiry of the permit or fulfilment of the order	Community Services

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
3.1.7.	Cemetery Memorial Suppliers	Plaques Tablets	<b>Reviewable</b> Destroy record as they become obsolete or are no longer required	Community Services
<b>TOWN &amp; DISTRICT FACILITIES MAINTENANCE</b>			3.2.	
3.2.1.	Repair of communal lighting	Reactive Maintenance Planned Preventative Maintenance Communication	Retain from year records created for <b>6 years</b>	Property Limitation Act 1980 (Sec. 2)

3.2.2.	Pavement maintenance	Shooting Fields Inspections Results Work requests	Retain from year records created for <b>6 years</b>	Property Limitation Act 1980 (Sec. 2)
3.2.3.	Provision and maintenance of street furniture	Lists of HDC owned benches Schedule of maintenance Reactive maintenance List of HDC owned ornamental street lights and their locations	Retain from year records created for 3 years	Property Limitation Act 1980 (Sec. 2)
3.2.4.	Wall maintenance	Maps of walls Grade II listed wall Communication Conservation Approval Work request Survey Works completed certificate	Retain from date maintenance carried out for 6 years	Property Limitation Act 1980 (Sec. 2)
3.2.5.	Maintenance and repair of street lighting (General street lighting is WSCC responsibility).	Planned preventative & reactive maintenance & work requests to street lighting in: Car Parks, Shooting Field, Bennetts Field Path, Riverside Walk Path, Hurst Road path to Horsham Park, Carfax, West Street Up Down lighters, Medwin Walk, Causeway, Market Square & Hanover Street	Retain from year records created for 6 years	Property Limitation Act 1980 (Sec. 2)
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
<b>Public Conveniences</b>				

3.2.6.	Provision and management of public conveniences	Schedule of cleaning Maintenance Reactive Maintenance PPM	Retain from year records created for 6 years	Property
<b>Leisure &amp; Culture – Sporting Venues</b>		3.3.		
3.3.1.	Ownership and maintenance of council run golf courses	Planned Preventative maintenance Work Requests Inspections	Retain from year records created for 6 years	Property Limitation Act 1980 (Sec. 2)
<b>Gypsy and Traveller Sites</b>		3.4.		
3.4.1.	Provision and management of gypsy and traveller sites and dealing with unauthorised use.	Communication Reports Maintenance PPM Maintenance Reactive Work requests	Retain from year records created for 6 years	Property Limitation Act 1980 (Sect. 2)

#### 4. Community Safety

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>CIVIL CONTINGENCIES\DISASTER RECOVERY</b>				
4.1.1.	Emergency/Disaster Recovery plans	Major Incident Plan Sussex Resilience Plans Severe Weather Plans Departmental emergency plan	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required. Destroy any duplicates.	HR & OD
4.1.2.	Exercises	Walk through exercises plans Response Plan Testing Follow-Up Notes Debrief Notes Correspondence.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required. Destroy any duplicates.	HR & OD
4.1.3.	Training material	Guidance notes Slides from training provided.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required. Destroy any duplicates.	HR & OD
4.1.4.	Reference Material ~ Re Emergency Planning	Lists of useful contacts Guidance notes "Lessons Learned" from other disasters. Slides from presentations	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required. Destroy any duplicates.	HR & OD

COMMUNITY SAFETY INITIATIVES			4.2.	
4.2.1.	Anti-social behaviour contracts and case notes	Records of individuals who have signed Acceptable Behaviour Contracts Contact details of clients Cases on Agile	Keep for 7 years after end date then destroy.	Community Services
Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
4.2.2.	Anti-social behaviour emails and spreadsheets	Emails about ASB Spreadsheets and logs detailing ASB  Neighbourhood Wardens pocket notebooks	Destroy or anonymise records as they become obsolete or are no longer required.  Keep for 6 years then destroy	Community Services
4.2.3.	Records relating to crime reduction meetings	Community Safety Partnership notes Business Crime Reduction Partnership notes Pub Watch records Place-based problem-solving meetings	Destroy or anonymise records as they become obsolete or are no longer required.	Community Services
4.2.4.	Records relating to crime reductions initiatives	Pub watch Drinkers Incident reports Handheld radio licenses	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Community Services
ENFORCEMENT			4.3.	

4.3.1.	Enforcement Action	Fixed Penalty Notices  Community Protection Warnings and Notices	Keep until paid, then destroy hard copies and anonymise records.  Keep for 6 years after end date, then destroy hard copies and anonymise records.	Community Services
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## 5. Community Services

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>COMMUNITY WELLBEING</b>			5.1.	
<b>Community Link - Technology Enabled Care</b>		5.2.		
5.2.1.	Current Client records	Referral documentation. <ul style="list-style-type: none"> <li>Personal contact details including mobile phone numbers.</li> <li>Client Health Records</li> <li>Signed Contract Agreement</li> </ul>	<b>Reviewable</b> Destroy record as they become obsolete or are no longer required <b>NB.</b> Client records also sent to Chichester District Council to support contractual arrangements.	Environmental Health & Licensing.

5.2.2.	Void Client Records ~ Records of former clients who no longer subscribe to the service.	Records of deceased former clients. Other former client records.	<b>1 Year</b> after the end of the contract has ended.	Environmental Health & Licensing.
5.2.3.	Appointment details – Records of appointments made with client	Meetings potential new clients Details of visits. Follow up notes.	<b>1 Year</b> if the contract does not go live. Otherwise, retained within current client record.	Environmental Health & Licensing.
<b>Public Health</b>		5.3.		
5.3.1.	Information collected from public health clients.	Wellbeing Hub database Client case notes Get Active database & client case notes.	Keep for <b>7 years</b> then destroy	Community & Culture West Sussex Public Health prescribes retention period.
<b>Sports Development</b>		5.4.		
5.4.1.	Customer Booking data	Holiday & term-time events Medical declarations.	Keep for <b>6 years</b> then destroy	Community & Culture

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
5.4.2.	Sporting programmes & Events	Session registers, club/programme databases e.g. Netball, 50+ clubs, golf events, Various partnership projects	Keep for <b>6 years</b> then destroy	Community & Culture

5.4.3.	Administrative Records	Equipment inventory Competition entry information Risk assessments Safeguarding register Low intensity games info Surveys Research documents Attendance summaries Young leader records Work experience & volunteer records Website images Photo consent information Promotional materials Coach certificates Club development templates Bouncy castle docs Staff certificate records Certificate templates Sport-specific files e.g baseball	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Community & Culture
5.4.4.	Website (hdsd.org.uk) & Social Media Social media sites: (Meetup, Facebook, Twitter, Flickr	Main sections: <ul style="list-style-type: none"> <li>• News &amp; Events</li> <li>• Sports Directory</li> <li>• Holiday information</li> <li>• School sport</li> <li>• Facilities</li> <li>• Inclusive Activities</li> <li>• Support section</li> <li>• Adult social sports</li> <li>• Staff section with documents for coaches to access, especially remotely)</li> </ul>	Ongoing review & maintenance	Community & Culture

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5.4.5.	Sports Funding bids	Documents relating to application & approval for funding	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Community & Culture
5.4.6.	Reaching Higher\ Reaching Higher junior Disability Sports programme	Files covering all aspects of the programme, programme databases	Keep for <b>7 years</b> then destroy (Need to clarify with WSCC)	Community & Culture WSCC specific requirement. (Run by HDC on behalf of WSCC)
<b>GALLERIES &amp; MUSEUMS</b>			5.5.	
5.5.1.	Record and Management of the Collection	Inventories Acquisitions Disposals Loans (In/out) Transfer of titles.	<b>Permanent</b> Transfer to storage area after end of administrative use & destroy any duplicates	
5.5.2.	Reporting	Hardback visitor's book.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
5.5.3.	Exhibition Files	Exhibition listing data Photo panels Design material Loaned items	<b>Permanent</b> Electronic records destroyed as they become obsolete or are no longer required.	
5.5.4.	Administrative Documents	Mailing list contacts <ul style="list-style-type: none"> <li>• Friends of Horsham Museum.</li> <li>• E-newsletters</li> <li>• Volunteers updates General enquiries file.</li> </ul>	<b>Reviewable</b> Destroy records as they become obsolete. Removing contact details of those who no longer wish to subscribe to newsletters/updates.	

5.5.5.	Grants for the purchase of acquisitions	Grant submission. Legal documentation including conditions of donation.	<b>Permanent</b>	
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
			Retain for the life of the acquisition or until the acquisition has been sold.	
5.5.6.	Community based projects	Local heritage & cultural groups. Reminiscence group Correspondence	Keep for <b>5 years</b> then destroy	
5.5.7.	Research Notes	Manuscripts	<b>Permanent</b> Transfer to storage area after end of administrative use & destroy any duplicates	
5.5.8.	Local History Collections – Museums	Catalogue of collection Photographic collection	<b>Permanent</b> Transfer to storage area after end of administrative use & destroy any duplicates	
THEATRE (Capitol)				
Theatre Development		5.6.		

5.6.1.	Hirers	Details relating to Amateur societies/Hirers - Booking forms - Contact Details	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Stored securely
5.6.2.	Box Office records	Spektrix box office system records of: Attendance Bookings Future & past sales	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
5.6.3.	Customer records	Marketing database	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required (Customers can amend	

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
			contact preferences & can unsubscribe)	
5.6.4.	Collection of information relating to Assisted Access.	Members List Application forms & supporting documents, including contact info.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
5.6.5.	Participant records	Database of participants for youth projects Performance Licence information	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	

5.6.6.	Accommodation Records	Digs List List of local accommodation for travelling companies	<b>Reviewed &amp; updated annually</b> Destroy records if they are no longer required.	
5.6.7.	Contacts	Contact details for Volunteer, Casual & Employed Staff Contact details for the Press	<b>Reviewed &amp; updated annually</b> Destroy records if they are no longer required.	
5.6.8.	Contacts	Contact details for Volunteer, Casual & Employed Staff	<b>Reviewed &amp; updated annually</b> Destroy records if they are no longer required.	
<b>TOWN &amp; DISTRICT EVENTS</b>			5.7.	
5.7.1.	Annual Events arranged by Council	Correspondence Promotional Material Meeting Notes (Internal\External) Photographs	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required.	Economic Development
5.7.2.	Annual Events Run in Partnership with external bodies	Correspondence Promotional Material Meeting Notes	<b>Reviewable</b>	Economic Development

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		Partnership Agreements Photographs	Destroy records as they become obsolete or are no longer required.	

