

Basingstoke and Deane Borough Council

Our retention schedule

Details

Name of service - Information Governance

Directorate – Corporate Services

Date of current version – April 2025

Review date – April 2027

Overview

The retention schedule sets out the amount of time that Basingstoke and Deane Borough Council (“the Council”) needs to keep certain types of records. It applies to records in all formats, including paper and electronic information. These retention schedules were published in April 2025

Purpose of Records Retention Schedule

All records created by the council be they electronic, paper or any other media must have a review and retention period assigned to them, which covers them from creation, through use to final disposition. Electronic records also include any email that is created and held by a business unit as evidence of a business activity.

The review period specifies how long a record should initially be retained for before it is reviewed to decide whether it needs to be kept for justified further use, destroyed or is of public interest that it should be retained and available via the councils Archives services,

Reviewing records assists in the specific requirement to properly manage all records created in accordance with council policies and legislation. Generally, they also assist in the smooth conduct of business to ensure cost-effective use of records is maintained. Reviews ensure that records no longer required are properly destroyed which supports the council's operations. However, it is also used to prevent the premature destruction of records and to identify those records worthy of permanent preservation

The review period assigned depends on legal, financial, or administrative reasons, which is why there are shorter and longer periods. Some records may need to be retained indefinitely by the Council because of legal requirements, council policy or historical value.

The Retention Schedule promotes control over the council's records, enabling us to dispose confidently of records we no longer need, and ensure the retention of the minimum volume of records consistent with economy and efficiency. The retention of unnecessary records consumes staff time, space (both physical and cyber) and equipment. It may also contravene legislation such as the Data Protection Act and the General Data Protection Regulation 2018. Failure to adhere to this policy and guidance may involve an investigation by the Information Commissioners Office (ICO) which could have financial and reputational implications for the council.

Procedures should be put in place to ensure that regular review and disposal of records takes place by business units, using this Retention Schedule. These procedures should be documented locally and available to all staff to refer to. They should contain a link to this document.

Staff applying the correct review periods can then feel confident that the decision they have made is in accordance with the council's policies in force at the time of those reviews.

As part of the Information Governance requirement, all directorates within the council are required to review the records they hold locally at least once a year. The Information Governance audit checklist that is issued once a year will require Service Leads to assure that this is being carried out.

Using the retention schedule: guidance for staff

The retention schedule contains all the retention periods which have been agreed across the Council. These are minimum retention periods, so once documentation has reached the end of its retention period you will need to review it to see if it needs to be retained any longer. If you decide that records should be kept for a longer period of time, then this decision should be documented and a new review date assigned and attached to the asset.

Staff should complete a record for the council's Disposal Log which should identify and describe record collections, series or systems, not individual records. Retention schedules are applied to the subject of the items and not the medium. A photo, video, recording should be treated in the same way as a document or email. Records should be kept in line with the business systems used by the service or SharePoint. They should not be kept on phones or in email accounts.

Email is a medium and therefore it has no specific retention schedule. The subject of the email is the important element. Services, and in particular staff, should decide which must be kept as records in line with the retention schedule and moved out of the email system into an appropriate storage solution. Please remember when staff have left, the maximum a mailbox is kept is 3 months.

[Article 5 of GDPR](#) states that personal information must not be kept for longer than necessary. If you wish to keep personal data beyond the retention period shown in this document, then please contact the Information Governance team for further advice or assistance.

When records have reached the end of their agreed retention period they should be securely disposed of. Each service within each Directorate should keep a list of any documents disposed of as this will be needed to confidently respond to Subject Access Requests and Erasure Requests. When disposing of records services are also required to make appropriate entries in the Corporate Disposal Log which records with the disposal of record collections not individual records.

Records must only ever be physically disposed of in accordance with the Council's Information Security Policy available at this link [insert link]

To clarify, non-electronic records that are deemed fit for destruction must only ever be destroyed using an approved confidential waste service provider. Paper records, video tapes, audio tapes, obsolete floppy disks must never be placed in ordinary waste or recycling bins. Approved key sticks must be wiped clean. Electronic records can be deleted from shared folders in the normal way. Records held in specialist databases can be deleted in accordance with the system protocols. Electronic records must only be destroyed using the council's.....contract.

Failure to comply with the correct disposal of any records may lead to disciplinary action.

In the case of disposing of paper records, small amounts can be placed in the confidential waste consoles in the council offices. For the disposal of bulk amounts please contact campus services who will arrange a collection by the current service provider.

Format of the Retention Schedule

The schedule is arranged into different sections or classifications. It is not arranged by department but by function. This is to assist in future proofing the organisation. If you cannot find an acceptable destruction date, please contact the Information Governance team for help.

To ensure consistency in the schedule and that it is maintained as up to date as possible, requests for amendments to the schedule to be considered must be submitted to the Information Governance Team. Requests for amendments must include the schedule reference affected, clear reasons why and if the change is because of legislation requirements, details of the legislation applicable must be provided.

Some documents do not need to be kept at all and should be routinely destroyed in the normal course of business. This usually means material that is:

- Duplicated (e.g. copies of records securely held elsewhere, reports/minutes circulated among a team for short-term information, copies of official literature)
- Unimportant (e.g. trivial email messages or paper notes unrelated to council business, compliments slips and stationery)
- Of short-term transactional value (e.g. draft versions of a record, telephone messages slips after the message has been passed on).

There is no need to keep diaries or notebooks if the information has been transferred into a case management system

The Schedule below sets out information held by various teams within the council together with the relevant retention periods. This schedule relates to all information held by the Council in whatever format and will include information in hard copy, stored in G: or H: Drives, in databases and in emails. Where no statutory retention period applies, teams must decide the maximum amount of time the information is required to be retained for operational purposes.

GENERAL	4
Electoral Services	5
Democratic Services	6
Parish Support Websites	7

Mayoral Office	7
Legal Services.....	9
Procurement and Contracts	13
Audit, Fraud and Insurance	16
Accountancy	16
Exchequer	21
Benefits.....	24
Human Resources and Organisational Development.....	24
Economy, Culture and Place Marketing.....	26
Community Regeneration	28
Community Investment	29
Community Support.....	29
Healthy Communities.....	30
Basing View and Commercial.....	31
Leisure Park.....	31
Property and Assets.....	31
Manydown.....	34
IT and Digital	36
Transformation	Error! Bookmark not defined.
Strategy, Policy and Performance	Error! Bookmark not defined.
Communications and Marketing.....	38
Housing Services	43
Licensing.....	43
Parking and Engineering	44
Operations Team.....	45
Natural Environment	46
Environmental Health	47
Emergency Planning.....	50
Local Land Charges	50
Building Control	52
Planning and Development	53
Planning and Infrastructure	56

GENERAL

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
All Staff	All Staff	The management of routine responses on council actions, policy and procedures. <ul style="list-style-type: none">• Printed Materials• Forms• Letters• Emails	2 years from date administrative use is concluded	Operational requirement
Council Departments	Council Departments	The monitoring and surveillance of Council premises with CCTV at various locations	31 days unless required as part of an investigation.	Operational requirement

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Democratic and Electoral Services Manager	Electoral Services	Registration <ul style="list-style-type: none"> • IER Documents (Household Enquiry Form (HEF)) • Elector Proxy Vote • Elector Temporary Postal Vote • Elector Permanent Postal Vote • Elector European Vote Application • Elector Declaration • Elector General General - Property 	<p>All registration forms</p> <p>Retained for 13 months from determination date with National Insurance numbers and DOBs redacted</p> <p>Remove when the elector is no longer an absent voter and the publication is copied to Audit</p> <p>Only remove when the elector is no longer an absent voter</p> <p>Only remove when the elector is no longer an absent voter</p> <p>All other forms should be retained for a minimum period of 2 years and are scanned to a folder for the year of the election.</p>	<p>Operational requirement Electoral Commission Guidance – Section 4 6.1 <u>a Paper copy or scanned copy of the forms must be retained</u></p>
Democratic and Electoral Services Manager	Electoral Services	Postal vote application forms	Electronic copies are held until the elector is no longer an absent voter. Paper copies are destroyed securely after 6 months or after date of specified election.	Operational requirement Representation of the People Act (1983)
Democratic and Electoral Services Manager	Electoral Services	Electoral Registers	Destroy 15 years after publication	Statutory, Operational requirement but see Electoral Commission Guidance
Democratic and Electoral Services Manager	Electoral Services	Election Documents	All items to be stored securely for 1 years after which they should be disposed of in a secure manner.	Statutory, Operational requirement but see Electoral Commission Guidance
Democratic and Electoral Services Manager	Electoral Services	Declaration of results for local elections (consolidated results of returns received)	1 year from date of election	Statutory, Electoral Commission Guidance

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Democratic and Electoral Services Manager	Electoral Services	Voter Registration application forms	1 year	Operational requirement
Democratic and Electoral Services Manager	Electoral Services	Documentation associated with elections (except candidate expense forms)	1 year	Operational requirement
Democratic and Electoral Services Manager	Electoral Services	Elections – Candidate expense forms <ul style="list-style-type: none"> • Declarations • Returns 	Copies of declarations and returns relating to election expenses are open to inspection for a period of 2 years (12 months for European Parliamentary, Parish and Community elections) after their receipt. At the end of this period documents should be destroyed unless candidate or election agent requires them to be returned.	Limitation Act 1980 VAT Act 1994 Taxes Management Act 1970 Audit Commission Act 1998
Democratic and Electoral Services Manager	Electoral Services	Applications for electoral register – information from 3rd parties	Kept for 15 years.	Operational requirement – Electoral Registration and Administration Act 2013.
Democratic and Electoral Services Manager	Electoral Services	Canvassing and Staffing details	Reviewed annually	Operational requirement
Democratic and Electoral Services Manager	Democratic Services	Official bound Council minute books	Permanent – retain for 6 years and then send to County archivist for permanent retention	Operational requirement
Democratic and Electoral Services Manager	Democratic Services	Council agendas, reports and update papers	Permanent	Operational requirement Local Government Acts 1972 and 2000
Democratic and Electoral Services Manager	Democratic Services	Background papers	4 years from date of meeting	Operational requirement Local Government Acts 1972 and 2000
Democratic and Electoral Services Manager	Democratic Services	Councillor contact information	Until superseded or no longer requires representation	

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Democratic and Electoral Services Manager	Democratic Services	Public participation at Committee and Full Council	As for Committee papers	Operational requirement Local Government Acts 1972 and 2000
Democratic and Electoral Services Manager	Democratic Services	Webcasting of Council and Committee meetings	Webcasts are saved on YouTube permanently.	Operational requirement
Democratic and Electoral Services Manager	Democratic Services	Petitions	6 years	Local Authority (Referendum) (Petitions) (England) Regulations 2011
Democratic and Electoral Services Manager	Democratic Services	Declarations of interest - Hard copy register, Electronic copy of register, completed forms	Will be held for the period an individual is a serving Councillor	S29 Localism Act 2011
Democratic and Electoral Services Manager	Democratic Services	Outside body contact details	Until superseded or no longer requires representation	
Democratic and Electoral Services Manager	Parish Support Websites	Structure Plan, page content (start up or revamp)	Keep for 6 months after site goes live	Operational requirement – enables recovery during period where new editors may accidentally delete content)
Democratic and Electoral Services Manager	Parish Support Websites	User details, change requests	As superseded	Operational requirement. (Enables ongoing operation and support)
Democratic and Electoral Services Manager	Parish Support Websites	Parish Council contacts	Until superseded	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Organisation of Receptions (Golden & Diamond / WI / Scouts etc)	Second anniversary of Mayor stepping down	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Tenders/Contracts- Chauffeur Car and Catering	Retained by legal/ procurement.	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Inventory of assets	Permanent	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Organisation of Civic events (Remembrance etc.)	Second anniversary of Mayor stepping down	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Recording of Civic Events (Mayor Making)	Permanent	Operational requirement

Democratic and Electoral Services Manager	Mayoral Office	Organisation of Charity events (Basingstoke Variety Show / Spring Concert etc.)	Second anniversary of Mayor stepping down	Operational requirement
--	-----------------------	---	---	-------------------------

