

London Borough of Bexley Record Retention Schedule

Version 5.3 December 2008

Introduction

What is a Retention schedule?

A retention schedule is a list of records which need to be retained by Bexley Council for a designated period of time. The Retention Schedule shows,

- Record number,
- Business function description,
- Minimum statutory requirements, if any, to retain documents
- Whether it is lawful to scan documents during the statutory requirement period and to destroy paper copies,
- The Disposal policy to be followed at Bexley
- Officer contact details for these records

The existence of the Retention Schedule is a requirement of the Lord Chancellor's Code of Practice under Section 46 of the Freedom of Information Act 2000. It provides consistent instructions for all staff who deal with records, providing a formal policy for records retention and disposal.

Staff are referred to Bexley's Records Management Policy for a description of record management practice and responsibilities in the Borough.

In almost all instances, the retention periods given under the statutory requirements columns reflect statutory requirements that Bexley has sourced. In a few cases, Bexley has not sourced a statutory requirement itself but has relied on the advice that one does exist from the Records Management Society of Great Britain.

If you do not find the information you are looking for or if you require further information/clarification please telephone or email Simon McKeon, ext 3370.

Ref No.	Function Description	Examples of Records	Statutory Requirements (If any)	Can Documents be scanned during the statutory requirement period?	Disposal Policy Currently in place at Bexley	Contacts
Elections Preparations						
1.1	Summary certification of those eligible to vote	Electoral Register	Permanent Registers must be maintained during the current year <i>[s.9, Representation of the People Act 1983 (duty to maintain registers of electors)]</i>	Yes	Permanent, Offer to Archivist after administrative use is concluded	Elections Malcolm Constable x2148
1.2	Voting (Local elections only)	Ballot papers	One year <i>[Rule 54, Schedule 2, Local Elections (Principal Areas) (England and Wales) Rules 2006].</i>	No	Destroy, 12 months from close of poll	Elections Malcolm Constable x2148

Results

1.3	Declaration of results	Consolidated returns of votes received in:				
	(a) Local elections	12 months from date of election <i>[Rule 54, Schedule 2, Local Elections (Principal Areas) (England and Wales) Rules 2006]</i>	No		Destroy, 12 months from date of election	Elections Malcolm Constable x2148
	(b) Greater London Authority / Mayor of London	12 months from the date of the election <i>[Parliamentary Elections: Rule 57, Parliamentary Elections Rules, Schedule 1 Representation of the People Act 1983 Greater London Authority: Rule 59, Schedule 1, Rule 62, Schedule 2, Rule 62, Schedule 3, Greater London Authority Elections Rules 2007]</i>	No		Destroy 12 months from election	
	(c) General election	12 months from the date of the election <i>[Rule 57, Parliamentary Elections Rules, Schedule 1 Representation of the People Act 1983]</i>	No		Destroy 12 months from date of election	
	(d) European Parliament	12 months from the date of the election	No		Destroy 12 months from date of election	
Council and Committee Meetings						
1.4	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	Council minutes, Council agenda and business papers, Council notice papers and proceedings	6 years (4 years for background papers) <i>[s.100C of the Local Government Act 1972]</i>	No	Permanent, Offer to Archivist after administrative use is concluded	Head of Committee Services & Scrutiny, Kevin Fox x2912 Education Welfare, Jean Scott X4445
1.5	Minute taking	Draft/rough minutes, Audio tapes	No statutory requirement	Yes	Destroy, after date of confirmation	Head of Committee Services & Scrutiny, Kevin Fox x2912 Policy Team, Head of Policy

Partnership, Agency and External Meetings

1.6	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the local authority legally owns the record.	Documents establishing the committee, Agendas, Minutes, Council reports, Children's Trust reports Recommendations, Supporting documents such as Council briefing and discussion papers.	6 years If these are documents relating to Council meetings: <i>[s.100C of the Local Government Act 1972]</i>	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Knowledge Management (CYPS) Julia Webb x4456
		Meetings with Transport for London and Department for Communities and Local Government for major projects (e.g. Thames Road)	Ditto	Yes	Ditto - All documents are electronic	Head of Engineering Services, Dave Green x2878
1.7	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority does not own the record.	Documents establishing the committee, Reports, Recommendations, Supporting documents such as briefing and discussion papers. Documents relating to establishment and meetings of the Children's Trust and Children's Trust Executive Board	No statutory requirement.	Yes.	Destroy, 3 years after last action	Head of Knowledge Management (CYPS) Julia Webb x4456