5.7.3.	One-off Events (Including events that are no longer held) arranged by Council	Correspondence Promotional Material Meeting Notes (Internal\External)	Keep for <b>5 years</b> then destroy	Economic Development
5.7.4.	One-off Events (Including events that are no longer held) Run in Partnership with external bodies	Correspondence Promotional Material Meeting Notes (Internal\External)	Keep for <b>5 years</b> then destroy	Economic Development
5.7.5.	External events (With no direct HDC involvement )	Event notifications (through e-form)	Keep for <b>5 years</b> then destroy	Community & Culture
5.7.6.	External events (With no direct HDC involvement )	Contact with Community Safety Advice to event coordinator.	Keep for <b>10 years</b> then destroy	Community & Culture
CAR PARKING			5.8.	
Parking Enforcement				
5.8.1.	Penalty Charge Notices (PCN) & Enforcement	Live PCNs, where the contravention has not been disputed or the appeal has been overturned. Details of driver, time of offense, photograph of vehicle.	Keep for <b>6 years</b> plus current year then destroy	Parking
5.8.2.	Penalty Charge Notices (PCN) & Enforcement	Records relating to PCNs, which have been written-off following appeal. Details of driver, time of offense, photograph of vehicle.	Keep for <b>3 year</b> plus current year then destroy	Parking

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>Off Street Car Parks</b>		5.9.		
5.9.1.	Records of disabled clients	Shopmobility Clients with disabilities Name, Details of disability & age.	<b>Reviewable</b> Destroy records when they are no longer required.	Parking
5.9.2.	Records of visitors to the car park	Vehicle registration numbers (VRN) obtain from ANPR system held in SilverCentral. Time of entry, payment records & exit time.	Records can be deleted after <b>5 years.</b>	Parking
5.9.3.	List of vehicles, which are entitled to free parking in ANPR car park.	Records of VRNs for employees of companies with an allocated number of spaces. Records of employees VRNs who have paid for parking permits. Records of employees	<b>Reviewable</b> Destroy records when they are no longer required.	Parking
5.9.4.	Membership for parking schemes	Records of customers who have subscribed to parking schemes: SmartPark subscribers	Keep for the final year of subscription plus <b>6 years.</b>	Parking
5.9.5.	Development, implementation and management of car parks which are owned and run by the local authority	Inspections Reactive works :- Surface Lighting Line markings Pay machines Electricity meters Electricity charge points Drains	Retain from year records created for 6 years	Property Limitation Act 1980 (Sec. 2 )

5.9.6.	Provision and maintenance of car parking facilities attached to council buildings	WSCC	Retain from year records created for 6 years	Limitation Act 1980 (Section 2)
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## 6. Customer Contact

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>COMMUNICATIONS</b>			6.1.	
<b>Compliments and Complaints</b>		6.2.		
6.2.1.	Complaints	Stage 1 (initial) complaints received & resolution as recorded in covalent	<b>3 Years</b>	Legal  Complaint Handling Code issued by the Local Government & Social Care Ombudsman.
6.2.2.	Complaints	Stage 2 complaints (escalated to relevant Director) & resolutions as recorded in covalent	<b>6 Years</b>	Legal  Complaint Handling Code issued by the Local Government & Social Care Ombudsman.
6.2.3.	Complaints	Complaints referred to Local Government & Social Care Ombudsman	<b>10 Years</b>	Legal

				Complaint Handling Code issued by the Local Government & Social Care Ombudsman.
6.2.4.	Habitual Complainants	Details of campaigners & other complainants who regularly/routinely submit complaints to the Council	<b>10 Years</b>	Legal  Complaint Handling Code issued by the Local Government & Social Care Ombudsman.
6.2.5.	Complements		<b>1 year</b>	Legal
<b>Other Direct Feedback from the public</b>		6.3.		
6.3.1.	E-mail feedback	E-mail received through "Your Say" email inbox. "Your Say" contact forms	<b>1 year</b>	Legal
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
<b>Customer Services Desk</b>		6.4.		
6.4.1.	Visitor Sign in Sheets	Record of visitors to Council offices	<b>3 Months</b>	Customer Services

Service Performance Management		6.5.		
6.5.1.	Performance statistics	Performance reports in relation to customer services	<b>2 Years</b>	Customer Services
6.5.2.	Performance statistics	Satisfaction Surveys	<b>10 Years</b> (Personal Data need to be removed from opinions within <b>1 year</b> )	Customer Services
6.5.3.	Performance statistics	Residents Surveys	<b>10 Years</b> (Personal Data need to be removed from opinions within <b>1 year</b> )	Communications

## 7. Democratic Processes

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>CIVIC &amp; ROYAL EVENTS</b>			7.1.	
7.1.1.	The recording of ceremonial events & civic occasions.	Visitor book/guest list Photographs Engagement Lists Condolence Book	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Chief Executive & Dirs. Office
7.1.2.	The recording of ceremonial events & civic occasions.	AGM Records	Keep for <b>2 years</b> then destroy	Chief Executive & Dirs. Office
7.1.3.	Organising a ceremonial event or civic occasion		Destroy <b>5 years</b> after administrative use ends.	Chief Executive & Dirs. Office
<b>COUNCIL &amp; COMMITTEE MEETINGS</b>			7.2.	
7.2.1.	Minute Taking Notes	Notes/draft/rough minutes	Destroy after next meeting when minutes have been approved	Committee & Elections
7.2.2.	Minute Taking Notes	Notes/draft/rough minutes	Destroy after next meeting when minutes have been approved	Committee & Elections
7.2.3.	All other background papers	Background papers listed in reports & other supporting papers	Keep for <b>4 years</b> then destroy	Committee & Elections Access to Information Act 1985

7.2.4.	Record of Members' Attendance	Signed attendance lists	Keep for <b>2 years</b> then destroy	Committee & Elections
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
7.2.5.	Minute books of signed minutes	Council/Cabinet/Committees	<b>Permanent</b> Send to County Records Office (Archivist) after the end of administrative	Committee & Elections
<b>Partnership, Agency &amp; External Meetings</b>		<b>7.3.</b>		
7.3.1.	Business for partnership & agencies consideration & making the record of discussion, debate & resolutions, where the Council legally owns the record	Documents establishing the committee & minutes	<b>Permanent</b>	Committee & Elections
7.3.2.	Business for partnership & agencies consideration & making the record of discussion, debate & resolutions, where the Council legally owns the record	Agendas & reports	Keep for <b>6 years</b> then destroy	Committee & Elections
7.3.3.	Business for partnership & agencies consideration & making the record of discussion, debate & resolutions, where the Council legally owns the record	Background papers & other supporting documents	Keep for <b>4 years</b> then destroy	Committee & Elections
7.3.4.	The process of preparing business for external committees' considerations & making the record of discussion, debate & resolutions where the Council does not own the record	Documents establishing the committee Reports Recommendations Background papers & other supporting documents	Keep for <b>6 years</b> then destroy	Committee & Elections

ELECTIONS				
<b>Ballot Papers &amp; other Election Documents</b>		7.4.		
7.4.1.	All elections	Securely stored in Electoral Services storage area (currently Hop Oast-Shipping Container), then confidentially destroyed Not available for public inspection. Only opened under court order	<b>1 year</b>	Committee & Elections Representation of the Peoples Act 1983 PER 58
<b>Election Account Paperwork</b>		7.5.		
7.5.1.	Parliamentary, European Parliamentary	Kept by Electoral Services Manager, archive purposes	<b>5 years</b> (until superseded by next election)	Committee & Elections
7.5.2.	Parliamentary, European Parliamentary	Background papers	<b>2 Years</b> after account finalised and paid out	Committee & Elections
7.5.3.	County/District/Parish/Police & Crime Commissioner	Kept by Electoral Services Manager, archive purposes	<b>4 years</b> (until superseded by next election)	Committee & Elections
7.5.4.	County/District/Parish/Police & Crime Commissioner	Background papers	<b>2 Years</b> after account finalised and paid out	Committee & Elections
<b>Election Expenses- Candidates</b>		7.6.		

7.6.1.	Parliamentary/County/District/Parish	Stored in Electoral Services Office Available for public inspection	<b>2 years</b> After retention period, returned to candidates upon request or confidentially destroyed	Committee & Elections Representation of the Peoples Regulations 2001
<b>Election Management Documentation</b>		7.7.		
7.7.1.	Parliamentary/European Parliamentary	Kept by Electoral Services Manager Archive purposes	<b>5 years</b> (until superseded by next election)	Committee & Elections
7.7.2.	County/District/Parish/Police & Crime Commissioner	As above	<b>4 years</b> (until superseded by next election)	Committee & Elections
<b>Marked Registers</b>		7.8.		
7.8.1.	All elections	Stored electronically by Electoral Services Office	Confidentially destroy after 1 year	Committee & Elections Representation of the Peoples Regulations 2001
<b>Nomination Papers</b>		7.9.		
7.9.1.	Parliamentary/County/District/Parish	Stored in Electoral Services Office	<b>1 year</b> Confidentially destroyed	Committee & Elections
7.9.2.	European Parliamentary/Police & Crime Commissioner	Held by relevant lead authority	<b>1 year (EP)</b> / after close of nominations (PCC)	Committee & Elections
<b>ELECTORAL REGISTRATION</b>				

<b>Absent Voting Forms</b>		7.10.		
7.10.1.	Electors application forms	Current year & past years scanned images	5 years (cyclical electoral issues)	Committee & Elections
<b>Electoral Registration Forms</b>		7.11.		
7.11.1.	Overseas electors forms	Current year & past years scanned images	1 Electoral Year	Committee & Elections
7.11.2.	Annual canvass	As above	1 Electoral Year	Committee & Elections
7.11.3.	Rolling registration	As above	1 Electoral Year	Committee & Elections
7.11.4.	Service voters	As above	1 Electoral Year	Committee & Elections
7.11.5.	Declaration	As above	1 Electoral Year	Committee & Elections
<b>Register of Electors &amp; Monthly Alterations</b>		7.12.		
7.12.1.	Last 15 years (currently retaining 21 years in anticipation of change to lifetime right)	Held electronically in Electoral Services Office - to allow for overseas elector checks	Permanent	Committee & Elections
<b>HONOURS SUBMISSIONS</b>			7.13.	
7.13.1.	Preparing of honours submissions	Honours nomination form Covering documentation Letters of support	Destroy <b>5 years</b> after last action	Chief Executive & Dirs. Office

POLITICAL PARTIES PAPERS			7.14.	
7.14.1.	Statutory Records relating to Council Members	Declarations of acceptance of office including written undertaking to comply with Code of Conduct	<b>Permanent</b>	Committee & Elections
7.14.2.	Statutory Records relating to Council Members	Declaration of acceptance of office of Chairman & Vice-Chairman	<b>Permanent</b>	Committee & Elections
7.14.3.	Statutory Records relating to Council Members	Register of financial & other interests	<b>Reviewable</b> Destroy records at end of individual Members' terms of office	Committee & Elections
7.14.4.	Statutory Records relating to Council Members	Register of gifts & hospitality Individual written notifications	Keep for <b>4 years</b> then destroy	Committee & Elections
7.14.5.	Register of membership of political groups		<b>Reviewable</b> Destroy records after 4 years (at end of each Council term)	Committee & Elections

## 8. Economic Development

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
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ECONOMIC DEVELOPMENT			8.1.	
8.1.1.	Publications	Business Directory & Database	<b>Permanent</b> Updated quarterly in line with frontage surveys – stored on server	Economic Development
8.1.2.	Economic & Demographic Research Analysis	Research & analysis results Requests for data	Keep for <b>5 years</b> plus current year then destroy	Economic Development
8.1.3.	Economic Data	Statistics & figures	Keep for <b>5 years</b> plus current year then destroy any previous data.	Economic Development
8.1.4.	Support & advice to local businesses	Training opportunities Funding support Workshops	Keep for <b>6 years</b> plus current year then destroy	Economic Development Limitations Act 1980
Journey to Work Programme		8.2.		
8.2.1.	Journey to Work Programme Information relating from Job Seekers	CVs from job seekers	Destroy Records following completion of their programme.	Economic Development
8.2.2.	Journey to Work Programme Information relating from Job Seekers	Contact details Record of department worked in.	Keep for <b>5 years</b> then destroy	Economic Development
8.2.3.	Communication with business partners	Communications with partners relating to employment opportunities. Communications with DWP/Job Centre Plus	Keep for <b>6 years</b> plus current year then destroy	Economic Development

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>Support for Business</b>		8.3.		
8.3.1.	Business Events (Attendees)	Documentation relating to Events or Festivals.	Keep for <b>1 year</b> then destroy	Economic Development
8.3.2.	Business Events (Non Attendees)	Organisations that were contacted but declined the invitation.	Keep for <b>1 month</b> then destroy	Economic Development
8.3.3.	Business Links	Business Newsletter. Business Directory/Contacts Liaisons with partner organisations.	Keep for <b>6 years</b> plus current year then destroy	Economic Development
<b>Business And Employment- Commercial Property</b>		8.4.		
8.4.1.	Provision of office & industrial business space for rent to businesses in the local community.	Communication Rent Agreement Contract Commercial Estate Agents	Retain from year records created for 6 years	Property Limitation Act 1980 (Sec. 2)
8.4.2.	Information on commercial lettings available within the area	Communication Commercial Estate Agents Rent agreement Contract Condition reports Asbestos reports Void periods	Retain from year records created for 1 year	