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Democratic and Electoral Services Manager	Mayoral Office	Request Mayoral Attendance	Second anniversary of Mayor stepping down	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Mayor's Charity Donation	Second anniversary of Mayor stepping down	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Mayor's Chaplain	Second anniversary of Mayor stepping down Removal from Website once Mayor has stepped down	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Mayor's Awards	Permanent	Operational Requirement
Democratic and Electoral Services Manager	Mayoral Office	Freedom on of Borough	Permanent	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Civic Secretary's Group	Once superseded	Operational requirement
Democratic and Electoral Services Manager	Mayoral Office	Mayoral Civic events (Holocaust/Armed Forces Day/ Remembrance Sunday/Armistice)	7 year or until contact details superseded	Operational requirement
Monitoring Officer	Law & Governance	Complaints against Councillors (Parish and Borough)	6 years or until councillor ceases to be a councillor whichever is sooner,	Operational requirement
Head of Law & Governance	Law & Governance	Reviews - Assets of Community Value	6 years from closing of file	Operational requirement
Legal Services Manager	Legal Services	Acquisition of property	Permanently whilst BDBC owns the property plus 12 years from closing of file following any disposal	Operational requirement Limitation Act 1980. RGLA 7.29
Legal Services Manager	Legal Services	General legal advice	6 years of closing the file	Limitation Act 1980 Operational requirement. RGLA4.2
Legal Services Manager	Legal Services	Ombudsman Complaints	6 years of closing the file	Limitation Act 1980 Operational Requirement
Legal Services Manager	Legal Services	Complaints regarding contracts under seal	12 years from expiration of contract	Operational requirement
Legal Services Manager	Legal Services	Advice relating to sealed contracts	12 years from expiration of contract	Operational requirement
Legal Services Manager	Legal Services	Planning Enforcement before proceeding to litigation. Breach of condition Notice	12 years from closing of file	Town and Country Planning Act 1990
Legal Services Manager	Legal Services	Contracts - all	Ordinary Contracts: 6 years from date terms of contract expired	Limitation Act 1980 Operational requirement

			Contracts Under Seal: 12 years from date terms of contract expired	RGLA 4.6
--	--	--	---	----------

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Legal Services Manager	Legal Services	Enforcement Notice and Temporary Stop Notice	12 years from closing of file	Operational requirement
Legal Services Manager	Legal Services	Disposal of an interest in land	12 years from closing of file	Operational requirement Limitations Act 1980. RGLA 7.29
Legal Services Manager	Legal Services	Footpaths	12 years from closing of file	Operational requirement Limitations Act 1980.
Legal Services Manager	Legal Services	Miscellaneous matters	12 years from closing of file	Operational requirement
Legal Services Manager	Legal Services	Licensing hearings	Permanent	Operational requirement
Legal Services Manager	Legal Services	Litigation – civil proceedings	6 years from closing of file minimum	Operational requirement Limitations Act 1980
Legal Services Manager	Legal Services	Injunctions	6 years from closing of file minimum	Limitations Act 1980
Legal Services Manager	Legal Services	Debt Recovery	6 years from closing of file minimum	Operational requirement Limitations Act 1980
Legal Services Manager	Legal Services	Granting of Leases where BDBC landlord. • Lease Agreements • Rental expenditure authorities • Valuation queries • Applications for leases licence & rental revision	12 years from termination of lease	Operational requirement
Legal Services Manager	Legal Services	Granting of Leases where BDBC tenant	12 years after the termination or expiry of the lease	Operational requirement RGLA 8.8
Legal Services Manager	Legal Services	Leasehold Management	12 years from termination of lease	Operational requirement RGLA 7.27 and RGLA 8.9
Legal Services Manager	Legal Services	Licences	6 years from closing of file minimum	Limitations Act 1980
Legal Services Manager	Legal Services	Sales of council houses – mortgage deeds	Deeds to be retained until individuals can be located.	Operational Requirement
Legal Services Manager	Legal Services	S106 - Receiving, considering and responding to submissions and objections to planning schemes and amendments The Statutory Register – details of every planning application, S106 and S278 agreement. This is an “in perpetuity requirement” and includes the application forms, plans etc. for all applications that are undecided, additionally the decision for those applications that are decided. S106 and S278 agreements should also be included in the register, along with details of any subsequent appeal	6 years from closing file (Original Deed to be kept permanently)	Operational requirement Limitations Act 1980 Town and Country Planning Act 1990/Highways Act 1980
Legal Services Manager	Legal Services	Open space transfers	12 years from completion of transfer	Operational requirement Limitations Act 1980

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Legal Services Manager	Legal Services	Planning Inquiries	6 years from closing file	Operational requirement Town and Country Planning Act 1990 Limitations Act 1980
Legal Services Manager	Legal Services	Lawful Development Certificate (LDC)	12 years from closing file	Town and Country Planning Act 1990 Operational requirement
Legal Services Manager	Legal Services	Article 4 (Planning)	Retain permanently	Town and Country Planning Act 1990 Operational Requirement
Legal Services Manager	Legal Services	Prosecutions	6 years from closing file	Operational requirement Retention Guidelines Limitations Act 1980
Legal Services Manager	Legal Services	Encroachment (Trespass)	21 years from closing file	Operational requirement
Legal Services Manager	Legal Services	Fly tipping (prosecution)	6 years from closing file	Limitations Act 1980
Legal Services Manager	Legal Services	Permanent Traffic Regulation Orders	7 years after from closing file	Operational requirement RGLA 11.6
Legal Services Manager	Legal Services	Stop Notice (Planning)	6 years from closing file	Operational requirement
Legal Services Manager	Legal Services	Temporary Road Traffic Orders	6 years from closing file	Operational requirement RGLA 11.6
Legal Services Manager	Legal Services	Copyright permissions	Renewed annually	Copyright Licensing Agency
Legal Services Manager	Legal Services	Information Management Strategies and all supporting policies. The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Destroy 5 years from closure	Operational requirement National Archive Guidance
Legal Services Manager	Legal Services	Information Management advice	3 years	Operational requirement
Legal Services Manager	Legal Services	Information Management guidance on Sinbad	Review annually and update as necessary	Operational requirement
Legal Services Manager	Legal Services	Information Management reports to SMG	2 years	Operational requirement
Legal Services Manager	Legal Services	Training material used for internal training with staff and Members	2 years	Operational requirement
Legal Services Manager	Legal Services	e-learning modules	Destroy as superseded	Operational requirement
Legal Services Manager	Legal Services	Research materials	Destroy as superseded	Operational requirement
Legal Services Manager	Legal Services	Information asset list (retention schedule)	Review and update annually	Operational requirement

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Legal Services Manager	Legal Services	Locating systems for archive stored information	Permanent as superseded	Operational requirement
Legal Services Manager	Legal Services	Correspondence relating to FOI and EIR requests	Destroy 3 years after case closure	National Archive Guidance
Legal Services Manager	Legal Services	FOI/EIR requests on the disclosure log	2 years	Common Practice
Legal Services Manager	Legal Services	RIPA – Part 2 Directed Surveillance	Destroy 3 years from date of cancellation	Home Office Code of Practice and RIPA 2000
Legal Services Manager	Legal Services	RIPA – statutory returns	7 years	Common Practice
Legal Services Manager	Legal Services	Data controller notification documentation	Destroy of once expired	Common Practice
Legal Services Manager	Legal Services	Personal Request under GDPR (Subject Access Requests) includes DP2 requests	Destroy 3 years after case closure	Common Practice
Legal Services Manage	Legal Services	Reports of potential data breaches and details of investigations and action taken	Destroy 2 years after completion of investigation.	Common Practice
Procurement and Contracts Manager	Procurement and Contracts	Request for quotations (RFQ) Information relating to issuing and returning an RFQ. Emails, letters, quotations	Destroy – 6 years after the term of the contract has expired	Limitation Act 1980 Section 5
Procurement and Contracts Manager	Procurement and Contracts	Purchase Orders Hand written requisitions. Management of the approvals process for purchase, including investigations. Appointments & delegations Audit investigations Arrangements for the provision of goods & services	Destroy - 6 years after the end of the financial year in which the records were created Current year + 6 years	Limitation Act 1980, c. 58, s. 5 Value Added Tax Act 1994
Procurement and Contracts Manager	Procurement and Contracts	Supplier Questionnaires (PPN 03/15 - previously called Pre-Qualification Questionnaires) Expressions of interest (EOI) / Supplier Questionnaires (SQ). Information relating to issuing and returning a SQ E-mail requests Returned completed SQ's	Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements or for successful bidder as per 'Contract – awarding' below	Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9 Good Practice Information and Records Management Society (former Records Management Retention Group)
Procurement and Contracts Manager	Procurement and Contracts	EOI / SQ Evaluation Evaluation against predetermined scoring matrix Spreadsheet and evaluation reports	Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements or for successful bidder as per 'Contract – awarding' below	Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9. Good practice Information and Records Management Society (former Records Management Retention Group)

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Procurement and Contracts Manager	Procurement and Contracts	<p>Tenders – specification and contract development</p> <p>Process in the development and specification of a contract</p> <p>ITT document Soft market testing Meeting minutes Options appraisal Risk registers</p>	Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements. Information relating to the successful bidders contract to be held as per 'Contract – awarding' below	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.</p> <p>Good practice</p> <p>Information and Records Management Society (former Records Management Retention Group)</p>
Procurement and Contracts Manager	Procurement and Contracts	<p>Tenders – issue & return</p> <p>Information relating to issuing and returning a tender. Tender opening.</p>	Documentation shall be kept for a period of at least 3 years after start of contract to fulfil legal requirements	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.</p> <p>Good practice</p>
Procurement and contracts Manager	Procurement and Contracts	<p>Tenders – evaluation</p> <p>Tendering of contracts, responses and their evaluation.</p> <p>Evaluation criteria</p>	<p><u>Ordinary Contracts</u> Destroy 6 years after the terms of the contract have expired</p> <p><u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired</p> <p>Property Maintenance Contracts Contract End + 15 years.</p> <p>or for successful bidder as per 'Contract – awarding' below</p>	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.</p> <p>Limitation Act 1980, c. 58, s. 5</p> <p>Based on the Long stop for latent damage for actions relating to property, Limitation Act 1980, c. 58, s. 14(b)</p> <p>Good practice Information and Records Management Society (former Records management Retention Group)</p>
Procurement and Contracts Manager	Procurement and Contracts	<p>Contract Notice</p> <p>Information relating to calling for expressions of interest.</p>	Destroy - 6 years after the term of the contract has expired or contract not proceeded with	Limitation Act 1980, c. 58, s. 5
Procurement and Contracts Manager	Procurement and Contracts	<p>Tenders – clarification questions</p> <p>Information relating to requests for clarification</p> <p>Emails, letters</p>	Destroy - 6 years after the term of the contract has expired or contract not proceeded with or for successful bidder as per 'Contract – awarding' below	Limitation Act 1980, c. 58, s. 5
Procurement and Contracts Manager	Procurement and Contracts	<p>Tenders – successful</p> <p>Information relating to successful tenders that do not form part of the contract documents</p> <p>Tender documents Quotations Tender envelope</p>	As per 'Contract – awarding' below	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.</p> <p>Good Practice Information and Records Management Society (former Records Management Retention Group)</p>