Honours and Submissions

1.8	The process of preparing honours submission	Honours nomination form, covering documentation, Letters of support, Referral for comment from lord lieutenant	No statutory requirement	Yes	Destroy, 5 years after last action	Policy Team, Head of Policy
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Corporate Planning and Reporting

2.1	The corporate planning and reporting activities of local authorities	Corporate Plans, Strategy Plans, Business Plans, Annual Reports Children and Young People's Plan	6 years if these are documents relating to Council meetings: <i>[s.100C of the Local Government Act 1972]</i>	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Knowledge Management (CYPS) Julia Webb x4456 Policy Team, Head of Policy
2.2	The process of preparing business for strategic consideration and	Strategic management team minutes including Management Board and Directorate	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Technical Finance, Nigel Bate X2647 CE Office, Head of CE Office Policy Team, Head of Policy

	making the record of discussion, debate and resolutions	Management team.				
2.3	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Project documentation and reports, Policy papers	No statutory requirement	Yes	Destroy, 3 years from closure	CE Office, Head of CE Office Policy Team, Head of Policy
2.4	The process of preparing business for Unit/Team consideration and making the record of discussion, debate and resolutions	Team meeting documentation	No statutory requirement	Yes	Destroy, 3 years from closure	CE Office, Head of CE Office Policy Team, Head of Policy
Statutory returns						
2.5	The process of preparing information to be passed on to central government as part of statutory requirements	Reports to central government , statutory data returns, performance indicators	No statutory requirement	Yes	Destroy, 7 years from closure	Head of Knowledge Management (CYPS) Julia Webb x4456 Policy Team, Head of Policy
Policy, Procedures, Strategy and Structure						
2.6	Activities that develop policies, procedures, strategies and structures for the local authorities	Policy, procedure, precedent, instructions, Organisation charts, Records relating to policy implementation and development, Education plan, Asset management plan, Children' s & Young People's Plan (statutory) and associated strategies and plans. Local Safeguarding Children Board's Plan (statutory). Sustainable Community strategy, Community safety plan	No statutory requirement save that in relation to statutory plans, it is implicit that plans for current year must be retained <i>[see various statutory provisions requiring making of plans]</i> .	Yes	Permanent, Offer to Archivist after administrative use is concluded	Policy Team, Head of Policy Head of Committee Services & Scrutiny Kevin Fox x2912 Head of Knowledge Management, (CYPS) Julia Webb X4456 Head of Engineering Services, Dave Green x2878
2.7	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	Highway Asset Management Plan, Right of Way and Access Improvement Plan Equality Schemes Compact Highway Asset Management Plan, Right of Way and Access Improvement Plan	See above. No statutory requirement	Yes	Destroy, 5 years from closure	Policy Team, Head of Policy Head of Knowledge Management (CYPS) Julia Webb x4456

Public Consultation

2.8	The process of consulting the public and staff in the development of significant policies of the local authority	Equality Schemes Compact, Voluntary Sector Funding strategy	No statutory requirement	Yes	Destroy, 5 years from closure	Head of Knowledge Management (CYPS) Julia Webb x4456 Policy Team, Head of Policy
		Right of Way and Access Improvement Plan	Ditto			Head of Engineering Services, Dave Green x2878
2.9	The process of consulting the public and staff in the development of minor policies of the local authority		No statutory requirement	Yes	Destroy, 1 year from closure	Policy Team, Head of Policy