8.4.3.	Information and advice on vacant industrial/office/retail/land and development opportunities in the area.	Communication Reports Scope Planning application Feasibility Cost analysis	Retain from year records created for 1 year	
8.4.4.	Voluntary property acquisition	List of Property/Land	Retain from date property acquired until ownership of the property ends.	Limitation Act 1980 (Section 2)
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
<b>GRANTS &amp; FUNDRAISING OPPORTUNITIES</b>				
8.4.5.	European Grants European Social Fund European Regional Development Fund	Visitor Economy Strategy. Formal applications Offer letters Interim & final claims Audit Reports	Destroy <b>5 years</b> after release of the final payment.	Economic Development
8.4.6.	Records on grant funding	Local Enterprise & Apprenticeship Platform (LEAP) Full records	Keep for <b>2 years</b> plus current year then destroy	Economic Development
8.4.7.	Records on grant funding	Local Enterprise & Apprenticeship Platform (LEAP) Records of Recipients & the value		Economic Development
8.4.8	Reopening High Streets Safely Fund	Formal applications Offer letters Correspondence from and to MHCLG Grant Funding Agreement Interim & Final claims Audit Reports	All documents and electronic records to be retained for two years after the submission of the Annual Control Report. Detailed records and supporting documentation will	Economic Development

		Evidence of: Project expenditure Procurement documentation Publicity requirements Outputs	be kept for 10 years after the last aid is granted under the scheme until 2023 meaning documents will be retained until at least 2033	
<b>THE SUSTAINABILITY TEAM</b>				
8.5.1	Community Climate Fund	Bank statements and financial accounts Constitutional documents Offer letters and terms and conditions Work/purchase quotes and application documents Invoices Applicants' contact details New supplier forms Email correspondence Expression of interest  Pictures and videos  Formal applications Project reviews and monitoring reports	Destroy after 1 year  Hold for 2 years and request renewed permission to share via promotion  Redact personal information after 1 year	Sustainability Team

## 9. Environment

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
ENFORCEMENT, CERTIFICATION & PROSECUTION				
Registration, Certification & Licensing		9.1.		
9.1.1.	Taxi Licensing Files	Public register of licensed taxi drivers	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required.	Environmental Health & Licensing. Local Government (Miscellaneous Provisions) Act (1976) Town Police Clauses Act (1847)
9.1.2.	The administration of applications, registration certification & licences in relation to the authority's registration requirements	Certificates of registration of: <ul style="list-style-type: none"><li>Personal Licenses sale of Alcohol</li><li>Taxi drivers</li></ul>	<b>ReviewableNath</b>  Destroy records as they become obsolete or are no longer required	Environmental Health & Licensing.
9.1.3.	DBS Check Documents	DBS checks obtained for Taxi Drivers	Retain until a decision has been made (subject to appeal) then destroy.  NB Retain copy of DBS certificate number only	Environmental Health & Licensing. Council Policy/DBS Code of Practice.

9.1.4.	The administration of applications, registration certification & licences in relation to the authority's registration requirements	Application for animal registration Application for registration of a business premises Application for release of animals impounded Registers Certificates of registration of: <ul style="list-style-type: none"> <li>• Regulated entertainments</li> <li>• Beauty therapists</li> </ul>	Destroy <b>3 years</b> after registration or entitlement lapses	Environmental Health & Licensing.
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		<ul style="list-style-type: none"> <li>• Animal movements</li> <li>• Gaming</li> <li>• Registration to sell poison</li> <li>• Public entertainment licence matters.</li> </ul>		
9.1.5.	The administration of applications, registration certification & licences in relation to the authority's registration requirements	Certificates of registration of: <ul style="list-style-type: none"> <li>□ Town Centre Buskers.</li> </ul>	Keep for <b>1 year</b> from registration.	Environmental Health & Licensing.
9.1.6.	Opposition to the granting of liquor of Gambling establishment licences	Premises licence files	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Environmental Health & Licensing. Licensing Act (2003)

9.1.7.	Notes taken from visits to establishments	Visits to premises licensed to sell alcohol. Visits to betting shops.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required. Destroy previous record of visit.	Environmental Health & Licensing.
9.1.8.	Temporary Event Notices	Town centre events, Charity events Vehicle parked in the Town Centre that is to be used as an information centre	Keep for <b>1 year</b> from registration	Environmental Health & Licensing.
9.1.9.	Permission to host events (HDC land and Properties).	License Documentation Insurance documentation Registered business details Contact details Communication	Retain from year records created for 6 years	Property Limitation Act 1980 (Sec. 2)
9.1.10.	Skip permits (HDC Land and Properties)	License Documentation Contact details Communication Insurance documentation	Retain from year records created for 6 years	Property Limitation Act 1980 (Sec. 2)
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
9.1.11.	Process involved in licensing sites for the holding or use of toxic or hazardous substances	Diesel licences Petroleum licences Health & safety licensing Hazardous substances Contaminated land register	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Environmental Health & Licensing.
<b>DRAINAGE AND FLOOD MANAGEMENT</b>			9.2.	

9.2.1.	Drainage approvals	Ordinary Watercourse Consent (OWC)	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Ordinary Watercourse Regulations, transferred from the EA under the <i>Flood &amp; Water Management Act 2010</i> to Lead Local Flood Authorities (LLFA) in 2012. Under agreement with WSCC
9.2.2.	Flood Risk Management Authority Records	Records relating to our joint responsibility (with WSCC)	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	As required by WSCC (Lead Local Flood Authority)
9.2.3.	Reservoir Records ~ Warnham Pond (Joint undertaking with Environment Agency)	Records (in prescribed form) relating to our "High-Risk" Reservoir, including: <ul style="list-style-type: none"> <li>• Inspection reports,</li> <li>• Maintenance reports</li> </ul>	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Reservoir Act
9.2.4.	The activity of recording information on drainage at specific sites or where a policy/plan deals with drainage	Planning Application responses/ consultation responses	<b>Permanent</b>	<b>Strategic Planning</b> Flood & Water Management Act 2010 Land Drainage Act 1991 Reservoirs Act 1975

<b>ENVIRONMENTAL HEALTH</b>	
<b>Investigation, Inspection &amp; Monitoring</b>	9.3.

9.3.1.	The process of investigation & monitoring where inspection is the Council's responsibility by law	Inspection records compliance inspections	Destroy <b>7 years</b> after last action	Environmental Health & Licensing.
9.3.2.	Food & Hygiene Inspections	Kitchen inspection report	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required. Replace previous record when new inspection takes place	Environmental Health & Licensing.
9.3.3.	Complaints leading to Inspections	Food premises complaints Licensing complaints Noise complaints Premises complaints Housing complaints	Destroy <b>7 years</b> after last action	Environmental Health & Licensing.
9.3.4.	Infectious Diseases Notifications	Infectious disease case records Sporadic occurrences & outbreaks Animal movement orders	Keep for <b>7 years</b> then destroy	Environmental Health & Licensing.
<b>Compliance</b>		9.4.		
9.4.1.	Compliance Notices	Detailed records of: <ul style="list-style-type: none"> <li>• Food Safety notices</li> <li>• Health &amp; Safety notices</li> <li>• Housing Notices</li> <li>• Nuisance Abatement Notices</li> </ul>	Destroy <b>3 years</b> after conclusion of the matter.	Environmental Health & Licensing.

9.4.2.	Compliance Notices	Records that compliance notices have been served.	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	
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<b>Monitoring</b>		9.5.		
9.5.1.	Air Quality	Monitoring Data	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Environmental Health & Licensing.
9.5.2.	Contamination	Monitoring Data	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Environmental Health & Licensing.
<b>WASTE MANAGEMENT</b>			9.6.	
9.6.1.	Publications	Website documents leaflets Waste Disposal Plan Code of Practice	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Waste & Recycling
9.6.2.	Waste Management Files	Litter bins Vandalism	Keep for <b>6 years</b> then destroy	Waste & Recycling

9.6.3.	CCTV footage recorded by refuse vehicles	CCTV	20 working days, footage is overwritten when recording disc ends – If a request is made the footage will be removed from the truck and retained for <b>2 years</b> after dispute is settled	Waste & Recycling
<b>Recycling</b>		9.7.		
9.7.1.	Recycling Files	Statistics Waste Management Plan	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Waste & Recycling
<b>Waste Collection</b>		9.8.		
9.8.1.	The process of arranging the collection or transportation of Trade Waste	Contract documents Billing details	Destroy <b>6 years</b> after the conclusion of the year in which they were created	Waste & Recycling

<b>Waste Disposal</b>		9.9.		
9.9.1.	The process of the short term storage of household waste	Rental Agreement ~ Transfer sites	Destroy <b>10 years</b> after the site closure	Property

## 10. Finance

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
EXCHEQUER FUNCTIONS				
Payments		10.1.		
10.1.1.	Supplier/Creditor Details	Records to support payment to suppliers/creditors. Contact Details (including e-mail) Bank Details VAT Registration Number	Destroy <b>6 years</b> after the end of the financial year in which the last transaction was recorded for the supplier/creditor.	

10.1.2.	Supporting documentation for payments through the Creditors system.	Orders/Invoices Cash books Payment Requests Periodic payment records Credit notes Delivery notes (Finance System).	Destroy <b>6 years</b> after the end of the financial year in which the records were created	Statutory; however this period may be reduced with the agreement of HM Revenues & Customs VAT Act (1994)
10.1.3.	Supporting documentation for payments made using Purchase Cards or petty cash.	Purchase card statements Receipts Cash payment receipt records Credit card payment system receipt records	Destroy <b>6 years</b> after the conclusion of the year in which they were created	

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
10.1.4.	Monitoring of Creditors	Creditor history records & reports	Destroy <b>6 years</b> after the conclusion of the year in which they were created	
10.1.5.	Petty Cash Records	All petty case records including receipts & summary cash books Statements of outstanding accounts/orders/accounts payable Debit note books	Keep for <b>2 years</b> then destroy	
10.1.6.	Internal Requisition Record	Service recharges Printing requests	Keep for <b>1 year plus</b> current then destroy	
<b>Payroll</b>		10.2.		

10.2.1.	Documents that relate to the setting up of new Employees/Members on the payroll, or amendments to existing Employees/Members records.	Payroll Amendment Forms Personal Bank Account Details HR E-Mail Requests. Authority sheets Payroll deduction authorities Payroll disbursement Employee pay records Employee taxation records	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	HR & Finance
10.2.2.	Statutory Payment records & calculations	SSP SPP SMP WFTC	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	HR & Finance
10.2.3.	Payroll records Documents that relate to payroll adjustments.	Protected salary details Timesheets - Overtime pay Allowances Other Enhancements Non-statutory payroll deductions Approval for Honorarium	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Finance
10.2.4.	Communications relating to existing or former employees or members	e-mails Letters	<b>Reviewable</b> Destroy records as they	Finance

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		Query Log Mortgage reference requests Overpayment Documentation (letters)	become obsolete or are no longer required	

10.2.5.	Documents relating to statutory deductions	Tax forms Income tax returns NI number changes Taxation code notification	Destroy <b>3 years</b> after the end of the financial year in which the records were created	Finance
10.2.6.	Documentation relating to other deductions	Car parking Union fees	Destroy records as they become obsolete or are no longer required	Finance
10.2.7.	Documentation relating to loans or advances	Advances for season tickets Recovery of Advances	Destroy <b>3 years</b> after the end of the financial year in which the records were created	Finance
10.2.8.	Statutory Reporting	HMRC (P38,P45,P46,P6,P11D) HMRC status of casuals Supporting documentation	Destroy <b>3 years</b> after the end of the financial year in which the records were created	Finance
10.2.9.	BUPA/life insurance cover	Details of officers with BUPA Cover	1 year	Finance
10.2.10.	Summary employee pay reports	Summary employee pay reports Monthly BACS listings	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Finance
10.2.11.	Payroll reconciliation sheets	Spreadsheet documents used to match payments to General Ledger & Bank Account	Destroy <b>1 years</b> after the end of the financial year in which the records were created	Finance
<b>Pensions</b>		10.3.		