LAW AND GOVERNANCE

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Procurement and Contracts Manager	Procurement and Contracts	<p>Tenders – unsuccessful</p> <p>Information relating to unsuccessful tenders.</p> <p>Tender documents Quotations Tender envelope</p>	Documentation shall be kept for a period of at least 3 years after start of contract	<p>Public Contracts Regulations 2015, Part 2, Chapter 4, Item 7, 8 & 9.</p> <p>Common practice</p>
Procurement and Contracts Manager	Procurement and Contracts	<p>Contract – awarding</p> <p>Information relating to awarding a contract. Signed contract</p> <p>Ordinary contracts until Contract End + 6 years</p> <p>Contracts executed as a Deed</p> <p>Contracts for Property Maintenance</p> <p>This is based on their evidential and precedence value, with the retention periods for different types of procurement record aligning to time limits within the Limitation Act 1980.</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u> Destroy - 12 years after the term of the contract has expired</p> <p><u>Property Maintenance Contracts</u> Contract End + 15 years</p>	<p>Limitation Act 1980, c. 58, s. 5 Limitation Act 1980, c.58, s. 8 Limitation Act 1980, c 58, s. 14 (b) (1)</p> <p>Based on the Long stop for latent damage for actions relating to property, Limitation Act 1980, c. 58, s. 14(b)</p>
Procurement and Contracts Manager	Procurement and Contracts	<p>Contract, post tender clarification and / or negotiation</p> <p>Information relating to negotiation of a contract after receipt of tender</p> <p>Correspondence and / or clarification Terms of contract Emails / letters or meeting minutes</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u> Destroy - 12 years after the term of the contract has expired or for successful bidder as per 'Contract – awarding' above.</p>	<p>Limitation Act 1980, c. 58, s. 5 Limitation Act 1980, c. 58, s. 8</p>
Procurement and Contracts Manager	Procurement and Contracts	<p>Contract, management</p> <p>Information relating to the operation and monitoring of contracts</p> <p>SLAs Compliance reports Performance reports Meeting minutes and papers Default notices</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u> Destroy - 12 years after the term of the contract has expired</p>	<p>Limitation Act 1980, c. 58, s. 5 Limitation Act 1980, c. 58, s. 8</p>
Procurement and Contracts Manager	Procurement and Contracts	<p>Contract amendments</p> <p>Information relating to the amendment of contracts</p> <p>Variation Forms, Extension of contract document</p>	<p><u>Ordinary Contracts –</u> Destroy - 6 years after the term of the contract has expired</p> <p><u>Contracts Under Seal -</u> Destroy - 12 years after the term of the contract has expired.</p>	<p>Limitation Act 1980, c. 58, s. 5 Limitation Act 1980, c. 58, s.8</p>

LAW AND GOVERNANCE

Information Owner	Service Area	Information Type	Retention Period	Notes from RMS guidelines/rationale
Procurement and Contracts Manager	Procurement and Contracts	Equalities- Policy documents, working papers and guidance. EIA documentation (including signed validation forms) and ESG/EWG agendas, minutes.	3 Years	Operational requirement
Head of Audit, Fraud and Insurance	Internal Audit	Internal Audit Review – Reports and Working Papers	Paper Copies – 2 Years Electronic Copies – 4 Years	Common Practice / Internal Audit Manual
Head of Audit, Fraud and Insurance	Fraud	<u>(and related issues)</u> <u>Interview Under Caution (IUC) discs,</u>	<u>or 'spent' conviction (whichever is greater)</u> <u>Interview under caution discs retained in line with above. Where case not proven / no proceedings taken, discs destroyed after 3 years.</u> <u>of allegations</u>	Limitation Act 1980 / Criminal Procedure and Investigations Act 1996 / Regulation of Investigatory Powers Act 2000 / Common Practice
Head of Audit, Fraud and Insurance	Fraud	Officers Pocket Books	<u>6 years following last entry or closure/'spent conviction' of cases referred to within (whichever is greater)</u>	Limitation Act 1980 / Criminal Procedure and Investigations Act 1996 / Regulation of Investigatory Powers Act 2000 / Common Practice
Head of Audit, Fraud and Insurance	Fraud	Central Record of Authorised Officers Powers	2 years	Common Practice
Head of Audit, Fraud and Insurance	Fraud	Data Protection Requests (DPA 2018, Schedule 2, Part 1, Paragraphs (2) (3) and (5)) (requests received as part of SFIS case, as above).	6 Years	Common Practice
Head of Audit, Fraud and Insurance	Fraud	National Fraud Initiative Records (individual cases are considered as above)	6 Years	/NFI Code of Data Matching Practice 2008

FINANCIAL SERVICES AND COMMERCIALISATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Accountancy Manager	Accountancy	Estimates, budget monitoring and final accounts spreadsheets and other documents	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement
Accountancy Manager	Accountancy	Reports e.g. fees and charges, budget reports, budget monitoring, decision notice reports, SLT/management reports	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement
Accountancy Manager	Accountancy	Financial evaluations, costings, tender appraisals, efficiency reviews etc.	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement

Accountancy Manager	Accountancy	Minutes of meeting and actions	Retain for seven years then delete/destroy	Limitation Act 1980 Statutory and operational requirement

FINANCIAL SERVICES AND COMMERCIALISATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
		Accounts		
Accountancy Manager	Accountancy	Annual External Audit Letter	Current Year + 6 years	Accounts and Audit Regulations 2015
Accountancy Manager	Accountancy	Annual External Audit Reports	Current Year + 6 years	Accounts and Audit Regulations 2015
		Estimates		
Accountancy Manager	Accountancy	Revenue estimate working papers	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Budget Report	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Budget Supporting Document	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Medium term financial forecast	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Recharge Models (including Business unit recharges, council offices, ICT etc.)	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Medium Term Financial Plan	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Financial information for council tax web page	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Financial information for Annual Report	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Financial information for Council Plan	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Budget virement control	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Financial Vetting and Advice	Current Year + 1 Year	Operational requirement
Accountancy Manager	Accountancy	Financial appraisals	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Bank references	Current Year + 1 Year	Operational requirement
Accountancy Manager	Accountancy	Financial Advice including whole life costings, guidance on best accounting practice	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Support to heads of service with benchmarking and financial based performance information	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Your Right to Know		
Accountancy Manager	Accountancy	Monthly spend data	Current Year + 6 Years	(FOIA 2000)
Accountancy Manager	Accountancy	Senior officers salaries	Current Year + 6 Years	(FOIA 2000)
Accountancy Manager	Accountancy	Members allowances	Current Year + 6 Years	(FOIA 2000)

FINANCIAL SERVICES AND COMMERCIALISATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Accountancy Manager	Accountancy	Completion of audit notice	Current Year + 6 Years	(FOIA 2000)
Accountancy Manager	Accountancy	Inspection of accounts notice	Current Year + 6 Years	(FOIA 2000)
Accountancy Manager	Accountancy	Final Accounts		
Accountancy Manager	Accountancy	Closedown timetable	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	External audit working papers	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Statement of accounts	Current Year + 6 Years	National Archives- Accounting records
Accountancy Manager	Accountancy	Summary of accounts	Current Year + 6 Years	National Archives- Accounting records
Accountancy Manager	Accountancy	Statement of accounts notes, working papers and journals	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Budget Monitoring		
Accountancy Manager	Accountancy	Revenue and capital financial management reports	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Budget monitoring reports	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Ad hoc monitoring support	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Corporate debt monitoring reports	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Bad debts write off report	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Head of service savings targets	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Shared Services/Partnerships/Joint Management Committees (Manydown)	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Treasury Management		
Accountancy Manager	Accountancy	Investment controls	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Investment portfolio documentation	Term of Investment plus Current Year + 6 Years	EBC Financial Regulations
Accountancy Manager	Accountancy	Investment monitoring	Current Year + 6 Years	EBC Financial Regulations
Accountancy Manager	Accountancy	Treasury management strategy	Current Year + 6 Years	EBC Financial Regulations
Accountancy Manager	Accountancy	Monthly treasury management monitoring reports	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Interest and cash flow forecasts	Current Year + 6 Years	Operational requirement
Accountancy Manager	Accountancy	Treasury management practices (TMP's)	Current Year + 6 Years	Operational requirement

FINANCIAL SERVICES AND COMMERCIALISATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
		Technical		
Accountancy Manager	Accountancy	Accounting systems implementation / development	Keep until the end of the system's life before considering destruction	Operational requirement
Accountancy Manager	Accountancy	Accounting support on benefits systems, accounting,	Keep until the end of the system's life before considering destruction	Operational requirement
Accountancy Manager	Accountancy	Corporate accounting system including coding structure	Keep until the end of the system's life before considering destruction	Operational requirement
Accountancy Manager	Accountancy	Corporate Projects	Current Year + 6 Years	Operational requirement
		VAT		
Accountancy Manager	Accountancy	VAT Case Library (including general and specialist advice on VAT issues).	20 Years	Operational requirement
Accountancy Manager	Accountancy	VAT option to tax on properties	Permanently whilst BDBC owns the property plus 12 years from closing of file following any disposal	Operational requirement
Accountancy Manager	Accountancy	Partial exemption calculations	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	VAT Returns	Current year + 6 years	Value Added Tax Act 1994
		Collection Fund		
Accountancy Manager	Accountancy	Collection Fund (NNDR / Council Tax)	Current year + 6 years	The Collection Fund (England) Regulations 1989
Accountancy Manager	Accountancy	Council tax setting	Current year + 6 years	Audit
Accountancy Manager	Accountancy	Council tax base setting	Current year + 6 years	Audit
Accountancy Manager	Accountancy	Parish precepts	Current year + 6 years	Audit
		Capital		
Accountancy Manager	Accountancy	Capital estimate working papers	Current year + 6 years	Accounts and Audit Regulations 2015
Accountancy Manager	Accountancy	Overall resources including capital financing	Current year + 20 years	Operational Requirement
Accountancy Manager	Accountancy	Capital receipts	Current year + 6 years	Accounts and Audit Regulations 2015
Accountancy Manager	Accountancy	Miscellaneous and developers' contributions	Current year + 20 years	Operational Requirement
Accountancy Manager	Accountancy	Revenue reserves	Current year + 6 years	Accounts and Audit Regulations 2015
Accountancy Manager	Accountancy	Capital programme and expenditure	Current year + 6 years	Accounts and Audit Regulations 2015

FINANCIAL SERVICES AND COMMERCIALISATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Accountancy Manager	Accountancy	Financial fixed asset register	20 Years	Operational Requirement
Accountancy Manager	Accountancy	Capital charges and capital accounting	Current year + 6 years	Accounts and Audit Regulations 2011
Accountancy Manager	Accountancy	Capital Contracts Register	20 years	Operational Requirement
Accountancy Manager	Accountancy	Other		
Accountancy Manager	Accountancy	S106 database	20 Years	Operational requirement
Accountancy Manager	Accountancy	Community Infrastructure Levy	Current year + 20 years	Operational requirement
Accountancy Manager	Accountancy	Codes of practice	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	A budget managers guide to finance	Current year + 1 years	Operational requirement
Accountancy Manager	Accountancy	Grant claims	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Statistical returns	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Advice on new legislation and accounting stand	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Government returns	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Statistical returns	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Contractors Deposits	Term of loan then current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Parish Loans	Term of loan then current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Property rents database	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Fees and charges	Current year + 6 years	Operational requirement
Accountancy Manager	Accountancy	Team management (appraisals, 1-2-1, performance indicators etc.)	2 Years (Audit +1)	Operational requirement
Accountancy Manager	Accountancy	Cars/transport	2 Years from disposal of vehicle	Operational requirement
Exchequer Services	Exchequer	Cars/transport exceptions (driving licence details, vehicle tax disc records, MOT's and insurance records)	Keep whilst vehicle is under our control or 2 years from when vehicle is disposed of, if relevant)	Operational requirement
Exchequer Services	Exchequer	Local Taxation – benefits and subsidies. Record of Valuable Proof Documents - activity related to the administration of benefits payments. Post Room record book containing contact details for claimants who have sent in/had returned valuable proof items such as passports, driving licences etc.	12 months	Operational requirement
Exchequer Services	Exchequer	Statutory function to collect council tax including processing of applications, payments, refunds, change of address, exemptions and discounts, collection of debt including potential for committal	6 years from the closure of account.	Local Government Finance Act 1992