Information Management

2.10	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	Classification schemes, Registers, Indexes, Authorised lists of file headings	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	John Grosvenor Community Liaison Librarian X 0208 309 4159
2.11	The management of collections of records transferred to the archives	Accession registers, Depositor files	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	John Grosvenor Community Liaison Librarian
2.12	The process that records the disposal of records	Disposal certificates	12 years after final action <i>[Limitation Act 1980]</i>	Yes	Destroy, 12 years after last action	Registration of Births, Deaths and Marriages, Alison Parr x5518
		Spreadsheet of scanned documents	Ditto			CE Office, Head of CE Office Policy Team, Head of Policy

Enquiries and Complaints

2.13	The management in summary form of enquiries and complaints directed to council	Indexes, Registers, Logs	No statutory requirement	Yes	Destroy, 5 years after last action	CE Office, Head of CE Office Policy Team, Head of Policy Member Services Dave Easton X2150
2.14	The management of enquiries, submissions and complaints which	Reports, Returns, Correspondence	No statutory requirement	Yes	Destroy, 5 years after last action	Head of Knowledge Management (CYPS) Julia Webb x4456

	result in significant changes to policy or procedures					CE Office, Head of CE Office Policy Team, Head of Policy
2.15	The management of detailed responses on council actions, policy or procedures	Reports, Returns, Correspondence, Ombudsman Social Care statutory complaints, Subject Access requests	No statutory requirement	Yes	Destroy, 6 years after administrative use is concluded	Joint Commissioner Learning Disability Services, Dave Holman x4226 Head of Knowledge Management (CYPS) Julia Webb x4456 CE Office, Head of CE Office Policy Team, Head of Policy Head of Citizenship and Member 's Service, Chris Loynes x2103
2.16	The management of routine responses on council actions, policy or procedures	Printed material, Form letters	No statutory requirement	Yes	Destroy, 2 years after administrative use is concluded	CE Office, Head of CE Office Policy Team, Head of Policy
Quality and performance management						
2.17	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Service Review, VfM or policy review	No statutory requirement	Yes	Destroy, 5 years from closure	Head of Knowledge Management (CYPS) Julia Webb x4456 Policy Team, Head of Policy
2.18	The process of assessing the quality, efficiency, or performance of a local authority service or unit	Service Review	No statutory requirement	Yes	Destroy, 2 years from closure	Facilities Services, Stephen York X2373 Head of Knowledge Management (CYPS) Julia Webb x4456
Public relations Publications						
2.19	The process of designing/ setting information for publication	Publications	No statutory requirement	Yes	Destroy, 3 years from last action	Policy Team, Head of Policy
2.20	The published work of	Publications	No statutory requirement	Yes	Destroy after administrative use is	Policy Team, Head of Policy

the local authority

concluded. Note: One copy from the initial print run should go directly to the archive.

Media Relations

2.21	Process of interaction with the media		No statutory requirement	Yes	Destroy, 3 years from closure	Communications Manager, John Ferry x2222
2.22	Media publications concerning local authorities	Press cuttings, Media reports	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Communications Manager, John Ferry x2222

Marketing

2.23	The process of developing and promotion of local authorities campaigns and events		No statutory requirement	Yes	Destroy, 7 years after administrative use is concluded	Policy Team, Head of Policy
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Civic and Royal Events

2.24	The recording of ceremonial events and civic occasions	Visitors' book, Audio tapes, Video tapes, Photographs	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Member Services, Dave Easton X2150
2.25	The process of organising a ceremonial event or civic occasions		No statutory requirement.	Yes	Destroy, 7 years after administrative use is concluded	Policy Team, Head of Policy

Case Management

"Looked after" children

3.1	Systems, which manage children, looked after by the local authority, in summary form	Children's home register	Until child reaches 23 <i>[Regulation 10 of the Arrangements for Placement of Children (General) Regulations 1991]</i>	<i>Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned</i>	Offer to Archivist after 50 years to be retained permanently by Archivist Transfer to place of deposit after administrative use is concluded	Deputy Director (Social Care) Sheila Murphy x4128
3.2	Process involving individual case management of children looked after by the local authority This includes children and young people:	Young persons being looked after files	75 years after child reaches 18 <i>[Regulation 9, Arrangements for Placement of Children (General) Regulations 1991]</i>	<i>Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned</i>	Destroy, 75 years from 18 th birthday.	Deputy Director (Social Care) Sheila Murphy x4128
	1. Adopted via the local authority	Looked after children client files Residential care children's file	Ditto	Ditto		Deputy Director (Social Care) Sheila Murphy x4128