10.3.1.	Pensions	Estimates & awards Requests – post employment	Destroy <b>6 years</b> after the employee leaves employment	The Pensions Regulator Guidance: 9. Keeping Records
Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
INSURANCE			1.1.	
Records all held by Adur\Worthing Insurance Officer on behalf of the Council				
TRANSPORT MANAGEMENT			10.4.	
10.4.1.	Mileage Records	Truckfile fleet management records	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
10.4.2.	The process of acquisition & disposal of vehicles.	Leases Contracts Quotes Approvals Fleet authorisation numbers	Destroy <b>6 years</b> after the conclusion of the year in which they were created	
10.4.3.	The process of managing allocation of maintenance of vehicles	Truckfile fleet management records	Destroy <b>2 years</b> after the sale or the disposal of the vehicle	

10.4.4.	The process that records insurance claims against the Council or officers	Initial claims reports Accident reports	Destroy <b>7 years</b> after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	Limitations Act (1980)? (See Insurance above).
10.4.5.	Vehicle Leasing & Mileage Records	Lease agreements, Vehicle records.	Keep for <b>3 years</b> after end of leasing agreement then destroy	Finance

## 11. Health & Safety

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>RELATING TO OFFICERS/PEOPLE</b>			11.1.	
11.1.1.	Health & Safety Policy	Policy, safe systems of work etc.	Retain for <b>current year + 3 years</b>	Corporate Best Practice
11.1.2.	Training records	Records of staff attendance at H&S training	Retain for <b>6 years</b> after employment ceases	Corporate Best practice

11.1.3.	Risk assessments	Assessment of: <ul style="list-style-type: none"> <li>• Staff activities, tasks, operations etc;</li> <li>• Lone working;</li> <li>• Home working;</li> <li>• Expectant &amp; nursing mothers;</li> <li>• Stress;</li> <li>• Manual Handling;DSE.</li> </ul>	<b>Retain for 3 years</b> after being superseded	Corporate Management of Health & Safety at Work Regulations 1999 + other H&S regulations
11.1.4.	Risk assessments (Young persons)		Retain for <b>3 years after person reaches 18 years</b> of age	Corporate Management of Health & Safety at Work Regulations 1999 + other H&S regulations
11.1.5.	Health surveillance	Health records of employees exposed to harmful agents	Retain health records for <b>at least 40 years</b> from the date of last entry	Corporate Management of Health & Safety at Work Regulations 1999 + other H&S regulations
11.1.6.	Consultation	Records of consultations with safety representatives & committees	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Corporate Best practice

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>RELATING TO BUILDINGS</b>			11.2.	

11.2.1.	Health & Safety File & other related documents	Building equipment operation & maintenance manuals Building Manual As-built & as-installed drawings	<b>Retain for life of building</b> / structure & pass-on to new owner where applicable	Property Statutory requirement for buildings constructed or refurbished since 1994; Construction (Design & Management) Regulations 2015
<b>General Workplace</b>		11.3.		
11.3.1.	Risk assessment of workplace, equipment, devices & systems	Risk assessments including: - □ Ventilation / heating; Lighting; • Workstations & seating; • Floors, pedestrian & traffic routes; • Windows, skylights, ventilators; • Doors & gates; • Escalators / moving walkways; • Assessment of Facilities, eating changing etc.	Retain for 3 years after being superseded	Workplace (Health, Safety & Welfare) Regulations 1992
11.3.2.	Emergency lighting	Test certificates for completed installation of system or equipment	Records to be retained for life of system or equipment	BS 5266:2016 (various parts) - Emergency lighting
11.3.3.	Emergency lighting	Tests & maintenance (will depend on equipment types)	Retain for current year + 3 years	Workplace (Health, Safety & Welfare) Regulations 1992
11.3.4.	Audit / inspection reports	internal or external review reports	Retain for current year + 3 years	Management of Health & Safety at Work Regulations 1999 + many other H&S regulations

11.3.5.	Surveys relevant to the building	Noise, air quality surveys etc.	Retain until a further assessment is made but add to health records where necessary	Various legislation
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
11.3.6.	On-site health & safety procedures	Local site rules relating to health, safety & welfare induction documents	Display until superseded	Best practice
11.3.7.	Key contacts	Emergency contact details: - □ Suppliers, e.g. gas, electrical, water etc, including outside hours; □ Maintenance contractors.	Display until superseded	Best practice
11.3.8.	Information provided to visitors/ contractors working in premises	Signing in/out records Procedures	<b>12 months or current year +3 years</b> if an accident occurs during the visit	Limitations Act 1980
RELATING TO EQUIPMENT			11.4.	
Lifting Equipment		11.5.		

11.5.1.	Written report of thorough examination of lifting equipment	<ul style="list-style-type: none"> <li>Usually undertaken at 6 or 12 month intervals according to equipment type;</li> <li>Includes passenger &amp; goods lifts.</li> </ul>	<ul style="list-style-type: none"> <li>Reports on lifting accessories to be kept for 2 years.</li> <li>Reports for nonaccessories to be kept for life of equipment.</li> <li>Reports of defects to be kept for at least 2 years.</li> </ul>	Lifting Operations & Lifting Equipment Regulations 1998
11.5.2.	Manufacturer's documents	Instructions, manuals & other technical documents.	Retain for life of equipment & pass-on to new owner where applicable	Lifting Operations & Lifting Equipment Regulations 1998
<b>Work at Height Equipment</b>		11.6.		
11.6.1.	Written report of examination / testing of work at height equipment	May interface with lifting equipment; Includes fixed & portable equipment.	As above under LOLER	Lifting Operations & Lifting Equipment Regulations 1998

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
11.6.2.	Inspection reports	6 or 12 mthly reports on Ladders / stepladders; Report at least every 7 days on Mobile scaffold towers – (after assembly or significant alteration) before use & following any adverse event; 6 monthly examinations of MEWPs as required by LOLER.	For ladders, stepladders & mobile scaffold towers, retain for 12 months or current year +3 if an accident occurs during use  For MEWPs, see above under LOLER	Work at Height Regulations 2005 Lifting Operations & Lifting Equipment Regulations 1998
<b>Pressure Systems</b>		11.7.		

11.7.1.	All information relating to the design, construction, examination, operation & maintenance of a pressure system	May be part of Health & Safety File and/or Operation & Maintenance Manuals	Retain maintenance records for life of equipment	Pressure Systems Safety Regulations 2000
11.7.2.	Records of examination of a pressure system	Examinations according to an examination scheme	Examination records to be retained until superseded	Pressure Systems Safety Regulations 2000
<b>Electrical Systems &amp; Equipment</b>		11.8.		
11.8.1.	Inspection & maintenance of electrical equipment (PAT)	Not specified in Regulations	Records to be retained for life of system or equipment	Electricity at Work Regulations 1989
11.8.2.	Installation certificates for completed electrical works	Required after installation of electrical system or equipment	Records to be retained for life of system or equipment	18th Edition IET Wiring Regulations (BS 7671:2018) – from July 2018. Part P, Building Regulations 2000 (dwellings)
11.8.3.	Inspection & maintenance of electrical systems	Systems include: - • Mains; • Earth bonding; • Lightning protection.	Records to be retained for life of system or equipment; Reference needed to latest edition of IET Regs (see above). See BS EN 62305 - Protection against lightning.	Electricity at Work Regulations

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
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<b>Water Systems</b>		11.9.		
11.9.1.	Risk assessment of water systems, schematics & management plan	Assessment for legionella risk Agreed Maintenance & management plans	Records retained throughout the period for which they remain current & for at least 2 years after that	Control of Substances Hazardous to Health Regulations 2002 HSE Approved Code of Practice, L8
11.9.2.	Records of maintenance, monitoring, inspection, test or checks of water systems	Competence is dependent on the needs of the situation & the nature of the risks involved	Results of any monitoring, inspection, test or checks retained for at least 5 years	Control of Substances Hazardous to Health Regulations 2002 HSE Approved Code of Practice, L8
<b>Gas Systems &amp; Other Heating Equipment</b>		11.10.		
11.10.1.	Gas appliances - Manufacturer's instructions	Installer supplies to owner or occupier of premises	Retain for <b>life of equipment</b>	Gas Safety (Installation & Use) Regulations 1998 & Gas Safety (Installation & Use) Amendment Regulations 2018
11.10.2.	Maintenance of gas appliances, pipework and flue	Records of maintenance carried out to ensure equipment is maintained in accordance with regulation. (Also applies to rented accommodation.)	Keep for <b>2 years</b> ;	Gas Safety (Installation & Use) Regulations 1998 & Gas Safety (Installation & Use) Amendment Regulations 2018
11.10.3.	Records of maintenance of oil-fired boilers	All work equipment must be maintained – see manufacturer's information	Retain for Also applies to rented accommodation.	Provision & Use of Work Equipment Regulations 1998
<b>Work Equipment</b>		11.11.		

11.11.1.	Maintenance, servicing, testing & checking records	Records of work equipment maintenance (machines etc ) – see manufacturer's information	Retain for life of equipment	Provision & Use of Work Equipment Regulations 1998
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
11.11.2.	Records of inspection of work equipment	Inspection requirements determined by the risk assessment	Advise retain for life of equipment or while equipment is in ownership	Provision & Use of Work Equipment Regulations 1998

<b>FIRE SAFETY</b>			11.12.	
11.12.1.	Fire safety information	Information sheet	<b>Retain for life of building</b> / structure & pass-on to new owner where applicable	Property Statutory requirement for buildings constructed or refurbished since 1994; older buildings may not have this. Building Regulations 2000
11.12.2.	Fire risk assessment	Fire Risk Assessment Results Work Request	Retain for <b>3 years</b> after being superseded. Requires annual review or when something changes	Property Regulatory Reform (Fire Safety) Order 2005
11.12.3.	Fire risk assessment- residential property	Fire Risk Assessment Results Work Request Communication	Retain from date of risk assessment for <b>6 years</b>	Property Limitation Act 1980 (Sec. 2)

11.12.4.	Processing of applications, inspecting premises and issuing fire certificates in factories, offices and shops.	Planned Preventative Maintenance Schedule Certificates Work Requests Communication	Retain from date of risk assessment for <b>6 years</b>	Property The Regulatory Reform (Fire Safety) Order 2005
11.12.5.	Emergency plans	Fire safety Other non-fire emergencies, e.g. bomb threat Plan of site showing position of main incoming services & points of isolation in case of emergency	Retain until superseded	Regulatory Reform (Fire Safety) Order 2005
11.12.6.	Fire drill tests	At least twice per year	Retain for current year + 3 years	Regulatory Reform (Fire Safety) Order 2005

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
11.12.7.	Fire detection / Alarm installations	Test certificates for completed installations (Required after installation of system or equipment)	Records to be retained for life of system or equipment	Required after installation of system or equipment
11.12.8.	Fire alarm tests	Weekly records	Retain for current year + 3 years	Regulatory Reform (Fire Safety) Order 2005
11.12.9.	Fire equipment maintenance	<ul style="list-style-type: none"> <li>Maintenance will depend on equipment types</li> <li>Includes fixed &amp; portable extinguishing equipment, fire detection, etc.</li> </ul>	Retain for current year + 3 years	Regulatory Reform (Fire Safety) Order 2005

11.12.10.	Permit to work	Expired hot work permits	Retain for <b>12 months or current year +3</b> if an accident occurs during the period that the permit was valid	Best practice
<b>ACCIDENT &amp; INCIDENTS</b>			11.13.	
11.13.1.	First Aid risk assessment	Documents related to the assessment of risk	Retain <b>for 3 years</b> after being superseded	Regulatory Reform (Fire Safety) Order 2005
11.13.2.	Names of First Aiders	Display in prominent places	Display until superseded	Health & Safety (First Aid) Regulations 1981
11.13.3.	Accident Book	Records of accidents resulting in fatality, injury & / or loss & diagnosis of workrelated disease Specified dangerous occurrences (RIDDOR)	18 or over - disposal date = current year + 3 years Under 18 - disposal date = the year they attain their age of 18 + 3 years Exposure to hazardous substance (e.g. asbestos, lead) incident - disposal date = current year + 40 years	Social Security (Claims & Payments) Regulations 1979 Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 Limitations Act 1980

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>HAZARDOUS SUSTANCE CONTROL (COSHH)</b>			11.14.	