FINANCIAL SERVICES AND COMMERCIALISATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Exchequer Services	Exchequer	Statutory function to collect business rates including applying exemptions, discounts and collecting payment.		Non Domestic Rating Act 1992
Exchequer Services	Exchequer	Council Tax Records	Termination + 5 years	Taxes Management Act 1970
Exchequer Services	Exchequer	Deferred payment agreements for residential care	Termination + 5 years	Taxes Management Act 1970
Exchequer Services	Exchequer	Returned cheques database. Post room maintains Access file containing contact/bank account details of people who have had cheques returned to them	2 months	Operational requirement
Exchequer Services	Exchequer	Receipt of deceased persons list. Post room receives weekly e-mail from Registrar Office containing names and addresses of deceased persons used by relevant service area to maintain various databases	Past to relevant service area for action then destroy relevant e-mail/list	Operational requirement
Exchequer Services	Exchequer	Mailshot data extracts. Activity relating to handling of mail. Post room receives Excel files containing contact details to enable mailing processes	Destroy as soon as process completed	Operational requirement
Exchequer Services	Exchequer	Processing of payments including: -payments for the council, parking fines, debt collection, goods and services and parking fines.	Current year + 6 years	VAT Act 1994
Exchequer Services	Exchequer	Bank Statements Cash Books Cash Flow Statements Cheque Counterfoils Credit Card Statements Expenses, Invoices Purchasing Cards Bank Statements Cash Books Cash Flow Statements Cheque Counterfoils Credit Card Statements Expenses, Invoices Purchasing Cards Receipts Sundry Cheques Vouchers	Current year + 6 years	VAT Act 1994
Head of Audit, Fraud and Insurance	Insurance	Insurance Register	Permanent/offer to archivist	RGLA 8.1.8
Head of Audit, Fraud and Insurance	Insurance	Insurance Policies, Renewals and Correspondence (the process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage)	Permanent/offer to archivist	Operational Requirement
Head of Audit, Fraud and Insurance	Insurance	Claims records and correspondence regarding third party injury involving a minor	25 years from incident date or 12 years from date closed, (whichever is longest)	Operational Requirement
Head of Audit, Fraud and Insurance	Insurance	Claims records and correspondence regarding tree related subsidence	Permanent/offer to archivist	Operational Requirement

Head of Audit, Fraud and Insurance	Insurance	Claims records and correspondence relating to any other incident	12 years from incident date, or 12 years from date closed (whichever is longest)	Operational Requirement
---	------------------	--	--	-------------------------

FINANCIAL SERVICES AND COMMERCIALISATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Benefits Manager	Benefits	Housing/Council Tax Benefit applications and supporting documentation	Papers are scanned into EDMS system, data held on stored image is then processed via Civica (Benefits Software). All changes in circumstances are received via post. Paperwork destroyed after 4 weeks Retention of electronic documentation 7 years (current year + 6)	Operational requirement
Benefits Manager	Benefits	Benefit documents including application forms, change of circumstances, and information from third parties such as DWP and HMRC.	These will be deleted from Anite on a weekly basis after 7 years (current year + 6)	Operational requirement
Benefits Manager	Benefits	Landlords details for direct payments of Housing Benefit	Any items held on EDMS system deleted on weekly basis after 7 years. (current plus 6)	Operational requirement
Benefits Manager	Benefits	Discretionary Housing Payment applications/payments	Applications for HB DHP are stored on EDMS. (Paper form destroyed after 4 weeks). Deleted on EDMS on weekly basis after 7 years. UC DHP claims are made electronically. Unsure currently whether the data cleanse module within civica covers the DHP UC module.	Operational requirement
Benefits Manager	Benefits	HB/CTRS Appeal, claimant details	Received in paper format and scanned/held on EDMS. Deleted after 6 yrs plus 1 year current in line with retention policy	Operational requirement

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	All HR records relating to an individual's employment history. Electronic and paper based files	Retain for duration of employment and destroy 6 years from date of leaving	Operational requirement RGLA 6.4 / 6.12 / 6.13 / 6.16 / 6.17
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Recruitment - advertisements, applications, referee reports, interview reports	Destroy 6 months after recruitment has been finalised, appointed candidates, documents will be kept on file and destroyed 6 years from date of leaving	Operational requirement Employment Practices Code RGLA 6.11
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Processing of disciplinary or grievance investigations where proved	Unfounded - Immediate, Oral warning - 6 months, Written warning 1 year, Final warning 12 months. Once employee has left remain on record 6 years after termination	Operational requirement RGLA 6.7

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Processing of disciplinary or grievance investigations were unfounded	Destroy immediately after the grievance has been proved to be unfounded or, after appeal	Operational requirement RGLA 6.8
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Records relating to staff working with children	Destroy 25 years after date of leaving	Operational requirement RGLA 6.3
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	DBS records – only keep date confirmed check was carried out on confirmation letter from DBS.	Destroy 6 years from date of leaving. We only record the date from the DBS certificate received, we do not keep copies of the certificates.	Operational requirement Disclosure and Barring Service (DBS) Code of Practice (published under S122 of the Police Act 1997)
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Occupational health records	BDBC - Destroy 6 years from date of leaving. Robens (OH provider) – Keep for minimum amount required, typically 6 years from date left employment, last attended Robens or when the individual reaches age 75, whichever is later. Exceptions will be, pre placement or post offer health assessments – held for 2 years from the date of processing (if not forming part of the health record) and where there is a statutory need to hold the date for longer e.g. health or medical surveillance assessments.	Operational requirement RGLA 6.10
head of Human Resources and Organisational Development	Human Resources and Organisational Development	Child-related training – course, individual staff assessment, training registers	25 years after training completed or last entry	Operational requirement RGLA 6.18
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Training (health and safety training)	50 years after training completed. Individual course assessment records should be destroyed once the training has been renewed, every 3 years)	Operational requirement RGLA 6.19
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Agency workers and contractors providing services on behalf of the Council	6 years plus current	Operational requirement
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Apprentice/Work Experience folder	6 months after placement	Operational requirement
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Post Entry Training	Paper based folder for duration of training and two years following completion. Electronic deleted in next financial year.	Operational and Legal Requirement

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Human Resources and Organisational Development	Human Resources and Organisational Development	Workforce Profiling and Workforce Development Planning	Information kept for 7 years.	Operational and Legal Requirement
Head of Human Resources and Organisational Development	Payroll	Car loans	Destroy 6 years from date of leaving	Operational requirement
Head of Human Resources and Organisational Development	Payroll	Records containing superannuation information	7 years (6 years from leaving plus current tax year)	Operational requirement RGLA 6.2
Head of Human Resources and Organisational Development	Payroll	Payroll and Pensions	7 years (6 years from leaving plus current tax year) PAYE records - 3 Years plus the current year	Operational requirement Regulation 97 of the Income Tax (Pay As You Earn) Regulations 2003
Head of Human Resources and Organisational Development	Payroll	Bank Account Details	Payroll system – kept for 2 tax years, paper file on Anite, 6 years after termination date	Operational requirement

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Economy, Culture and Place Marketing	Economy, Culture and Place Marketing	European projects – ESIMeC (URBACT) PROLOC (Leonardo) Engineering + (Leonardo) GreenFit (Interreg IVa) Entredi (Interreg IVc) Shaping Characters (Erasmus +) Retailink (URBACT) TechTown (URBACT)	19 January 2021 31 July 2020 31 July 2021 30 June 2023 31 December 2018 30 September 2027 31 May 2028 31 May 2028 31 May 2028	Operational requirement
Head of Economy, Culture and Place Marketing	Economy, Culture and Place Marketing	England European Regional Development Fund Operational Programme 2014/20 (ERDF Projects)	Minimum 2 years after submission of the Annual Control Report, but specific retention will be determined at the end of the project. Where projects are operating under a State Aid scheme retention of records is 10 years after the last aid is granted under the scheme. Specific details of documents to be retained can be found in the ERDF Operational Programme Guidance on Document Retention, dated February 2016.	

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Economy, Culture and Place Marketing	Economy, Culture and Place Marketing	3EN Venture Capital Fund	30 April 2020 (to be reviewed in 2020 - possible retention for another six years until 2026)	Local Government Classification Scheme states that External Funding Management and Funding Bids should have retention periods of current year + 6 years (7 in total) under the Local Government Act 2003 Schedule 4(20). However, there is an addition element for Contract files of a 'speciality' in the Limitations Act, where retention is for termination + 12 years.
Head of Economy, Culture and Place Marketing	Economy, Culture and Place Marketing	Public consultation – High Street Innovation Fund	5 years from October 2012	Good practice Operational requirement
Head of Economy, Culture and Place Marketing	Economy, Culture and Place Marketing	Business contact database	Data deleted as and when requested by contact	Operational requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Event documentation, risk assessments, insurance certificates, contracts etc.	7 years	Operational requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival Registration Forms (digital copies)	For each year - Dispose of these annually end July for the festival that has taken place a year before (i.e. 2014 Registration forms disposed of August 2015)	Operational requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival Registration Forms (Hard Copies)	For each year - Dispose of these annually end July for the festival that has taken place a year before i.e. 2014 Registration forms disposed of August 2015	Operational Requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival Participation Agreement Forms – (Hard copies)	Dispose of after a year	Operational Requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival Participation Agreement Forms - Digital copies	Dispose of after a year	Operational Requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival spread sheet with all information collated	Dispose of after a year	Operational Requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival audience survey is conducted annually where those people who wish to be considered for the prize draw provide their contact details	We can dispose of these contact details within 6 months of the competition.	Operational Requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival organisers survey	Dispose of digital copies after 3 years	Operational Requirement
Arts and Events Manager	Economy, Culture and Place Marketing	Basingstoke Festival Data Base Review	Live contacts remain and non-active contacts deleted after 2 years. Data Base reviewed annually in time for the promotion of the registration process	Operational Requirement

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Arts and Events Manager	Economy, Culture and Place Marketing	Enterprise M3 – Finance Claims from Department of Business Innovation and Skills	Keep for 2 years	Good practice
Arts and Events Manager	Economy, Culture and Place Marketing	BASP (Basingstoke Area Strategic Partnership) – Minutes	2 years	No statutory Requirement to retain
Arts and Events Manager	Economy, Culture and Place Marketing	BASP partner grant contributions, Grant applications and supporting information	7 years from last payment	In accordance with Policy guidance (6 years plus 1 year contingency)
Community Wellbeing Manager	Community Regeneration	Papers stated as background documents in reports, that have a significant influence on the decision to be made	7 Years	Operational requirement and in accordance with Corporate Policy guidance (6 years plus 1 year contingency)
Community Wellbeing Manager	Community Regeneration	Service performance and consultation data (resident surveys, customer surveys, consultation responses)	2 years / as superseded	Operational requirement
Community Wellbeing Manager	Community Regeneration	Event and activity risk assessments	2 years / as superseded	In line with council best practice policy, after 2 years (audit plus 1)
Community Wellbeing Manager	Community Regeneration	Course and events participant details - enrolment details, attendance lists, application forms etc. with personal details	Destroy as soon as need for information has ceased to exist	Operational requirement
Community Wellbeing Manager	Community Regeneration	General complaints about services	2 years	Operational requirement / good practice to retain summary of complaint and action taken for service improvement purposes - but no personal details
Community Wellbeing Manager	Community Regeneration	Grant applications, funding bids (original documents)	7 years	Operational requirement and in accordance with Corporate Policy guidance (6 years plus 1 year contingency)
Community Wellbeing Manager	Community Regeneration	Legal agreements relating to funding awards, evidence of compliance, legal partnerships etc. held for operational reference (Original contracts documentation usually held by legal)	For period of legal agreement + 1 year	Operational requirement
Community Wellbeing Manager	Community Regeneration	Notes of meetings; general service working papers, correspondence, etc.	2 years	Operational requirement
Community Wellbeing Manager	Community Regeneration	Project management papers –minutes, client / contractor notes, programme schedules, project variations, monitoring reports etc.	Retain while project is 'live'; destroy 2 years after project completion or as required for operational reasons	Operational requirement and in accordance with Corporate Policy guidance (6 years plus 1 year contingency)
Community Wellbeing Manager	Community Regeneration	Databases of contacts for professional communication and regeneration programmes.	2 years	Operational requirement
Community Wellbeing Manager	Community Regeneration	Distribution lists for community groups we support	Annually Reviewed	Operational requirement