	2. In children's home	Adoption files	Ditto	Ditto		Deputy Director (Social Care) Sheila Murphy x4128
	3. Fostered by local authority	Privately fostered children's file	Ditto	Ditto		Deputy Director (Social Care) Sheila Murphy x4128
	4. On custodianship orders	Guardian CAFCASS files	Ditto	Ditto		Deputy Director (Social Care) Sheila Murphy x4128
	5. On residence orders	Guardian ad litem	Ditto	Ditto		Deputy Director (Social Care) Sheila Murphy x4128
3.3	Children and young people subject to supervision orders		25 years from DOB or 10 years from last contact	Yes	Destroy, 35 years from DOB or 10 years from last contact	Deputy Director (Social Care) Sheila Murphy x4128
3.4	Process involved in checking the suitability of people to become adoptive parents or foster carers	Adoptive parent counselling files,	100 years from date of adoption <i>[Regulation 6, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005/Adoptions Regulations 2005].</i>	Yes	Destroy, 100 years from date of adoption	Deputy Director (Social Care) Sheila Murphy x4128
3.5	Process involving individual case management of families or adults who have fostered children in their care	Foster carer files, Supported lodging files	10 years from the termination of the approval in relation to approved foster carers <i>[Regulation 32 of the Fostering Services Regulations 2002]</i> 3 years from the date of refusal or withdrawal of approval to be foster carers where application withdrawn	Yes	Destroy, 35 years after carer has ceased to foster	Deputy Director (Social Care) Sheila Murphy x4128
	Note: Foster care financial files see Financial management					
Child Protection						
3.6	Process involving summary case management of children under the protection of local authority.	Child Protection Register	No statutory requirement	<i>Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned</i>	Destroy 35 years after closure of case file	Deputy Director (Social Care) Sheila Murphy x4128
3.7	Process involving	Schedule 1 offenders	No statutory requirement	Yes	70 years after closure of case file	Deputy Director (Social Care)

	summary case management of adults convicted of Schedule 1 offences			<i>Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned</i>		Sheila Murphy x4128
3.8	Process involving individual case assessment, investigation, registration, and management of children involved in child protection: a) investigated, conferenced and registered b) core assessment c) investigated but not conferenced and registered	Child protection case files	No statutory requirement	<i>Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned</i> Ditto Ditto Ditto	Destroy, 35 years after closure of case file	Deputy Director (Social Care) Sheila Murphy x4128 Deputy Director (Social Care) Sheila Murphy x4128 Deputy Director (Social Care) Sheila Murphy x4128 Deputy Director (Social Care) Sheila Murphy x4128
3.9	Process involving individual cases involving initial assessment and provision of advice with regard to child protection	Child protection files	No statutory requirement except in relation to assessment pathway plans and their reviews on a relevant child – these must be kept until 75 th anniversary of child's birth or if the child dies before reaching 18, for 15 years after child's death	<i>Yes. Current files to be stored in paper form. Of the current open files only those files with information over two years old can be scanned</i>	Destroy, 35 years from closure of case file save in relation to pathway plans and reviews in which case close file after child's 75 th anniversary etc	Deputy Director (Social Care) Sheila Murphy x4128
Case management - Children's Services – General						
3.10	Process involving individual case management of services or support to children and young people.	Records held within every case management system including Youth Offending Team, Children's Centres, CAF Contact Point, Youth Service etc	No statutory requirement	Yes	Destroy, 35 years from DOB or 10 years from last contact	Deputy Director (Integrated Youth & Access) Linda Tottman x4129 Deputy Director (Social Care) Sheila Murphy x4128
Special Educational Needs						
3.11	Process of Statutory Assessment and Outcomes (Statement/ Note in Lieu)	Case Records – Children subject to Statutory Assessment	No statutory requirement	<i>Yes. Current files to be stored in paper form. Of the current open files only those files with information over two</i>	Destroy, 35 years from closure of case file	Deputy Director (Social Care) Sheila Murphy x4128