11.14.1.	Examination & testing of fixed COSHH control measures	Extraction ventilation usually 14 monthly	Retain records for at least 5 years	Control of Substances Hazardous to Health Regulations 2002
11.14.2.	Health surveillance	Record of monitoring the health of exposed employees	Retain for 40 years from the date of the last entry	Control of Substances Hazardous to Health Regulations 2002
11.14.3.	Monitoring exposure	Records of the exposure of employees to substances hazardous	Record of the personal exposures of identifiable employees, retain for at <b>least 40 years</b> In any other case, for <b>at least 5 years</b>	Control of Substances Hazardous to Health Regulations 2002
11.14.4.	COSHH assessments	Assessment of risk to health from use of hazardous substances	Retain for as long as it is valid & for 3 years after being superseded	Control of Substances Hazardous to Health Regulations 2002
11.14.5.	Material Safety Data Sheets	Provided by manufacturers / suppliers & give information on chemicals to help users of those chemicals to do a COSHH assessment	Retain with relevant COSHH assessment (see above)	EU regs: Registration, Evaluation, Authorisation & Restriction of Chemicals (REACH), and Classification, Labelling & Packaging of Substances & Mixtures (CLP)
<b>CONFINED SPACES</b>			11.15.	

11.15.1.	Confined spaces register & associated confined space entry requirements	Records relating to any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, because of its enclosed nature, there arises a foreseeable risk	Retain whilst there are confined spaces on-site	Confined Spaces Regulations 1997
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## 12. Housing

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>HOUSING SERVICES</b>			12.1.	
12.1.1.	Core Data	Individuals whose records are held within the Housing Management System.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required.	Housing
<b>Homelessness &amp; Allocations</b>		12.2.		
12.2.1.	Housing Applications	Housing register. Application forms & other records relating to individuals applications for housing within the Horsham District.	Keep for <b>1 year plus</b> current Financial year then destroy.	Housing
12.2.2.	Homeless Applications	Application forms and other records relating to homeless people living within the Horsham District	Keep for <b>1 year plus</b> current Financial year then destroy.	Housing

12.2.3.	Private Rented Lettings	Details of individuals housed within private lettings.	Keep for <b>3 years following</b> the year that the case closed then destroy.	Housing
12.2.4.	Short term and emergency accommodation for homeless people	Work Request List of properties Planned preventative maintenance Reactive maintenance & Void works	Retain from last contact for <b>6 years</b>	Property HMRC- Compliance Handbook Manual CH15400
12.2.5.	Provision of hostels and emergency accommodation	Work Request List of properties Planned preventative maintenance Reactive maintenance & Void works	Retain from creation of records for <b>6 years</b>	Property

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>Other Information</b>		12.3.		
12.3.1.	Housing Advice & Assistance	Details of support provided to individuals in order to reduce housing needs.	Keep for <b>3 years following</b> the year that the case closed then destroy.	
12.3.2.	Details of former residents\tenants Rent Accounts.		Keep until account <b>balance is cleared</b> then destroy.	
12.3.3.	Tenancy Deposit Scheme records	Records of individuals who have been provided with tenancy deposits.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required.	

12.3.4.	Funding & Grants	Affordable housing grant bids Annual development programme bids Homelessness funding	Keep for <b>6 years</b> then destroy	
<b>Housing Improvement and Repairs (Council Owned)</b>		12.4.		
12.4.1.	Communal area repair within council accommodation	Reports Results Work requests Assessment	Retain from date of assessment for <b>6 years</b>	Property Limitation Act 1980 (Sect. 2)
12.4.2.	Emergency out of hours housing repairs	Housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning	Retain from end of tenancy for <b>6 years</b>	Property Limitation Act 1980 (Sect. 2)
12.4.3.	House surveying - major repairs	Surveys, Results Planned Maintenance Tender Re homing Communication	Retain from date of the survey for <b>6 years</b>	Property Limitation Act 1980 (Sect. 2)
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
12.4.4.	Demolition of property and offer of alternative housing	Communication Survey Housing Department Results	Retain from end of tenancy for <b>6 years</b>	Property Limitation Act 1980 (Sect. 2)

12.4.5.	Provision of temporary accommodation to tenants whilst major works are being carried out	Communication Housing Survey Results Tender	Retain from end of tenancy <b>for 6 years</b>	Property Limitation Act 1980 (Sect. 2)
12.4.6.	Management of housing modernisation schemes	Old stock assessment survey Cost Analysis Sell Demolish Purchase Build New Stock	Retain from last action on the scheme <b>for 6 years</b>	Property Limitation Act 1980 (Sect. 2)
12.4.7.	Display Energy Certificates	Assessment Work Request Results New Certificate	Retain from date created for 7 years	Property Limitation Act 1980 (Sect. 2)
<b>Private Sector Housing Grants &amp; Assistance</b>		12.5.		
12.5.1.	Repair Grants	Minor Repair Assistance Grant Repair Assistance Grant	Keep until the property is sold.	Environmental Health & Licensing.
12.5.2.	Empty Property Grants	Assistance to bring properties back into use.	5 Years	Environmental Health & Licensing.
12.5.3.	Disabled Facilities Grants	Grants to pay for works recommended by Occupational Health.	Keep for <b>10 years</b> then destroy	Environmental Health & Licensing.

## 13. Human Resources

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>APPOINTMENT OF STATUTORY OFFICERS</b>			13.1.	
13.1.1.	The appointment of an individual to a statutory position	Appointment files	<b>Permanent</b> - transfer to pdf or similar and destroy any hard copies	HR & OD
13.1.2.	The recruitment process for a statutory position	<ul style="list-style-type: none"> <li>All applications received</li> <li>long-list/ shortlist reports</li> <li>selection testing</li> <li>interview notes</li> </ul>	Destroy <b>6 months</b> after date of appointment	HR & OD Common Practice
<b>EMPLOYEE RELATIONS</b>			13.2.	
13.2.1.	Processing of disciplinary and grievances investigations, were <u>unfounded</u>	<ul style="list-style-type: none"> <li>Investigating officers report</li> <li>Outcome report</li> <li>Any other documentation</li> <li>Communications</li> </ul>	Reports & other documentation to be held for <b>1 year</b> , then destroy  Decision letters to be held on e-Personal File until destroyed	HR & OD Custom & Practice
13.2.2.	Processing of disciplinary and grievances investigations where <u>proven</u> , including appeal	<ul style="list-style-type: none"> <li>Investigating officers report</li> <li>Outcome report</li> <li>Any other documentation</li> <li>Communications</li> </ul>	Reports & other documentation to be held on e-Personal File until destroyed	HR & OD Common Practice
13.2.3.	Harassment/ bullying investigation documentation		Same as disciplinary and grievance documents	HR & OD Common Practice

13.2.4.	Employment Tribunal and other claims documentation		Keep for rolling <b>5 years</b> after end of proceedings, then destroy	HR & OD (to enable FOI reporting if requested)
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
13.2.5.	Employee Relations, miscellaneous		<b>Reviewable</b> - Destroy records as they become obsolete or as relevant keep on Personal File	HR & OD Custom & Practice
13.2.6.	Central record of employee relations activity including disciplinary & grievance actions	Entry on central register	Keep for rolling <b>5 years</b> for monitoring purposes, then destroy	HR & OD (to enable FOI reporting if requested)

<b>INDUSTRIAL RELATIONS</b>			13.3.	
13.3.1.	Identification and development of significant directions concerning industrial relations matters	<ul style="list-style-type: none"> <li>Generic agreements &amp; awards</li> <li>Negotiations</li> <li>Disputes</li> <li>Claims</li> <li>Local agreements</li> </ul>	<b>Reviewable</b> - Destroy records as they become obsolete or are no longer required  Agreements on T&C keep <b>permanently</b>	HR & OD Custom & Practice  Contractual
13.3.2.	Liaison processes of minor and routine industrial relations matters	<ul style="list-style-type: none"> <li>Daily industrial relations management documents</li> <li>Agendas</li> <li>Notes of HR/ TU meetings</li> </ul>	<b>Reviewable</b> - Destroy records as they become obsolete or are no longer required	HR & OD Custom & Practice
<b>EQUALITIES</b>			13.4.	

13.4.1.	Investigation & reporting on specific cases to ensure that entitlements and obligations are in accordance with equality laws and local policies	Inter-agency monitoring	Destroy <b>6 years</b> after the action is completed	HR & OD Equalities Act 2010
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## OCCUPATIONAL HEALTH

13.5.

13.5.1.	The process of checking and ensuring the health of staff	<ul style="list-style-type: none"> <li>• Medical clearance</li> <li>• Risk assessments</li> <li>• Referral forms</li> <li>• Adjustment to work place</li> <li>• Restrictions</li> <li>• Recommendations</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Equalities Act 2010
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
13.5.2.	VDU eye tests or similar	OH or optician's report	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Custom & Practice
13.5.3.	Correspondence and reports on employees retired on permanent ill health grounds		Destroy <b>6 years</b> after the retirement date	
<b>ORGANISATIONAL DEVELOPMENT</b>			13.6.	

13.6.1.	Restructures - Design & development of organisational structures, job roles & person specifications	<ul style="list-style-type: none"> <li>Business case &amp; rationale for change</li> <li>Reports</li> <li>Briefing &amp; consultation documentation</li> <li>Proposed/ draft structure charts</li> </ul>	Destroy <b>6 months</b> after implementation of change	HR & OD Custom & Practice (to keep evidence if challenged in ET)
<b>PERSONNEL ADMINISTRATION</b>			13.7.	
13.7.1.	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements		Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD
13.7.2.	Records relating to staff working with children and vulnerable adults	DBS checks – e-record type and date of check and reference number on HR system (Technology One)	Delete upon renewal of check or <b>6 years</b> after the final date of employment	HR & OD
13.7.3.	All other miscellaneous records		Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD
<b>Employment Conditions</b>		13.8.		
13.8.1.	Variation of hours and other terms	e-Personal File	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
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13.8.2.	Employment statistics	Analysis as required by various statute or local monitoring	<b>Reviewable</b> - Destroy records as they become obsolete or are no longer required	HR & OD Custom & Practice
13.8.3.	Personnel Standards	<ul style="list-style-type: none"> <li>• Handbook</li> <li>• Policy documents</li> <li>• Full sets of terms &amp; conditions for separate TUPE exercises</li> </ul>	<b>Permanent</b> - transfer to pdf or similar and destroy any hard copies	HR & OD Contractual
13.8.4.	Corporate Personnel Publications & Reports	Webpages	<b>Permanent</b> - transfer to pdf or similar and destroy any hard copies	HR & OD Best Practice
<b>General Administration</b>		13.9.		
13.9.1.	General Filing	<ul style="list-style-type: none"> <li>• Corporate employee information □ Circulars</li> <li>• Journals etc.</li> </ul>	<b>Reviewable</b> - Destroy records as they become obsolete or are no longer required	HR & OD Common Practice
13.9.2.	Financial Documents	Supporting information only (invoices etc. kept in Finance System)	Destroy within <b>1 year</b> from the end of relevant financial year	HR & OD Custom & Practice
13.9.3.	Statistical returns to Statutory Agencies		Keep e-files/ pdf/ scans for <b>5 years</b> then delete; destroy paper records upon transfer to e-recording	HR & OD (to enable FOI reporting as may be requested)
<b>RECRUITMENT</b>			13.10.	