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Community Wellbeing Manager	Community Regeneration	Assets of Community Value- details on nomination forms	6 months after the asset is removed from the listing following the 5 year listing period.	S88 Localism Act 2011
Community Wellbeing Manager	Community Regeneration	Armed Forces Co-Ordination- contact details for those involved in armed forces services	3 years from last correspondence	Operational requirement
Community Wellbeing Manager	Community Investment	Community Buildings	Only held for as long as individual is involved in the running of the building in the capacity that warrants needing their contact details.	Operational Requirement
Community Wellbeing Manager	Community Investment	Community Led plan survey information	Until Prize Draw held and prizes given out.	Operational Requirement
Community Wellbeing Manager	Community Investment	Community Investment – Support to Community Groups	Only held for as long as individual is a member of the group.	Operational Requirement
Community Wellbeing Manager	Community Investment	Community Investment – Support to Conservation Groups	Operational Requirement	Operational Requirement
Community Wellbeing Manager	Community Support	CSPO Pocket Note books	7 years from last entry	Operational requirement / Common practice (6 years plus 1 year contingency)
Community Wellbeing Manager	Community Support	Complaints about antisocial behaviour issues	If formal action is taken 7 years from last action. If informal action, retain for 2 years since last action	Operational requirement / Common practice (6 years plus 1 year contingency)
Community Wellbeing Manager		Warning Notices (WN) for antisocial behaviour and Fixed Penalty Notices (FPN) for offences	2 years unless legal proceedings initiated, in which case 7 years	Operational requirement / Common practice (6 years plus 1 year contingency)
Community Wellbeing Manager		Representation against a Fixed Penalty Notice (FPN)	2 years or 7 years if legal proceedings initiated.	Operational requirement / Common practice (6 years plus 1 year Contingency)
Community Wellbeing Manager		Body worn video footage on DEMS software	31 days if no action to be taken. 1 year if being marked as evidential.	CCTV policy
Community Wellbeing Manager		Officer safety information	2 years unless an ongoing risk.	Health and Safety at Work Act 1974
Community Wellbeing Manager		CCTV	31 days if no action to be taken. 1 year if being marked as evidential.	CCTV policy
Community Wellbeing Manager		Court files Will include all evidence used to support legal proceedings and may include statements and exhibits such as body worn video footage burned onto disc. Court files are returned back to CSPO team from legal for secure storage following legal proceedings ending.	7 Years	Operational requirement / Common practice (6 years plus 1 year contingency)

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Community Wellbeing Manager		Safeguarding	7 Years	Operational requirement / Common practice (6 years plus 1 year contingency)
Community Wellbeing Manager		Serious Case reviews	6 Years from outcome of review	Operational requirement
Community Wellbeing Manager		Names and contact details of: <ul style="list-style-type: none"> Members of the Children Young People and Families Partnership Community groups directly involved in the work of supporting children, young people and families Community groups directly supporting the work of inclusion and diversity. 	Until individual is no longer a member of that group	Operational requirement
Community Wellbeing Manager		Safer North Hampshire		
Community Wellbeing Manager	Healthy Communities	Event and activity risk assessments	2 years / as superseded	Operational Requirement
Community Wellbeing Manager		Personal health data for health walks, health programmes	Annually Reviewed	Operational Requirement
Community Wellbeing Manager		Course and events participant details - enrolment details, attendance lists, application forms etc. with personal details	Annually Reviewed	Operational Requirement
Community Wellbeing Manager		General complaints about services	2 years or as required for operational reasons	Operational Requirement
Community Wellbeing Manager		Grant applications, funding bids (original documents)	7 years	Operational Requirement
Community Wellbeing Manager		Legal agreements relating to funding awards, evidence of compliance, legal partnerships etc. held for operational reference (Original contracts documentation usually held by legal)	For period of legal agreement + 1 year	Operational Requirement
Community Wellbeing Manager		Notes of meetings; general service working papers, correspondence, etc.	2 years	Operational Requirement
Community Wellbeing Manager		Project management papers –minutes, client / contractor notes, programme schedules, project variations, monitoring reports etc.	Retain while project is 'live'; destroy 2 years after project completion	Operational Requirement
Community Wellbeing Manager		Databases of contacts for professional communication	Annually Reviewed	Operational Requirement

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Project Director	Basing View and Commercial	Basing View Website- details for registered businesses, email addresses	Held until unsubscribe	Operational Requirement
Project Director	Basing View and Commercial	Basing View Occupier Database	Held until unsubscribe	Operational Requirement
Project Director	Basing View and Commercial	Business Contacts Business Contacts in relation to Contracts at Basing View	Review annually 6 years after expiration of Contract	Operational Requirement
Project Director	Leisure Park	Documents held in relation to the proposed re-development of Basingstoke Leisure Park	Lifetime of Project plus 6 years	Operational requirement Limitation Act 1980.
Head of Property and Assets	Property and Assets	Reports to management on overall property of the local authority i.e. Consolidated property & buildings annual reports, summary of leased property and summary of local authority's owned property	5 years	Operational Requirement
Head of Property and Assets	Property and Assets	Ownership records. Ownership of land and buildings by area, district etc. within the borough, category/uses of land and buildings, historic use and ownership. Includes, for example Common Land and Village Greens	Review + 10 years	Countryside and Rights of Way Act 2000 Commons Act 2006
Head of Property and Assets	Property and Assets	Maintenance of council property – Documents relating to: Approval for planned maintenance; approval for refurbishment; cleaning contracts and specifications; contracts in relation to maintenance; Including tender documents and quotes for planned maintenance. Instruction manuals, service agreements and maintenance records for individual pieces of equipment, inventories and records relating to testing of equipment	Termination + 15 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Individual Property Files: Includes copies of contracts specific to property, correspondence, floor Plans and Records related to day to day maintenance e.g. work orders, invoices, payments,	Termination + 6 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Electrical Surveys	Termination + 6 years	Electricity at Work Regulations 1989, Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992, Provision and Use of Work Equipment Regulations 1998

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Property and Assets	Property and Assets	Data collected from surveys on council buildings and Certificates of approval	Destroy 7 years from closure	Limitation Act 1980
Head of Property and Assets	Property and Assets	Council owned property managed by third parties: 1. signed contracts and agreements 2. due diligence files 3. correspondence 4. meeting notes, presentations, minutes 5. licences 6. task ownership documents 7. lease agreements 8. software licenses 9. outsourced service agreements	Termination + 12 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Deeds, Land Registry certificates and leases – ownership records of specific property	Termination + 12 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Property Files Information relating to Property. Current and disposed of	Termination + 12 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Development feasibility – options appraisals, plans and costings for potential development sites. Feasibility studies, reports, internal memos and minutes from meetings	Review after 6 years	Operational Requirement Limitation Act 1980
Head of Property and Assets	Property and Assets	Building projects and programmes – records relating to buildings built as part of any programme including project files relating to the technical aspects of building projects, plans, drawings and general correspondence	Review after 12 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Documents relating to the cleaning of council property – includes contracts for cleaning, tender documents, quotes and agreements	Termination + 6 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Property management information relating to condition, health and safety – includes individual property files, plans, surveys, installation certificates, fire certificates, energy management records, maintenance logs, property lists	Retain for lifetime of property + 6 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Valuations – lessee details, lease terms and lease value. Valuation information held with KEL, output report from KEL to portfolio holder	12 years	Limitation Act 1980
Head of Property and Assets	Property and Assets	Acquisitions and disposals – heads of terms, valuation report, legal documents	Acquisitions – duration of council's legal interest or life of property + 12 years Disposal – 15 years	Operational Requirement

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Property and Assets	Property and Assets	Strategic review of assets – DTZ assessment and recommendations	Review after 12 years	Operational Requirement
Head of Property and Assets	Property and Assets	Application/prospective tenant information, including names, home address, bank account details. Application forms/expression of interest forms, financial status authority, previous landlord references and other supporting documents (e.g. ID)	As required for operational reasons	Operational Requirement
Head of Property and Assets	Property and Assets	Market stall applications, including names, home address, bank account details	As required for operational reasons	Operational requirement
Head of Property and Assets	Property and Assets	Mobile Home Park contact lists and information about specific incidents/issues involving residents. Names, address and contact details	As required for operational reasons	Operational requirement
Head of Property and Assets	Property and Assets	General correspondence	As required for operational reasons	Operational requirement
Head of Property and Assets		Details of consultants, agents and other professionals – including name, address, email, phone number, area of professional expertise	As required for operational reasons	Operational requirement
Head of Property and Assets	Note – held by Finance but copies held by individual officers in Property	Commercial rents, includes name of tenant, address, lease details and rent payable. Property rents forecast, occupation database and services charges spreadsheets	7 years	Operational Requirement
Head of Property and Assets		Costing spreadsheets – contract costs, viability assessments, etc. for development proposals (e.g. Basing View)	7 years	Operational Requirement
Head of Property and Assets		Financial transactions – amounts paid/received, name of payee, date, address	7 years	Operational Requirement
Head of Property and Assets		Tender information – names of tenderers and bid amounts (bids for land disposal)	7 years	Operational Requirement
Head of Property and Assets		Bank references for the financial appraisal of prospective tenants of property leases	7 years	Operational Requirement
Facilities Manager	Property and Assets	Workplace inspections and audits	10 years	Operational requirement
Facilities Manager	Property and Assets	Environmental Care Control of Substances Hazardous to Health records	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002 RGLA 9.9 / 9.10

REGENERATION

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Facilities Manager	Property and Assets	Accident books, accident records / reports	10 years after the date of the last entry.	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 TUC Guidelines Operational requirement
Facilities Manager	Property and Assets	Process of monitoring of areas where employees are likely to be exposed to asbestos	40 years from the date of the last entry	The Control of Asbestos at Work Regulations 2002 RGLA 9.4
Facilities Manager	Property and Assets	Process of monitoring of areas where employees are likely to be exposed to radiation	Until the person reaches 75 years of age, but in any event for at least 50 years	The Ionising Radiations Regulations 1999 RGLA 9.5
Facilities Manager	Property and Assets	Legionella management records	Throughout the period for which they remain current and for at least two years after that period.	Part 9 of the HSE's Approved Code of Practice L8 and HSG274 Part 2.
Programme Director and Chief Operating Officer	Manydown	Incoming Correspondence	5 years from receipt	Operational Requirement
Programme Director and Chief Operating Officer	Manydown	Responses to public consultation	5 years from date of consultation	Operational Requirement
Programme Director and Chief Operating Officer	Manydown	Project meetings. Agenda and Minutes	5 Years	Operational Requirement
Programme Director and Chief Operating Officer	Manydown	Project Management Documentation – PID, Risk Register, Programmes	5 Years from date of Issue	Operational Requirement
Programme Director and Chief Operating Officer	Manydown	Technical Studies	10 Years from receipt	Operational Requirement
Programme Director and Chief Operating Officer	Manydown	Consultant Advice	10 Years from receipt	Operational Requirement
Programme Director and Chief Operating Officer	Manydown	Tender information – names of tenderers and bid amounts (bids for land disposal)	7 years	Operational Requirement
Programme Director and Chief Operating Officer	Manydown	Property management information relating to condition, health and safety – includes individual property files, plans, surveys,	Retain for lifetime of property + 6 years	Limitation Act 1980

Programme Director and Chief Operating Officer	Manydown	Development feasibility – options appraisals, plans and costings for potential development sites. Feasibility studies, reports, internal memos and minutes from meetings	Review after 6 years	Operational requirement
Programme Director and Chief Operating Officer	Manydown	Valuations – lessee details, lease terms and lease value.	12 years	Limitation Act 1980