13.10.1.	The recruitment process for established or temporary positions	<u>Successful</u> Applicants <ul style="list-style-type: none"> <li>• Applications</li> <li>• References</li> <li>• Interview notes/reports</li> <li>• Psychometric Testing Results and other tests</li> <li>• Right to work in the UK</li> <li>• Offers of appointment</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Equalities Act 2010
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
13.10.2.	The recruitment process for established or temporary positions	<u>Unsuccessful</u> Applicants <ul style="list-style-type: none"> <li>• All documentation</li> <li>• Short-listing Grid</li> <li>• Enquiries about vacancies</li> <li>• Offers of Appointment (Rejected)</li> <li>• Also: speculative enquiries, CV's etc.</li> </ul>	Destroy <b>6 months</b> after recruitment process has been finalised	HR & OD Equalities Act 2010
13.10.3.	The recruitment process	Job advertisements and all other general documentation	Destroy <b>6 months</b> after recruitment process has been finalised	HR & OD Custom & Practice
13.10.4.	Written particulars of employment	<ul style="list-style-type: none"> <li>• Contract of employment</li> <li>• Copy qualification documents</li> <li>• Job description</li> <li>• Person specifications</li> <li>• Variations to terms and conditions</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD
13.10.5.	Employment History	Technology One	Keep on HR system and delete <b>6 years</b> after the final date of employment	HR & OD

13.10.6.	Current address details, Next Of Kin	Technology One	Keep on HR system and delete <b>6 years</b> after the final date of employment	HR & OD
13.10.7.	Equalities	Monitoring Form	<u>Computerised Record</u> Destroy <b>12 months</b> after Annual Equality Report for relevant period was produced; destroy any paper records <u>Summary monitoring data</u> Keep for <b>5 years</b> then destroy	HR & OD Custom & Practice  (to enable FOI reporting as may be requested)

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
13.10.8.	Exit Interview Records	Questionnaire and/ or interview notes	If manual file, destroy <b>immediately</b> after being electronically recorded; keep on e-Personal File and destroy <b>6 years</b> after the final date of employment  Also keep e-file in central register for rolling <b>2 years</b> , then delete	HR & OD  Custom & Practice (to enable efficient reporting)
13.10.9.	Job Evaluation Records	<u>General</u> documents <ul style="list-style-type: none"> <li>• Job Evaluation Scheme</li> <li>• Job evaluation record</li> <li>• National Joint Council (NJC) scheme publications</li> </ul>	Keep for <b>6 years</b> after final use	HR & OD Equal Pay Act (1970)

13.10.10.	Job Evaluation Records	<u>Individual</u> documents □ Grading appeals Correspondence	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Equal Pay Act (1970)
STAFF MONITORING				
Attendance Management		13.11.		
13.11.1.	Attendance Management; Policy & Procedure and Medical Clearance Documentation	<ul style="list-style-type: none"><li>• Medical certificates</li><li>• Return to work &amp; formal absence interviews</li><li>• Formal review of absence records</li><li>• General Practitioner/ Occupational Health Correspondence</li></ul>	<u>Can be</u> destroyed <b>3 years</b> after the action is completed  Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Access to Medical Reports Act 1988  Custom & Practice
13.11.2.	Attendance Monitoring	<ul style="list-style-type: none"><li>• Annual leave</li><li>• Trades Union duties</li><li>• Sick leave</li><li>• Jury service</li><li>• Study leave</li></ul>	<u>Can be</u> destroyed <b>2 years</b> after action completed	HR & OD Working Time Regulations (2007)

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		<ul style="list-style-type: none"><li>• Flexi time sheets</li><li>• Leave applications</li><li>• Special leave</li><li>• Additional hours records</li></ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	TULRA (Consolidation) 1992 Time off for Trade union duties  Custom & Practice

13.11.3.	Flexible Working Requests	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Meeting records</li> <li>• Correspondence</li> <li>• Decision notice</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD
<b>Maternity</b>		13.12.		
13.12.1.	Maternity & Parental Leave	Maternity leave records Paternity leave form Maternity support leave MATB1 forms Adoption matching certificate Adoption leave records	<u>Can be</u> destroyed <b>3 years</b> after action completed  Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD SMP & Maternity Regulations 2006 Maternity & Parental Leave Regulations 2002 Work & Families Act 2006
13.12.2.	Maternity & Parental Leave	Parental leave	<u>Can be</u> destroyed <b>3 years</b> after the child has reached relevant age (age 5, or 18 if the child has a disability); for adopted children 5 <sup>th</sup> anniversary of adoption, or 18 if the child has a disability) Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Maternity and Parental Leave Regulations (1999) (2001) (2002) Parental Leave Regulations 2013  Custom & Practice
<b>Performance Appraisal</b>		13.13.		
13.13.1.	Annual Assessment Reports	e-Appraisals on Learning Pool	Destroy <b>6 years</b> after employment ends	HR & OD

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
13.13.2.	Performance	<ul style="list-style-type: none"> <li>• Probationary Reviews</li> <li>• Improvement Plans</li> <li>• Capability Procedure records and documentation</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Custom & Practice
13.13.3.	Career Grades Incremental progression Performance Pay Honorary Payments	Records of decisions	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD
<b>Other Monitoring</b>		13.14.		
13.14.1.	Financial Rewards		Destroy <b>7 years</b> after action is completed	HR & OD
13.14.2.	Other retention strategy		Destroy <b>3 years</b> after action is completed	HR & OD
13.14.3.	Long service awards		Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD
<b>TERMINATION</b>			13.15.	
13.15.1.	The process of termination of staff employment	<ul style="list-style-type: none"> <li>• Resignation</li> <li>• Redundancy (Section 188)</li> <li>• Dismissal</li> <li>• Death</li> <li>• Retirement</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD

TRAINING & DEVELOPMENT			13.16.	
13.16.1.	Routine staff training processes (not Occupational Health and Safety or children related)	<ul style="list-style-type: none"> <li>Training request form</li> <li>Course assessment of individual staff</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD Custom & Practice
Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
13.16.2.	Training (Concerning Children)		<b>Permanent</b> Create e-record and transfer to central file/ storage area after the end of administrative use and destroy any duplicates	HR & OD
13.16.3.	Training (Occupational Health & Safety training)	Assessments	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment  Keep for <b>3 years</b> in central file, then delete	HR & OD Custom & Practice
13.16.4.	Training Materials		<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	HR & OD
13.16.5.	Training (proof of completion)	<ul style="list-style-type: none"> <li>Certificates</li> <li>Awards</li> <li>Exam results</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD
13.16.6.	Training History for Professional Qualifications	<ul style="list-style-type: none"> <li>Courses attended</li> <li>Results</li> </ul>	Keep on e-Personal File and destroy <b>6 years</b> after the final date of employment	HR & OD

13.16.7.	Trade Union Training Requests		Keep for <b>3 years</b> in central file, then delete	HR & OD
13.16.8.	Programmes of internal training courses, seminars, annual lists/ courses to be run		<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	HR & OD

## 14. ICT & Application Systems

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>BACK-UP FILES</b>			14.1.	
14.1.1.	Files held to permit system recovery	Physical server ~ Back-up tapes	Retain for <b>1 year</b> then reuse tape	Technology Services
14.1.2.	Files held to permit system recovery	Virtual server recovery files ~ held in Veeam & on back-up tapes	Retain for <b>1 year</b>	Technology Services
<b>APPLICATION SYSTEMS</b>			14.2.	

14.2.1.	Geographical Data	Records relating to Graphical Information System Rights of way, Lowering kerbs Planning apps	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required.	Technology Services
14.2.2.	Street Naming	Local Land & Property Gazetteer Naming of streets Numbering of houses Street furniture records	<b>Permanent</b> Transfer to storage area after the end of administrative use & destroy any	Technology Services
<b>ICT Service Management</b>		14.3.		
14.3.1.	Service Desk application system	Cherwell data held in database, ICT service desk records	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required. Destroy user records as employee leaves Council or access is no longer required.	Technology Services
14.3.2.	Asset records	Inventory of software (Snow) Inventory of hardware	<b>Reviewable</b> Destroy records as they	Technology Services
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
			become obsolete or are no longer required.	
<b>E-Forms</b>		14.4.		

14.4.1.	Workbench e-form authentication & authorisation tool.	Employee Names & Job Titles Staff expenses Travel claims	<b>Reviewable</b> Destroy records as employee leaves Council or access is no longer required.	Technology Services
<b>NETWORK RECORDS</b>			14.5.	
14.5.1.	Active Directory files	Directory service records, Windows Domain Access User details	<b>Reviewable</b> Destroy records as employee leaves Council or access is no longer required.	Technology Services

## 15. Information Governance

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>INFORMATION MANAGMENT</b>				
<b>Access to Information</b>		15.1.		
15.1.1.	Access to Information Requests	FOI/EIR Case file records Requestor Details Disclosure log Appeals log All FOI/EIR requests including reviews, ICO	Destroy <b>3 years</b> from last action date	Legal The Freedom of Information Act (FOIA) 2000 The Environmental Information Regulations (EIRs) 2004

				Information Commissioner's (ICO) Codes of Practice
15.1.2.	Access to Information Requests	Details of request & response Statistical data about the number of requests received and outcomes	Destroy <b>10 years</b> after data created	Legal Freedom of Information Code of Practice- Section 45
15.1.3.	Access to Information Requests	Subject Access Requests	Destroy <b>3 years</b> from last action date	Legal UK GDPR Data Protection Act 2018 Data (Use and Access) Act 2025 (DUAA)
15.1.4.	Access to Information Requests	Subject Access Requests (Requests linked to staff grievance or disciplinary)	Destroy <b>3 years</b> from last action date	Legal As above and Limitations Act 1980
15.1.5.	Documentation relating to the disclosure status of records under Access to Information	Publication scheme	<b>Permanent</b> – offer to archivist	TNA Retention and Disposal Guidance 14
15.1.6.	Guides, manuals and instructions on the management of records	Procedures for handling FOI/EIR/DP requests	Destroy <b>5 years</b> after procedures have been superseded	TNA Retention and Disposal Guidance 14

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>CCTV</b>		15.2.		
15.2.1.	CCTV Recorded Material	Digital or Analogue Recordings Held by car parks, the depot & other Council sites.	Keep for <b>30 days</b> then tapes will be reused or recorded material deleted.	<p>Legal Community Safety Other Council service areas using CCTV</p> <p>Protection of Freedoms Act 2012. DPA 2018 and the UK GDPR. Surveillance Camera Code of Practice and associated guidance CCTV Code of Practice issued by the ICO Technical Guidance for Body Worn Video Devices (Home Office 2016) Safeguarding body Worn Video Data (Home Office 2016) Article 8 of the Human Rights Act 1998 Police and Criminal Evidence Act 1984 and Criminal Procedure and Investigation Act 1996 Criminal Justice and Public Order Act 1994.</p>
<b>Records Management</b>		15.3.		

15.3.1.	The management and collection of records transferred to the archives	All records relating to documents transferred to the archive (Managed by Iron Mountain) are retained on a system that is run by Iron Mountain, which is reviewed and updated by each department.
15.3.2.	The process that records the disposal of records	
15.3.3.	The process that records the disposal of records	
15.3.4.	Information surveys, records audits & registry inspections	
15.3.5.	Records relating to the use of off-site storage	

## 16. Internal Audit

INTERNAL AUDIT			16.1.	
16.1.1.	Audit files & working papers for general assignments (including interim reports).	Routine Financial System Computer Contracts Audit VFM Audits	Keep for <b>3 years plus</b> current Financial year then destroy	Orbis Internal Audit

16.1.2.	Audit Reports	Copy of audit report issued to client,	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Orbis Internal Audit
16.1.3.	Copies of minutes, agendas relating to special audit interest groups	Minutes from Sussex Audit Group	Keep for <b>3 years</b> then destroy	Orbis Internal Audit
16.1.4.	Copies of internal meeting meetings records	Team briefing & Section Meeting records	Keep for <b>3 years plus</b> current Financial year then destroy	Orbis Internal Audit
16.1.5.	Guidance & instructions	Internal Audit Guides Manuals & guides relating to departmental procedures Local auditing standards	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Orbis Internal Audit
16.1.6.	General Correspondence	Email messages received\sent	Keep for <b>3 years</b> then destroy	Orbis Internal Audit

## 17. Legal & Contracts

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
LEGAL				
Advice		17.1.		