CUSTOMERS DIGITAL AND IMPROVEMENT – IT

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of IT and Digital	IT and Digital	Help desk records, including incidents, service requests	1 year	Operational requirement
Head of IT and Digital	IT and Digital	IT Assets	2 years after disposal of equipment	Operational requirement
Head of IT and Digital	IT and Digital	Change management and project management documentation	2 Years	Operational requirement
Head of IT and Digital	IT and Digital	Hardware Contracts – <ol style="list-style-type: none"> 1. signed contracts and agreements 2. due diligence files 3. correspondence 4. meeting notes, presentations, minutes 5. licences 6. task ownership documents 7. lease agreements 8. software licenses 9. outsourced service agreements 	Termination + 6 years	Limitation Act 1980
Head of IT and Digital	IT and Digital	IT Equipment and Cost Management Records (including orders)	Current year + 5 years	Taxes Management Act 1970
Head of IT and Digital	IT and Digital	Service Level Agreements with external suppliers <ol style="list-style-type: none"> 1. signed contracts and agreements 2. due diligence files 3. correspondence 4. meeting notes, presentations, minutes 5. licences 6. task ownership documents 7. lease agreements 8. software licenses 9. outsourced service agreements 	Termination + 6 years	Limitation Act 1980
Head of IT and Digital	IT and Digital	Software Licences: (detail as above)	Termination + 6 years	Limitation Act 1980
Head of IT and Digital	IT and Digital	Code of Connection documentation (Controls, statement of compliance, validation of statement. Includes email attachments)	6 years	Operational Requirement
PMO and Improvement Manager	PMO and Improvement	Continuous Improvement (Covered below under Service Reviews)	3 years	Operational requirement
PMO and Improvement Manager	PMO and Improvement	Project management framework - Research gathered to support reports, policy/framework and processes	2 yrs from date superseded	Operational requirement

CUSTOMERS DIGITAL AND IMPROVEMENT – IT

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
PMO and Improvement Manager	PMO and Improvement	Service Reviews: Research, analysis, data, proposals, processes, plans and all supporting papers.	All 5 years after team involvement ceases	Operational requirement
PMO and Improvement Manager	PMO and Improvement	Digital Programme Programme development System research and procurement Research, analysis, data, proposals, processes, plans and all supporting papers.	2 years after programme ends	Operational requirement
PMO and Improvement Manager	PMO and Improvement	Programme and Project Management Data All information held in electronic storage or within the Verto system relating to programmes and projects including all control information, plans etc. Benefits Realisation controls/papers	2 years after the programme or project is formally closed 2 years after final benefit delivery sign off	Operational requirement
Strategy and Performance	Strategy & Performance	Safeguarding - Policy documents, working papers and guidance. Section 11 Audit and related action plan. E-learning module and other training docs	10 years or as required for operational reasons	Operational requirement
Policy Performance and Grants Manager	Policy, Performance and Grants	Grant application and assessment materials	7 years from end of funding agreement (2 years where no grant awarded)	Operational requirement
Policy Performance and Grants Manager	Policy, Performance and Grants	Tender documents and evaluations	Destroy one year after start of contract but maintain a record of costs quoted and the names of companies that tendered	Operational requirement
Strategy Performance Manager	Strategy and Performance	Council Plan – working papers and presentations, consultation information	Plan is for 4 years Retain for 6 years before disposal	Operational Requirement
PMO and Improvement Manager & Strategy and Performance	PMO and Improvement	Research - administrative data, census, ward and statistical information to support policy development	10 years or as required for operational reasons	Operational requirement
PMO and Improvement Manager	PMO and Improvement	Performance Management Information – Quarterly performance reports and associated data	2 years from date superceded	Operational requirement
Customer Services Manager	Customer Services	Equality impact assessment documents	5 years or as required for operational reasons	Operational requirement

CUSTOMERS DIGITAL AND IMPROVEMENT – COMMUNICATIONS AND MARKETING

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Communications and Marketing Manager	Communications and Marketing	Media enquiry records Media releases	Kept on Vuelio password protected system since 2001 Copies of news releases shown on the website for six months	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Artwork for publications, fliers, posters and other graphics work	Permanent	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Photographic images	Photos featuring people are deleted after five years unless consent received for longer period	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Consent forms for photographic images (hard copy)	Destroyed once scanned onto system	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Consent forms for photographic images (electronic copy)	Kept for as long as the photo is kept (usually five years)	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Logos	Permanent – kept until superceded	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Response forms for publications, including Basingstoke and Deane Today	Full hard copy responses kept until winner drawn, if there is a competition, or other details inputted, if appropriate in line with data protection statement on the form. Statistics and comments (anonymised) stored	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Requests to join e-mailer mailing lists	Paper responses kept until inputted to database and mailing system (currently	Operational requirement

			Dotmailer) – electronic databases kept permanently, with unsubscribe available on each mailing	
Communications and Marketing Manager	Communications and Marketing	Name and address details when requested (via private message on social media only) to fulfil service request via social media	On social media (cannot be deleted and usage is a matter for social media provider) and Orlo system	Operational requirement
Communications and Marketing Manager	Communications and Marketing	Communications and marketing plans and information	Permanently stored on sharep and in access restricted – subject to periodic review and deletion if no longer needed for reference or future work	Operational requirement
Customer Services Manager	Customer Services	Blue Badge - Applications and colour copies	Disposed of immediately once scanned	Operational requirement.
Customer Services Manager	Customer Services	Blue Badge - Applications and copies	Kept until renewed by customer or notice received of a change of circumstances. Deleted when expired and The Malls notified to do the same.	Operational requirement.

CUSTOMERS DIGITAL AND IMPROVEMENT – CUSTOMER SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Customer Services Manager	Customer Services	Blue Badge Completed mailbox TheMallsBlueBadgeParking@basingstoke.gov.uk	Completed emails retained for three months in case of queries	Operational requirement.
Customer Services Manager	Customer Services			
Customer Services Manager	Customer Services	Chief Executive Action Folders	Deleted after 5 years. Paper copy destroyed once scanned letter signed off by CX	Operational requirement.
Customer Services Manager	Customer Services	Corporate Complaints	Deleted after 5 years from CMS system. Outlook/drive for emails and letters kept for 1 calendar month then deleted	Operational requirement.
Customer Services Manager	Customer Services	TUOs/Death Lists	Removed once process is complete and delete on completion of process	Operational requirement.
Customer Services Manager	Customer Services	CSTDutyBox Completed mailbox – holds a number of mailboxes with completed actions in them, blue badge, heads of service	Deleted three months after process complete	Operational requirement.
Customer Services Manager	Customer Services	Snap Surveys	When survey closing, results sent to officer to say that the information will be deleted within three months. A final reminder and the results are sent again at the end of the three months and the survey is deleted completely.	Operational requirement
Customer Services Manager	Customer Services	Refund forms	G Drive copy kept for three months	Operational requirement.
Customer Services Manager	Customer Services	Customer reception exit survey postcards (not currently in use)	Post card destroyed once data entered into SNAP	Operational requirement.
Customer Services Manager	Customer Services	Post received logs in reception (record of post being handed to reception, name only taken)	6 months	Operational requirement.
Customer Services Manager	Customer Services	Visitor form	One month	Operational requirement
Customer Services Manager	Customer Services	Emails received in customer.service@basingstoke.gov.uk	Outlook deleted after three months Contact Centre manually clearing these each month.	Operational requirement
Customer Services Manager	Customer Services			

CUSTOMERS DIGITAL AND IMPROVEMENT – CUSTOMER SERVICES

I Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Customer Services Manager	Customer Services	Call recordings	60 days (call recordings attached to complaints in CMS will remain and will be deleted in accordance with the complaints part of this schedule)	Operational requirement
Customer Services Manager	Customer Services			
Customer Services Manager	Customer Services	Web forms	Once the form information has been automatically emailed to the relevant business unit or team, the information is held on the content management system for 14 days and then removed.	Operational requirement
Customer Services Manager	Customer Services	Appointments and reception stats on visit type	90 days	Operational requirement
Customer Services Manager	Customer Services	CRM	Abandoned vehicles - 3 months Basingstoke Festival - 3 months BDBC Notification – 3 months Benefits - 3 months Bulky waste - 3 months Cats and Dogs - 3 months Comment, complaint, compliment - 3 months Councillor complaint- 3 months Environmental Health - 3 months Garden waste -13 months Housing services - 3 months Investigations - 3 months IT - 3 months Licensing - 3 months Mayor - 3 months Parking-, General enquiry 3 months Parks and Streetscene -6 months Payments - 3 months Pest control - 3 months Plans payments - 3 months Property name change - 3 months Publications - 3 months Refugee support - 3 months Refuse collection - 3 months Sandbags - 3 months The Malls - 3 months Trees - 3 months	Operational requirement
Customer Services Manager				
Customer Services Manager	Customer Services	Freedom of Information	Emails and related documentation deleted once the request has been dealt with	Operational requirement

Customer Services Manager	Customer Services	Subject Access Requests	Emails and related documentation deleted three months after the request has been dealt with.	Operational requirement
--------------------------------------	--------------------------	-------------------------	--	-------------------------

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Housing and Social Inclusion Manager	Housing Services	Assessment of housing needs (Assessment of whether applicant is eligible for services or judgement about what service we should provide.)	6 years	Housing Act 1996
Housing and Social Inclusion Manager	Housing Services	Housing Register	Permanent	Housing Act 1985
Housing and Social Inclusion Manager	Housing Services	Housing Application Form or Referrals to support services (this may include Housing Register applications, supporting material, applications for emergency housing or referrals from another agency such as RSL Liaison documents, Third Party Floating Support Referral, Referrals to Hampshire County Council – Young Person’s Supported Accommodation, Authority to Discuss, Housing Benefit claims for Bed and Breakfast, GP consent form, Income and Expenditure Forms, Change of Circumstance form, Housing Options Form, MEAM referrals	Successful application: 6 years from expiration of agreement Unsuccessful application: 7 years from file closure	Housing Act 1996 as amended by Homelessness Act 2002 and Homeless Reduction Act 2017
Housing and Social Inclusion Manager	Housing Services	Review of level of homelessness and provision of support	7 years	Homelessness Act 2002
Housing and Social Inclusion Manager	Housing Services	Housing Events, Housing Mailer List, Your Home Mailer	Review annually, kept until individual updates record	Operational Requirement
Housing and Social Inclusion Manager	Housing Services	Rent Bond, Homeless Database	7 years	Operational Requirement
Housing and Social Inclusion Manager	Housing Services	Rent Bond Form	Successful application: 6 years from expiration of agreement Unsuccessful application: 7 years from file closure	Operational Requirement
Housing and Social Inclusion Manager	Housing Services	Landlord Details	Throughout duration of tenancy and 6 months after expiration of tenancy	Operational Requirement
Licensing Team Leader	Licensing	Street trading Applications for consents	2 years from date of consent entitlement expires	Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 Operational requirement
Licensing Team Leader	Licensing	Tables and Chairs Licences Applications for licences	2 years from date licence expires	Operational requirement Highways Act Sec 115(e)
Licensing Team Leader	Licensing	Street Collection and House to House Permits Applications for permits	2 years from date permit expires	Operational requirement
Licensing Team Leader	Licensing	Scrap Metal Dealers and collectors Applications for licenses	2 years from date licence expires	Scrap Metal Dealers Act 2013 Operational requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Licensing Team Leader	Licensing	Sex establishments Applications for licenses	2 years from date licence expires	Operational requirement
Licensing Team Leader	Licensing	Premises licences, alcohol license, club premises certificates ,personal licences, gambling premises licences and permits– lottery (gambling), temporary event notice	2 years from date of lapse or surrender of licence. Keep indefinitely Review every 3 years	Operational requirement Licensing Act 2003 Section 5 Gambling Act 2005
Licensing Team Leader	Licensing	Animal welfare licences including – Pet shop licenses, Zoo Licensing, Dangerous Wild Animals license, Riding establishments, Animal Boarding establishments, Dog Breeding	2 years from date licence expires.	Pet Animals Act 1951 Zoo Licensing Act 1981 Dangerous Wild Animal Act 1976 Riding Establishments Act 1964 Animal Boarding Establishments Act 1963 Breeding and Sale of Dogs (Welfare) Act 1999 Breeding of Dogs Act 1973 and 1991 Operational requirement 2 years from date of expiration RGLA 9.16
Licensing Team Leader	Licensing	Taxi and private hire drivers vehicles and operators licences	Disposal 2 years from date licence expires. Renewed licences to be retained until no longer renewed – then dispose of 2 years from date final renewed licence expires	Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.
Licensing Team Leader	Licensing	Complaints regarding licensed activities	6 years	Operational Requirement
Licensing Team Leader	Licensing	DBS certificate information	Up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, this will only be done following consultation with the DBS	Code of Practice issued by DBS
Parking Manager	Parking and Engineering	Disabled Parking	Personal Details destroyed once work complete	Operational Requirement
Parking Manager	Parking and Engineering	General Enquires – traffic management, road safety, parking, complaints	2 years 6 years if corporate complaint	Traffic Management Act 2004 Operational Requirement
Parking Manager	Parking and Engineering	Temporary Traffic Orders	7 years	Road Traffic Regulation Act 1984
Parking Manager	Parking and Engineering	Permanent Traffic Orders	7 years	Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996
Parking Manager	Parking and Engineering	PCN's – processing, challenges and appeals		Traffic Management Act 2004

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Parking Manager	Parking and Engineering	Parking Permits- issue and renewals		Operational Requirement
Parking Manager	Parking and Engineering	Blue Badges – PCN's and misuse, appeals		Disabled Persons Parkings Badges Act 2013
Parking Manager	Parking and Engineering	Service of Notice/ PCN's on untaxed vehicles		The Vehicle Exercise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997
Parking Manager	Parking and Engineering	Non-Payments of PCN's		Traffic Management Act 2004
Parking Manager	Parking and Engineering	Online Payments – PCN's and Parking Permits Mobile Payments – Ringo and Parkmobile		Traffic Management Act 2004
Parking Manager	Parking and Engineering	ANPR- Disabled Parking at The Malls		Operational Requirement
Parking Manager	Parking and Engineering	VQ4 Files		
Parking Manager	Parking and Engineering	Body Worn Video- Parking Wardens	Destoryed as soon as reviewed, or 1 years if required for legal action	Health and Safety and Work Act 1974
Parks and Streetscene Manager	Operations Team	Applications for cremation, applications for burial, and applications for burial or cremation of a stillborn child, foetus or body parts. Exhumation certificates, medial certificates if submitted. Notice of interment / Gower receipts.	Creation + 15 years. Records will be kept until the Cemetery is Closed (no active burials)	Cremation (England and Wales Regulations) 2008) RGLA 9.25
Parks and Streetscene Manager	Operations Team	Receipt books for proof of purchase.	7 years	Limitation Act 1980
Parks and Streetscene Manager	Operations Team	Contracts for the maintenance of burial grounds	Termination + 6 years	Limitation Act 1980
Parks and Streetscene Manager	Operations Team	Memorial inspection records (Risk assessments, visual inspection forms, hand test record, force testing equipment record, recommendations, (priority and actions)	Destroy 21 years after maintenance completed	Health and Safety at Work Act 1974 RGLA Guidelines
Parks and Streetscene Manager	Operations Team	Cemetery Plans / register of burials	Permanent, transfer to place of deposit after administrative use is concluded	Cemeteries Clauses Act 1847 RGLA Guidelines 9.24
Parks and Streetscene Manager	Operations Team	Visual, operational and independent annual inspections of play areas.	Creation + 21 years	Statutory requirement (statute of limitations).
Parks and Streetscene Manager	Operations Team	Play area maintenance records	Creation + 21 years	Statutory requirement (statute of limitations)
Parks and Streetscene Manager	Operations Team	Allotment tenancy agreements	3 years or termination of tenancy	Operational requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Parks and Streetscene Manager	Operations Team	Sports Pitch Bookings	2 years	Operational requirement
Parks and Streetscene Manager	Operations Team	Memorial Benches	2 years	Operational requirement
Parks and Streetscene Manager	Operations Team	Bus Shelters Maintenance	2 years Hard copy job sheets destroyed once job complete	Operational requirement
Parks and Streetscene Manager	Operations Team	Grounds Maintenance – Cleansing and Customer Requests Graffiti, litter, public toilets, fly tipping, dead animals, litter bins, broken glass, fly tipping	2 years Hard copy job sheets destroyed once job complete	Environmental Protection Act 1990
Parks and Streetscene Manager	Operations Team	All other records (consultations, agreement forms – see information audit log)	2 years	Operational requirement
Parks and Streetscene Manager	Natural Environment	Contact Details for professional communication with contractors, supplier, etc.	As required for operational reasons – keep up to date	Operational requirement Council best practice policy
Parks and Streetscene Manager	Natural Environment	Services and capital works contracts and monitoring	Refer to Procurement Retention and Disposal Guide	Operational requirement
Parks and Streetscene Manager	Natural Environment	The process of administering and enforcing bye-laws for parks/green spaces, <ul style="list-style-type: none"> • Applications and certificates • Permits • Licences 	2 years after certificate/permit/license/notice has expired	Section 236 – Local Government Act 1972 RGLA 9.23
Parks and Streetscene Manager	Natural Environment	Survey responses and consultation	2 years	Operational requirement
Parks and Streetscene Manager	Natural Environment	Tree Management	7 years	Operational requirement
Parks and Streetscene Manager	Natural Environment	Correspondence relating to queries on parks, open spaces, adoption of areas, service requests	2 years	Operational requirement
Parks and Streetscene Manager	Natural Environment	Planning and Tree Protection	7 years	Operational requirement
Parks and Streetscene Manager	Natural Environment	Section 106 Correspondence	6 years from the completion of the transfer	Operational requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Environment and Community Services	Environmental Health	<p>Service requests, including:</p> <ul style="list-style-type: none"> statutory nuisance and other Environmental Protection (EP) & public health related matters. Waste and fly tipping complaints Food poisoning notifications Industrial Disease investigations Food poisoning outbreak case files Public health funerals Housing complaints (includes Notices and prosecution files) Occupational Health and Safety matters other than those cases specifically listed below. 	Destroy 7 years after last action (unless otherwise requested)	<p>Environmental Protection Act 1990, Prevention of Damage by Pests Act, Public Health Acts, Clean Air Act, Clean Neighbourhoods & Environment Act, Crime Anti-Social Behaviour & Policing Act, Control of Pollution Act, Local Gov. (Miscellaneous Provisions) Acts; Control of Pollution Acts; Health and Safety at Work Act 1974, Health and Safety Regulations, The Health and Safety (Enforcing Authority) Regulations 1998</p> <p>Operational requirement</p>
Head of Environment and Community Services	Environmental Health	EP Service request (investigation letters, file notes, reports, diary sheets, photos, noise PACE interview records or other recordings).	Destroy electronic copies 7 years after last action. Hard copies of recorded interviews to be destroyed after 3 years where no proceedings brought and investigation closed	Operational requirement
Head of Environment and Community Services	Environmental Health	EP investigations leading to notices, prosecution files, notices paperwork for seizure of equipment, notices and paperwork for works in default	Destroy electronic and hard copies 7 years from closure of case or completion of legal proceedings	<p>Operational requirement</p> <p>Environmental Protection Act 1990.</p>
Head of Environment and Community Services	Environmental Health	Permitted Processes (Processes which are not prescribed in Public Register of Permitted Processes (LA & EA) (reg 46) Para 1 & 2 of Schedule 19 (e.g old PGNs, draft permits, file notes, photos etc)	<p>(a) To be retained for the whole time the process is required to hold a permit, though anything not relating to the permit is to be removed from 'working file' after 7 years.</p> <p>(b) Destroy as soon as process is no longer required to hold a permit.</p>	<p>(a) Environmental Permitting (E&W) Regulations 2010</p> <p>(b) Operational requirement</p>
Head of Environment and Community Services	Environmental Health	Private Water Supply sampling, assessment, risk assessing & enforcement actions	Results of sampling, risk assessments and enforcement action to be retained for 30 years	Water Industry Act 1991 Private Water Supply Regulations 2016
Head of Environment and Community Services	Environmental Health	Contaminated land	Permanent	Operational requirement
Head of Environment and Community Services	Environmental Health	Air quality records relating to the review and assessment process, including the updating and screening assessment, detailed assessments and progress reports for local air quality management	Permanent	Operational requirement Environment Act 1995 and associated Regulations