17.1.1.	The process of providing general legal advice on a point of law	All including Precedent cases Contract advice Property advice	Destroy <b>7 years</b> after last action NB: If precedent is set, then keep until the record is no longer relevant or offer to Archivist	Common Practice
<b>Legal Communications</b>		17.2.		
17.2.1.	Internal & External Communications	E-mails, letters or other forms of correspondence.	Destroy <b>7 years</b> after last action NB: If precedent is set, then keep until the record is no longer relevant or offer to Archivist	
<b>Agreements</b>		17.3.		
17.3.1.	Way Leave Agreements		<b>Permanent</b> Transfer to storage area after the end of administrative use destroying any duplicates and retaining documents until the property is sold	
17.3.2.	Sub/under leases		Destroy <b>12 years</b> after	

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
			termination of the agreement	
17.3.3.	Landlord's Consent		Destroy <b>12 years</b> after surrender, expiry or termination of lease	
17.3.4.	Leases – Signed Copies		Destroy <b>12 years</b> after expiry	
17.3.5.	Property Purchase Agreements	Option agreement	Destroy 6 years after expiry of the period of option	
17.3.6.	Process of agreeing terms between organisations NB: This does not include contractual agreements	Condordat Memorandum of terms	Destroy <b>6 years</b> after agreement expires or it is terminated	
<b>Conveyancing</b>		17.4.		
17.4.1.	The process of changing ownership of land or property	Purchase files	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	
17.4.2.	'Not proceeding' files on all conveyancing & contract matters		Destroy <b>7 years</b> from the date of closure of the file	

17.4.3.	Compulsory Purchase Orders		<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
17.4.4.	The process of changing ownership of land or property	Sale of whole title	Destroy <b>12 years</b> from the date of closure of the file	

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
17.4.5.	The process of changing ownership of land or property	Sale of part title (except Right to Buy)	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	
17.4.6.	The process of changing ownership of land or property	Title deeds & other records relating to freehold property – not public records	<b>Permanent</b> Transfer to storage area after the end of administrative use & destroy any duplicates	
17.4.7.	Records on property deeds where the property is housing owned by the Council	Paper records in Fire Safes Communication	Retain from date ownership commenced until property is sold.	Property
<b>Litigation</b>		17.5.		
17.5.1.	All Litigation		Destroy <b>7 years</b> from the date of closure of the file	

17.5.2.	Land Tribunal Cases		Destroy <b>12 years</b> from settlement or claim	
17.5.3.	The process of managing, undertaking or defending for or against litigation on the Council's behalf	Major litigation: Criminal/Civil case files Correspondence	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	
17.5.4.	The process of managing, undertaking or defending for or against litigation on the Council's behalf	Minor litigation: Bye-law infringements Correspondence	Destroy <b>7 years</b> after the last action	
<b>RIPA Authorisations</b>		17.6.		

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
17.6.1.	The process of authorisation surveillance under The Regulation of Investigatory Powers Act 2000 (RIPA)	Record of authorisations	Destroy 3 years from the ending of the authorisation	The Regulation of Investigatory Powers Act 2000 (RIPA)
17.6.2.	The process of authorisation surveillance under The Regulation of Investigatory Powers Act 2000 (RIPA)	Material obtained & associated with a RIPA application	Keep until a decision is made whether to prosecute or not. If accused is convicted material retained under person released from custody or 6 months from date of conviction	Criminal Procedures Investigations Act 1996 (CPIA)

BYE-LAWS				
Administration & Enforcement		17.7.		
17.7.1.	The process of administering and enforcing bye-laws	Applications & certificates Permits Licenses Infringement notices – parking Correspondence	<b>Destroy 2 years</b> after: Certificate has expired Penalty payment has been made Or the matter has been finished or correspondence on the matter has ceased	RGLA. 9.23
Enactment		17.8.		
17.8.1.	The process of making localised laws	Master set of bye-laws: Policy development documents Correspondence Submissions	<b>Permanent</b> Offer to Archivist and destroy any duplicates	RGLA 9.22
CONTRACTS				
Quotations		17.9.		
Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation

17.9.1.	Quotations (successful Quote)	All documentation relating to successful quotation submitted.	Retain for <b>1 year</b> following the end of the contract period, or in the case of works contracts 3 years after completion	Limitations Act 1980
17.9.2.	Quotations (Unsuccessful Quote)	All documentation relating to quotations submitted for suppliers that were unsuccessful.	Retain for <b>1 year</b> following the award of the contract	Limitations Act 1980
<b>Tender Documents (Unsuccessful)</b>		17.10.		
17.10.1.	Documents relating to an <u>Unsuccessful</u> tender.	Proposal documents, Specification, Costs	Retain for <b>1 year</b> following the award of the contract	Corporate Procurement Code
<b>Successful Tenders and Contract Management</b>		17.11.		
17.11.1.	Contracts Signed (under £100k)  Management and Amendment of Contract	<u>Contracts under hand</u> All Tender documents Proposal documents, Specification, Costs Contract documents & any contract amendments Minutes & papers of meetings Changes to requirements Variation forms Default notices Extension of contract Complaints Disputes on payments Purchase orders/invoices	Destroy <b>6 years</b> after the terms of contract have expired	Limitations Act 1980

17.11.2.	Contracts Under Seal (over £100k)	All Tender documents, Contract documents & any contract amendments where contract is under seal.	Destroy <b>12 years</b> after the terms of the contract have expired	Limitations Act 1980
Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		Minutes & papers of meetings Changes to requirements Variation forms Default notices Extension of contract Complaints Disputes on payments Purchase orders/invoices		

## 18. Management & Administration

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>CORPORATE PLANNING &amp; REPORTING</b>			18.1.	
18.1.1.	Corporate strategies planning & reporting activities	Corporate plans Strategic plans Business plans Strategies Quarterly & annual reports Departmental plans	<b>Permanent</b> Public documents published on the Website & managed through Democratic Services moderngov.co.uk	Performance Team
<b>GRANTS &amp; FUNDRAISING OPPORTUNITIES</b>			18.2.	

18.2.1.	European Grants European Social Fund European Regional Development Fund	Visitor Economy Strategy. Formal applications Offer letters Interim & final claims Audit Reports	Destroy <b>5 years</b> after release of the final payment.	Economic Development
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
18.2.2.	Records on grant funding	Local Enterprise & Apprenticeship Platform (LEAP) Full records	Keep for <b>2 years</b> plus current year then destroy	Economic Development
18.2.3.	Records on grant funding	Local Enterprise & Apprenticeship Platform (LEAP) Records of Recipients & the value	Keep for <b>6 years</b> plus current year then destroy	Economic Development
<b>POLICIES, PROCEDURES, STRATEGY &amp; STRUCTURE</b>			18.3.	
18.3.1.	The process of monitoring & reviewing strategic plan, policies or procedures to assess their compliance with guidelines	Quarterly & annual performance reports Service & Financial Planning	Destroy <b>10 years</b> from closure	Performance Team
<b>PROGRAMME &amp; PROJECT MANAGEMENT</b>			18.4.	
18.4.1.	Project management where there is a small (or no) budget involved	Quotation Work Request Associated docs – programme and risk documentation	Retain from last action on project for 12 years	"All Depts. Limitation Act 1980 (Sect. 2)

18.4.2.	Management of projects which end with a contract under seal	Tender Associated docs – programme and risk documentation	Retain from last action on project for 12 years.	“All Depts. Limitation Act 1980 (Sect. 2)
18.4.3.	Management of projects which end with a contract under signature	Tender Associated docs – programme and risk documentation	Retain from last action on project for 12 years	“All Depts. Limitation Act 1980 (Sect. 2)
COMMUNICATIONS				
Public Relations		18.5.		
18.5.1.	Council communication and marketing campaigns & events	Communication plans Stakeholder Contact Details	Keep for <b>10 years</b> then destroy.	Communications

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		Community initiatives Awareness campaigns Promotional events		
18.5.2.	Photographic Records	Digital photographs (Identifiable people)	Keep for <b>5 years</b> then destroy or less where children reach the age where they are required to provide their own consent).	Communications

18.5.3.	Photographic Records	Digital photographs (Not including people)	<b>Permanent</b> forward photos with historic interest transferred to museum.	Communications
18.5.4.	Communications with customers	E-mail Letters Social Media	Keep for <b>1 years</b> then destroy.	Communications
<b>Media Relations</b>		18.6.		
18.6.1.	Interaction with the Media	Media enquiries. News Releases.	<b>Permanent</b> Data stored by external provider (A1 media).	Communications
18.6.2.	Digital Communications	Social Media posts Website content	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Communications
18.6.3.	Publication/news concerning the Council	Media reports Press cuttings Ceremonial literature Dedications Official openings	Keep for <b>10 years</b> then destroy anything with historic interest transferred to museum.	Communications
<b>QUALITY &amp; PERFORMANCE MANAGEMENT</b>			18.7.	
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
18.7.1.	Monitoring or reviewing the quality, efficiency, or performance of the Council or an individual unit.	Corporate reporting to SLT & Member Groups	Destroy <b>10 years</b> after the last action is taken, tracking changes over a period of time.	

STATUTORY RETURNS			18.8.	
18.8.1.	The process of preparing information to be passed to central government as part of statutory requirements	Report to central government Housing subsidy claims HRA	Destroy <b>7 years</b> from closure	All departments with responsibility to report (Environmental Health, Strategic Planning etc).
FRAUD & CORPORATE INVESTIGATIONS			18.9.	
18.9.1.	Audit Reports & paperwork relating to fraud or other special investigations	Report of findings & actions taken, Interview notes & evidence obtained.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	Orbis Internal Audit
18.9.2.	Money Laundering Investigations ~ Proven	Report & investigation records relating to proven Money Laundering Incident	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
18.9.3.	Money Laundering Investigations ~ Un Proven	Report & investigation records relating to suspected Money Laundering, unproven.	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	

## 19. Planning

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>DEVELOPMENT</b>			19.1.	
19.1.1.	Planning Applications Documents	<ul style="list-style-type: none"> <li>• Planning Application Forms</li> <li>• Ownership certificates</li> <li>• Application determined plans &amp; drawings. (approved/ refused/ submitted to discharge conditions)</li> <li>• Supporting information accompanying the application</li> <li>• Details pursuant to the discharge of planning conditions.</li> <li>• Neighbour representations</li> <li>• External/Internal consultee responses.</li> <li>• The case officer's report.</li> </ul>	<b>Permanent</b> Transfer to storage area after the end of administrative use & destroy any duplicates	Development.
19.1.2.	Documents relating to planning decisions	<ul style="list-style-type: none"> <li>• Letter confirming Discharge of condition/s</li> <li>• Applications taken to appeal, Decision Notices)</li> <li>• Planning application Decision Notices</li> <li>• Section 106 Agreement or other legal agreements related to decision.</li> <li>• Post application enquiries relating to the development.</li> </ul>	<b>Permanent</b> Transfer to storage area after the end of administrative use & destroy any duplicates	Development.

19.1.3.	Enforcement Files	<ul style="list-style-type: none"> <li>Records of any conclusion to an enforcement investigation (Officers report/final letter to complainant &amp; property owner/occupier).</li> <li>All enforcement related notices</li> </ul>	<b>Permanent</b> Transfer to storage area after the end of administrative use & destroy any duplicates	Development.
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
		<ul style="list-style-type: none"> <li>Appeal decision letters &amp; supporting appeal statements</li> <li>Witness statements supporting formal legal proceeding, e.g. prosecutions injunctions etc.</li> <li>Relevant photographs</li> <li>Other evidence</li> <li>Initial record of alleged breach of planning control</li> <li>Correspondence.</li> </ul>		
19.1.4.	Pre-Application Enquiries	<input type="checkbox"/> Documents relating to preapplication enquiries & documents superseded by application submission.	Destroy <b>15 years</b> after the last action is taken	Development.
19.1.5.	General Correspondence	<input type="checkbox"/> General enquiries & correspondence.	Destroy <b>6 years</b> after the last action is taken	Development.
<b>Other Services</b>		19.2.		

19.2.1.	Street naming and numbering	Requests for new street names and addresses	<b>Permanent</b> Transfer to storage area after the end of administrative use and destroy any duplicates	Property
<b>LOCAL LAND CHARGES</b>			19.3.	
19.3.1.	The process of providing comprehensive searches on land property for prospective purchasers within the District	Register of Local Land Charges Records Maps	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
19.3.2.	Local Searches	Records of Receipt Plans	Keep for <b>3 years</b> then destroy	
<b>Ref No:</b>	<b>Function/ Function Description</b>	<b>Type of Record</b>	<b>Retention Action</b>	<b>Dept. Responsible Legislation/ Regulation</b>
		Correspondence Application form Completed search report Record of completion		
19.3.3.	Land Registry	Requests for information	Keep for <b>5 years</b> then destroy	

## 20. Revenues & Benefits

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>REVENUES &amp; BENEFITS</b>			12.1.	
20.1.1	Core Data	Individuals whose records are held within the Revenues and Benefits system	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required.	Revenues & Benefits
<b>Council Tax</b>		12.2.		
20.2.1.	Records relating to the assessment, billing and collection of Council Tax	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy – unless in active recovery.	Revenues & Benefits
20.2.2.	Discount & Exemption Applications	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy – unless in active recovery.	Revenues & Benefits
20.2.3.	Council Tax appeals	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy – unless in active recovery.	Revenues & Benefits
<b>Business Rates</b>		12.2.		

20.3.1.	Records relating to the assessment, billing and collection of Business Rates	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy – unless in active recovery.	Revenues & Benefits
20.3.2.	Discount & Exemption Applications	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy – unless in active recovery.	Revenues & Benefits
20.3.3.	Business Rates appeals	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy – unless in active recovery.	Revenues & Benefits
<b>Housing Benefit, Council Tax Reduction &amp; DHPs</b>		12.2.		
20.4.1.	Records relating to the assessment and notification of new Housing Benefit, Council Tax Reduction and DHP awards.	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy.	Revenues & Benefits
20.4.2.	Records relating to the assessment and notification of changes to existing Housing Benefit, Council Tax Reduction and DHP awards.	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy.	Revenues & Benefits
20.4.3.	Housing Benefit appeals	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy.	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure then destroy.	Revenues & Benefits
Recovery		12.2.		

20.5.1.	Records relating to the recovery of overpaid Housing Benefit	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure or the last active date of recovery, whichever is the later – then destroy.	Revenues & Benefits
20.5.2.	Records relating to the recovery of Council Tax	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure or the last active date of recovery, whichever is the later – then destroy.	Revenues & Benefits
20.5.3.	Records relating to the recovery of Business Rates	Electronic records of customer correspondence held on Northgate Enterprise and account details held on Capita Academy.	For closed accounts keep for <b>6 years plus</b> current financial year from the date of closure or the last active date of recovery, whichever is the later – then destroy.	Revenues & Benefits

## 21. Strategic Development

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>CONSULTATIONS</b>			21.1.	
21.1.1.	The process of consulting the public, stakeholders and staff in the development of statutory planning policies such as Local Plans, Site Allocation Documents or Joint Area Action Plans.	Emails, online forms, letters, questionnaires and consultation documentation from the public, staff and external organisations such as WSCC.	<b>Permanent</b> Offer to archivist for review after 3 years	<b>Strategic Development</b> Local Government Access to Information Act 1985 Public Task Condition Article 6.1e  Town and Country Planning (Local Planning)(England) Regulations 2012; Planning and Compulsory Purchase Act 2004)
21.1.2.	The process of consulting the public, stakeholders and staff in the development of planning guidance, such as Supplementary Planning documents	Emails, online forms, letters, questionnaires and evidence base documentation from the public, staff and external organisations such as WSCC.	Destroy <b>5 years</b> from closure	
21.1.3.	General Consultations – e.g. surveys connected to evidence base	Emails, online forms, letters, evidence base documentation from the public, staff and external organisations such as WSCC.	Destroy <b>5 years</b> from closure	
21.1.4.	Consultations	Consultation Report Public Enquiry Documents	Keep for <b>10 Years</b> then destroy	
<b>PROGRAMME MANAGEMENT &amp; DEVELOPMENT</b>			21.2.	
21.2.1.	Project Files	PIDS, Business Case, VERTO Files, Invitations to tender/Briefs for Consultants	Keep for <b>25 years</b> then destroy	<b>Strategic Development</b> Local Government Access to Information Act 1985 Public Task Condition Article 6.1e

21.2.2.	Meetings & Minutes of Project Boards	Word documents	Destroy <b>3 years</b> after the last action is taken	
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
21.2.3.	Promotion of forthcoming projects	Literature Photographs	<b>Permanent</b> Transfer to storage area after the end of administrative use & destroy any duplicates	Town and Country Planning (Local Planning)(England) Regulations 2012; Planning and Compulsory Purchase Act 2004)
<b>STRATEGIC PLANNING DIRECTION</b>			21.3.	
21.3.1.	Planning documentation	Local plan/local development framework documents Neighbourhood Plans, Supplementary planning documents, supporting development plan and SPD documentation such as SA's, SEA's, Consultation documents Representations on policy consultation documents Examination documentation and Inspectors Report. Hard copy proposal maps	<b>Permanent</b> Offer to archivist. Transfer to place of deposit after administrative use is concluded.	<b>Strategic Development</b> Local Government Access to Information Act 1985 Public Task Condition Article 6.1e  Town and Country Planning (Local Planning)(England) Regulations 2012; Planning and Compulsory Purchase Act 2004)
21.3.2.	Evidence base documents informing preparation of local plan documents and guidance– eg transport studies	Evidence base document Land use surveys	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	

21.3.3.	The activity of establishing planning policy maps for them to be amended and modified	Amendments to policies maps – digital	<b>Digital - Reviewable-</b> policy maps may be updated during life of plan to take account of revisions to environmental constraints – such as floodplains. <b>PDF – Permanent</b> Offer to archivist.	
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Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
			Transfer to place of deposit after administrative use is concluded	
21.3.4.	The process of receiving, considering and responding to planning applications, government policy documents, other council plans and policies	Planning application responses, Consultation responses	Destroy <b>7 years</b> after decision is made / adoption of plan or policy	
21.3.5.	General Planning Policy Files	Old project files Conservation information files Ecology files Archaeology files Artwork – conservation buildings	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	<b>Strategic Development</b> Local Government Access to Information Act 1985 Public Task Condition Article 6.1e
21.3.6.	Files on confirmed compulsory purchase orders		<b>Permanent</b> Offer to archivist. Transfer to place of deposit after administrative use is concluded	Town and Country Planning (Local Planning)(England) Regulations 2012; Planning and Compulsory Purchase Act 2004)
<b>PLANING SCHEME DEVELOPMENT &amp; AMENDMENT</b>			21.4.	

21.4.1.	The process of receiving, considering & responding to submissions & objections to planning applications & amendments	Waste planning application consultation Mineral planning application consultation. Site Allocation Documents	Destroy <b>10 years</b> after decision is made	Strategic Development
21.4.2.	The activity of establishing planning scheme controls & providing them to be amended	Successful mineral planning & waste planning applications Amendments to definitive map Mineral register Mineral extraction Land use surveys.	<b>Permanent</b> Offer to archivist. Transfer to place of deposit after administrative use is concluded & destroy & duplicates	Strategic Development Common Practice

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
21.4.3.	The process of receiving, considering & responding to submissions & objections to planning schemes & amendments	Waste planning application consultation. Mineral planning applications consultation Objections Inquiries – public etc. Archaeological advice/conditions Site Allocation Documents	Destroy <b>10 years</b> after decision. Offer controversial/high profile schemes to archivist.	Strategic Development Common Practice
<b>Landscape</b>		21.5.		

21.5.1.	The process of maintaining the countryside and developing open spaces for public amenity	Country parks and nature reserves development plans and correspondence Planning guidance/Management Plans on Areas of Outstanding Natural Beauty Land purchase agreements	<b>Permanent</b>  Offer to archivist. Transfer to place of deposit after administrative use is concluded.	Local Government Access to Information Act 1985 Public Task Condition Article 6.1e  Town and Country Planning (Local Planning)(England) Regulations 2012; Planning and Compulsory Purchase Act 2004)
<b>Conservation</b>		21.6.		
21.6.1.	The activity of recording information on historical building, monuments & ecology at a specific site	Ecological/species records Historically listed buildings Listed building applications Sites and monuments register Conservation Area Appraisals and Management Plans	<b>Permanent</b>  Offer to archivist. Transfer to place of deposit after administrative use is concluded and destroy duplicates	
<b>Planning Policy</b>		21.7.		
21.7.1.	The activity of developing a vision & strategic directions regarding existing & future land use within the authority & development of local or town centre plans to ensure the implementation of the Structure Plan	Structure Plan Local Plan Town Centre plans Unitary Development plans	<b>Permanent</b>  Offer to archivist when plan is superseded	Common Practice

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
<b>Trees</b>		21.8.		

21.8.1.	The activity of recording information on trees at specific sites	Emails	Delete personal information re: tree correspondence from individuals' email folders Keep email correspondence on specific sites for up to <b>6 months</b> .	<b>Tree Department</b> Town & Country Planning (Tree Preservation) (England) Regulations (2012) – for everything to do with protected trees; Part 8 of the Anti-social Behaviour Act (2003) – for High Hedge complaints.
21.8.2.	The activity of recording information on trees at specific sites	Spreadsheet containing details of phone calls made by members of the public in relation to tree enquiries	Delete all spreadsheet records on phone calls after <b>12 months</b> .	
21.8.3.	The activity of recording information on trees at specific sites.	Letters containing details on tree correspondence	Index all old information to Info@work	
21.8.4.	All records relating to the creation, implementation and monitoring of tree preservation orders	Details of Tree Preservation Orders / conservation area tree works/ TPO works applications	Index all old information from the public file to Info@work. Retain from date of preservation order until tree no longer exists.	
PLANING SCHEME REGULATION			21.9.	
21.9.1.	The process of approving building applications in relation to listed or other significant buildings	Building files Plans Specifications Correspondence Applications Permits Certificates Objections	<b>Permanent</b> Offer to archivist. Transfer to place of deposit after administrative use is concluded & destroy any duplicates	Common Practice
Neighbourhood Plans		21.10.		

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
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21.10.1.	Application for neighbourhood planning area designation to local authority (Regulations 5, 5A) or neighbourhood planning forum (Regulations 8)	Application with attachments.	<b>Permanent</b>	<b>Strategic Planning</b> The Neighbourhood Planning (General) Regulations 2012 The Neighbourhood Planning (General) (Amendment) Regulations 2015 The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016 The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017
21.10.2.	The process of submitting and publicising a Plan. (Regulations,15,16)	Submission Plan SA/SEA Consultation and other statements Consultation correspondence. Consultation documents and replies Inquiries and objections made by members of the public Summary of representations	Retain for life of adopted plan	Parish Neighbourhood Planning Group (external to HDC)
21.10.3.	Process of voluntary withdrawal of Neighbourhood Plan or Forum (Regulation 12).	Withdrawal statement	<b>Permanent</b>	
21.10.4.	The process of publishing examining and adopting a plan.(Regulations18,19,20)	Examiners notes and questions Responses to Examiners questions Decision notices Adoption Statement SEA Post adoption statement SA/SEA The Adopted Plan	<b>Permanent</b> Offer to archivist. Transfer to place of deposit after administrative use is concluded.	

Ref No:	Function/ Function Description	Type of Record	Retention Action	Dept. Responsible Legislation/ Regulation
21.10.5.	The process of modifying a Plan (Regulation 30)	Modification statement The Modified Plan	<b>Permanent</b> Offer to archivist. Transfer to place of deposit after administrative use is concluded	
21.10.6.	Evidence base documents informing preparation of local plan documents and guidance– eg transport studies / site assessments	Evidence base document Land use surveys	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	
<b>Submissions</b>		1.1.		
21.10.7.	The process of receiving submission of sites for consideration in the SHELAA	Submission forms Correspondence Maps SHELAA database	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	National Planning Policy Framework 2012 para 159.
21.10.8.	The process of receiving submission of sites for consideration in the Brownfield Land Register	Submission forms Correspondence Maps	<b>Reviewable</b> Destroy records as they become obsolete or are no longer required	The Town and Country Planning (Brownfield Land Register) Regulations 2017
21.10.9.	The process of receiving submissions to be included in the Self and Custom House building register	Submission forms Correspondence	Remove on request, otherwise retain from creation of records for <b>6 years</b> .	Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016)
21.10.10.	FOI / EIR requests	Emails, letters, responses.	Keep for <b>10 years</b> then destroy	Freedom of Information Act 2000 and Environmental Information Regulations 2004