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Environment and Community Services	Environmental Health	Air quality management ((a) Report of results of any air quality review which the authority has caused to be conducted; (b) Report of the results of any assessment which the authority has caused to be made under section 82 or 84 of the Act; (c) Any order made by the authority under section 83 of the Act; (d) Any action plan prepared by the authority; (e) Any proposals or statements submitted to the authority pursuant to subsection (3) or (4) of section 86 of the Act; (f) Any directions given to the authority under this Part; (g) In a case where section 86 of the Act applies, any directions given to the county council under this Part)	Permanent	Operational requirement
Head of Environment and Community Services	Environmental Health	Air quality Management (monitoring information from tubes/real time monitors)	Permanent	Operational requirement
Head of Environment and Community Services	Environmental Health	Emission of air pollutants (investigation letters, file notes, reports, photos, diary sheets)	Destroy 3 years from last action	Operational requirement
Head of Environment and Community Services	Environmental Health	Emission of air pollutants (notices and prosecution files)	Destroy 7 years from completion of investigation and proceedings	Operational requirement
Head of Environment and Community Services	Environmental Health	Control of pests (Investigation letters, file notes reports and photos)	Destroy 3 years from last action	Operational requirement
Head of Environment and Community Services	Environmental Health	Control of pests (notices, prosecution files, notices and paperwork for works in default)	Destroy 7 years from completion of investigation and proceedings	Operational requirement
Head of Environment and Community Services	Environmental Health	Pest control treatment records (paper or electronic records)	3 years from date of treatment	Operational requirement
Head of Environment and Community Services	Environmental Health	The collection and return of stray dogs including microchipping	Public register must be retained indefinitely	EPA 1990 and associated regulations
Head of Environment and Community Services	Environmental Health	Service requests relating to dog behaviour & control	Destroy 7 years from completion of investigation & proceedings.	Operational requirement
Head of Environment and Community Services	Environmental Health	Health and Safety - RIDDOR reports (adult) (non-major)	Destroy 7 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Environment and Community Services	Environmental Health	Health and Safety - RIDDOR reports (children)	Destroy 25 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Head of Environment and Community Services	Environmental Health	Health and Safety - RIDDOR reports (major)	Destroy 40 years from last action	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Head of Environment and Community Services	Environmental Health	Health and Safety - case files where employees and/or persons may have come into contact with asbestos	Destroy - 50 years from last action or age 75 years from date of birth (which ever is greater)	Control of Asbestos at Work Regulations 1987. RGLA 9.4
Head of Environment and Community Services	Environmental Health	Special treatment licensing	Permanent	Operational requirement
Head of Environment and Community Services	Environmental Health	Food hygiene and health and safety inspection reports	7 years	Food Safety Act 1990, Food Hygiene (England) Regulations 2006 Operational requirement
Head of Environment and Community Services	Environmental Health	Food premises registration form	Destroy 2 years after registration lapses	Food Hygiene (England) Regulations 2006 and Official Feed and Food Control Regulations 2009 Operational requirement
Head of Environment and Community Services	Environmental Health	Caravan Site licensing	3 years from date a property ceases to require a site licence	Operational requirement
Head of Environment and Community Services	Environmental Health	Houses in Multiple Occupation	3 years from date a property ceases to be an HMO	Housing Act 2004, Licensing and Management of Houses in Multiple Occupancy and Other Houses Regulations 2006. Operational Requirement
Head of Environment and Community Services	Environmental Health	Housing Grants	10 years from date of grant completion	Housing Grants Constuction and Regeneration Act 1996 Operational requirement
Head of Environment and Community Services	Environmental Health	Files relating to any enforcement action which has led to a charge being added to a property e.g. under Housing Act Notices and Works in Default.	Until such time as property is sold and charge has been repaid	Operational requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Head of Environment and Community Services	Environmental Health	Public Health Funerals conducted in line with Public Health (Control of Disease) Act 1984, Section 46 – Public Register	Retain permanently	Institute of Cemetery and Crematorium Management (ICCM) Guidance on statutory duties on local authorities for arranging funerals under S46 of the PH(CoD)A 1984
Head of Environment and Community Services	Environmental Health	Public Health Funerals – case files	Destroy after 7 years	As above
Head of Environment and Community Services	Environmental Health	Public Health Funerals – belongings of the deceased	No physical personal belongings/effects will be retained. Electronic copies of personal documents to be destroyed after 7 years from date of funeral	Legal obligation/common practice
Head of Environment and Community Services	Environmental Health	Unauthorised Encampments – reports of welfare assessments further to site visits undertaken	Destroy 3 years after last action	Criminal Justice & Public Order Act Destroy 3 years after last action
Head of Environment and Community Services	Emergency Planning	Process to develop the emergency/disaster plan for the local community	Permanent, transfer to place of deposit after superseded	Operational requirement and national guidance
Head of Environment and Community Services	Emergency Planning	Records of tests of the emergency/disaster plan for the local community	Destroy 10 years after closure	Operational requirement and national guidance
Head of Environment and Community Services	Emergency Planning	Records of emergency/disaster incidents (incident logs and all supporting docs pertaining to them)	Permanent (National guidance recommends storage in non volatile media)	Operational requirement and national guidance
Planning and Development Manager	Local Land Charges	Local Land Charges – matters for registration	Permanent	Local Land Charges Act 1975 and Rules 1977 Operational Requirement
Planning and Development Manager	Local Land Charges	Local Land Charges – matters for registration, exceptions from permanent retention: Disabled Facility Grants	10 years from Certified Date	Local Land Charges Act 1975 and Rules 1977 Operational Requirement
Planning and Development Manager	Local Land Charges	Local Land Charges – matters for registration, exceptions from permanent retention: Assets of Community Value	5 years from Registration	Local Land Charges Act 1975 and Rules 1977 Operational Requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Planning and Development Manager	Local Land Charges	Local Land Charge Searches, requests for Search and replies to Enquiries and results of same	7 years from despatch	Local Land Charges Act 1975 and Rules 1977 Operational Requirement
Planning and Development Manager	Local Land Charges	Search Fee Payments	2 years (audit year plus 1)	Operational Requirement
Planning and Development Manager	Local Land Charges	Street Naming and Numbering – <ul style="list-style-type: none"> • Development Plans • Official notification to developer of new development addresses • House name change & new properties list • SNN Access database • Uniform SNN Module database – case reference information • SNN Development folders • Future roads name list • SNN Legal Reference documents • SNN procedures • Street Nameplates specification document • Road name consultations 	Permanent	Public Health Acts 1875 and 1925 Operational Requirement
Planning and Development Manager	Local Land Charges	Notification to Royal Mail of new development addresses & change details	Destroy 7 years after last action	Public Health Acts 1875 and 1925
Planning and Development Manager	Local Land Charges	Postcode notifications from Royal Mail	Destroy 7 years after last action	Public Health Acts 1875 and 1925
Planning and Development Manager	Local Land Charges	Road name consultations	Destroy 7 years after last action	Public Health Acts 1875 and 1925
Planning and Development Manager	Local Land Charges	Local Land and Property Gazetteer database	Permanent	Operational requirement
Planning and Development Manager	Local Land Charges	Local Land and Property Gazetteer operational papers	Destroy once matching completed	Operational requirement
Planning and Development Manager	Local Land Charges	LLPG and SNN Data Convention Reference document	Permanent	Operational requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Planning and Development Manager	Building Control	Building Control Register (Uniform)	Permanent	Common Practice Building Act 1984 Building Regulations 2010
Planning and Development Manager	Building Control	The process of approving building applications, demolition applications and dangerous structures in relation to listed or other significant buildings (including Partnership Applications) – includes: <ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates 	Permanent	Common Practice – Records Management Society of Great Britain Building Act 1984 Building Regulations 2010
Planning and Development Manager	Building Control	The process of approving building applications, demolition applications and dangerous structures for all other buildings (including Partnership Applications) – includes: <ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates • Objections 	Destroy 15 years after construction completed	Common Practice – Records Management Society of Great Britain Building Act 1984 Building Regulations 2010
Planning and Development Manager	Building Control	The process of inspecting building work for the purpose of ensuring compliance – includes: <ul style="list-style-type: none"> • Certificate of final inspection • Building inspection records • Diaries 	Destroy 10 years after the issue of a certificate of final inspection	Common Practice – Records Management Society of Great Britain Building Act 1984 Building Regulations 2010
Planning and Development Manager	Building Control	The process of enforcing building or land regulations	Destroy 3 years after compliance with enforcement notice	Common Practice – Records Management Society of Great Britain Building Act 1984 Building Regulations 2010
Planning and Development Manager	Building Control	Building Regulation documentation relating to Festival Place	Permanent	Operational requirement Building Act 1984 Building Regulations 2010

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Planning and Development Manager	Planning and Development	The process of approving planning applications for all buildings/land (including listed buildings) includes: <ul style="list-style-type: none"> • Application Forms • Application Plans • Supporting Documents • Applications plans (post decisions) • Decision notices and Post decision letters of Approval • Officers report (delegated and Committee) • Discharge of conditions/Letters/plans/reports • Signed Legal Agreement • PDF Version of Agreement • Legal agreement – discharge of obligation • Appeal Decision Notice • CiL Form 0 (pre 11/ 	Permanent	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	The process of approving planning applications for all buildings/land (including listed buildings) includes: <ul style="list-style-type: none"> • Photographs taken on site by case officer 	Review every 10 years (evidence of use of land)	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	The process of determining planning applications for all buildings/land (including listed buildings) includes: <ul style="list-style-type: none"> • General legal notes/correspondence 	Review every 15 years	Town and Country Planning Act 1990 Operational Requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Planning and Development Manager	Planning and Development	<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> • Illustrative plans submitted with application but not forming part of permission • Superseded plans • General correspondence • Consultee responses (ward councillors; Parish; external and internal consultees) • Consultee responses for web publication (applications registered after 01/12/2015) • Public comments (including petitions; residents groups etc.) on applications registered before 01/01/2017) • Public comments (including petitions; residents groups etc.) on applications registered after 01/01/2017) • Documents to be viewed in reception • Extension of time letter • Appeal general correspondence • Appellant final comments • Appellant statement • Grounds of appeal • LPA final comments • LPA statement • Confidential letters/plans for sensitive applications • Plotting sheets; neighbour Plan; 'zzz' applications (PDS Team) • Monitoring form • Public participation forms • Commuted sums certificate • Commuted sums document • CiL General Correspondence • CiL Notices • CiL Form 1 (Assumption of liability) • CiL Form 2 (Claiming Exemption) • CiL Form 3 (Withdrawal of Form 0) • CiL Form 4 (Transfer of Assumed Lia) • CiL Form 5 (Chargeable Development) • CiL Form 6 (Commencement Notice) • CiL Form 7 (Self Build Exempt. Pt.1/Pt.2) • CiL Form 8 (Self Build Resi. Annex Exp.) • CiL Form 9 (Self Build Resi. Exten. Exp.) 	Review every 7 years	Town and Country Planning Act 1990 Community Infrastructure Levy 2010 (as amended) Operational Requirement
Planning and Development Manager	Planning and Development	<p>The process of approving planning applications for all buildings/land (including listed buildings) includes:</p> <ul style="list-style-type: none"> • Draft discharge of condition letter • Legal Agreement (DRAFTS) • Draft general letters • Draft officer report • Draft decision notice • Copy of LB listing entry 	Review Annually	Town and Country Planning Act 1990 Operational requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Planning and Development Manager	Planning and Development	The process of approving planning applications for all buildings/land (including listed buildings) includes: • Letters sent out by LPA but returned in post	0 years – disposed of upon receipt	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	The process of investigating an enforcement complaint includes: • Officer Final report • Enforcement appeal papers • Planning contravention notice • Stop Notice • Breach of condition notice • Enforcement notice	Permanent	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	The process of investigating an enforcement complaint includes: • Photographs taken on site by Enforcement case officer • Hand annotated plans by Enforcement case officer • All correspondence/general information relating to case	Review every 10 years	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	The process of investigating an enforcement complaint includes: • Draft enforcement notice • Initial complaint sheet • Enforcement register sheet	Review every 5 years	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	The process of investigating an enforcement complaint includes: • Planning or EC history associated with case compiled by case officer Land Registry search papers	Review Annually	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	Historic Planning Applications includes: • Application forms • Application plans • Decision notice • Microfiche applications	Permanent	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	The process of providing pre-application advice includes: • General correspondence relating to case • Enquiry consultee correspondence • Enquiry plans • Enquiry supporting reports	Review every 3 years	Town and Country Planning Act 1990 Operational requirement
Planning and Development Manager	Planning and Development	Conservation Area Appraisal Review documentation	12 months	Planning and Listed Building Conservation Areas Act Operational requirement

RESIDENT SERVICES

Information Owner	Business Unit	Information Type	Retention Period	Notes from RMS guidelines/rationale
Planning Policy Manager	Planning and Infrastructure	<p>Development Plan: sets strategic vision, policies and guidance regarding existing and future land use across the borough. Includes:</p> <ul style="list-style-type: none"> • Local plan • Neighbourhood plans • Representations on policy consultation documents • Public examination documents <p>Land use surveys</p>	Life of Plan and until two subsequent plans have been adopted	<p>Planning and Compulsory Purchase Act 2004 (as amended). Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (Regulation 26)</p> <p>Operational requirement and current practice</p>
Planning Policy Manager	Planning and Infrastructure	Development Plan – other comments and correspondence on planning policy and development issues	Life of Plan and until two subsequent plans have been adopted	<p>Operational requirement and current practice</p> <p>Localism Act 2011 Neighbourhood Planning Act 2017</p>
Planning Policy Manager	Planning and Infrastructure	Supplementary Planning Documents – do not form part of the development plan but add additional guidance on local policy.	Life of the Development Plan	<p>Planning and Compulsory Purchase Act 2004 (as amended). Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (Regulation 26).</p> <p>Operational requirement and current practice</p>
Planning Policy Manager	Planning and Infrastructure	Self-build register requires LPAs to hold a register of individuals or associations who are interested in self-build or custom build development in the borough.	Permanent	The Self- Build and Custom Housebuilding Regulations 2016

Version Control

Version 1.0	December 2014	New Schedule
Version 1.1	January 2015	Contents page created, pages numbered and Information Asset Owners Added
Version 1.2	May 2015	Update to Democratic Services relating to council agendas, reports, update papers and background papers. Update to Corporate Support in relation to Members' declaration of interests Update to Information Management Update to add further information under Environmental Health
Version 1.3	June 2015	Removal of entry for Members' declaration of interests from Democratic Services as now falls under Corporate Support. Updated reference to duplicated copies of information being retained/destroyed
Version 1.4	June 2015	Update Property Services information. Update responsible Officers for Policy Council and deleted empty line.
Version 1.5	July 2015	Update Information Management – retention of Policies and Procedures Update Building Control – add categories and retention periods for register, listed buildings and enforcement notices
Version 1.6		
Version 1.7	January 2016	Updated departments after staff re-structure. Update insurance Annual update
Version 1.8	March 2016	Update to Licensing – replace 'elapses' with 'expires' and add retention of renewed taxi/PH licences
Version 1.9	May 2016	Update to retention of insurance renewal documents
Version 1.10	July 2016	Add retention of land charge information Update Street Naming and Numbering
Version 1.11	July 2016	Update of Planning Policy and Infrastructure
Version 1.12	July 2016	Update of Legal information
Version 1.13	November 2016	Update Procurement information, update complaints information under Gloria and remove complaints from other departments, update retention period for Benefits.
Version 1.14	January 2017	Annual Update
Version 1.15	May 2019	Review and update Update to Procurement section
Version 1.16	October 2019	Update to include SMG and SLT papers
Version 1.17	December 2019	Review and update call recording retention
Version 1.18	April 2020	Review and update call recording retention
Version 1.19	January 2021	Update to directorates and to include retention for EU funding grants; Transformation and Environmental Health