				<i>years old can be scanned</i>		
Adult and Elderly Case Files						
3.12	Process involving summary case management of services or support to adults		No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	
3.13	Process involved in assessing and providing individual support for people with mental illness	Mental Health files	No statutory requirement	Yes	Destroy, 10 years after last contact	
3.14	Process involved in assessing and providing individual support or services for all other people	Day service provision, Learning disability, Physical disabilities, Sensory disability, Rehabilitation and discharge, Communication support, Drug and alcohol misuse, Occupational therapy, Home care	No statutory requirement	Yes	Destroy, 6 years after last contact	
Admissions and Exclusions						
3.15	Case Files (including appeals)	Admission applications, Appeal files, Exclusion files	No statutory requirement	Yes	Admission application forms and 'case pares' retained for current and previous school year in paper form then scanned and paper form destroyed after 35 years. Remainder of documents in this category - destroy, 35 years from last action	Deputy Director (Performance Planning & Resources) Adrian Smith x4386 Deputy Director (Integrated Youth & Access) Linda Tottman x4129 Clerk to the Schools Appeals Panel
3.16	Admission arrangements	Records of consultation on admission arrangements selection tests/ statistics	No statutory requirement	Yes	Scan documents and destroy paper records after 1 year and Destroy, 5 years after last action	Deputy Director (performance Planning & Resources) Adrian Smith x4386
School Records						
Schools Finance						
3.17	Schools statutory financial returns and financial records relating to closed schools	Bank statements and reconciliations, original invoices and back up papers, financial monitoring reports	Statutory requirement to retain original documents for 6 years	Yes	Destroy after 6 years	Schools Finance Manager, Sue Ashton x4313
3.18	Bursarial service school records	Financial reports and back up documents	No statutory requirement	Yes	Destroy after two years	Schools Finance Manager, Sue Ashton x4313
Residential Homes						
3.19	Summary management systems that manage children/adults housed	Children's/adults home Registers, Admissions registers, Discharge registers	No statutory requirement but there are statutory requirements for the	Yes	Permanent, Offer to Archivist after administrative use is concluded	Assistant Director (Adults) Rosemary England 4196

	by the local authority		provider or registered manager to maintain a child's case records for at least 75 years of the child's date of birth or if the child dies before reaching 18, for 15 years after death from the last entry			
3.20	Documents relating to the operation of the establishment	Diaries, Rotas, Daily logs, Secure unit records	No statutory requirement but there are statutory requirements for the provider or registered manager to maintain a child's case records for at least 75 years of the child's date of birth or if the child dies before reaching 18, for 15 years after death from the last entry	Yes	Destroy, 25 years from closure of the establishment	Assistant Director (Adults) Rosemary England 4196
Housing Provision						
3.21	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness		No statutory requirement	Yes	Destroy 6 years after last action	Housing Allocations Service x2519
3.22	The registration of individuals housing applications	Council housing register	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Housing Allocations Service x2519
3.23	The process for applying for council housing (Unsuccessful applications only, successful applications will generally be placed on the tenancy file)	Council housing Application forms and supporting material, Application for transfer of tenancy and supporting papers	No statutory requirement	Yes	Destroy, 7 years after closure of file	Housing Allocations Service x2519
3.24	The process for managing the tenancy of an individual tenant	Correspondence re tenancy, Tenancy files, Application for transfer of tenancy and supporting papers, Application for emergency housing or referral from another agency	No statutory requirement	Yes	Destroy, 12 years after termination of tenancy. These may need to be kept for a longer period of time in order to prove that the tenant was actually housed properly by the authority	Economic Development Unit, Graham Hammond X5720 Head of Property, Suzanne Jackson X2366

Litigation

4.1	The process of managing, undertaking or defending for or against litigation on behalf of the local authority	Criminal case file, Childcare case file, Civil case file, correspondence	The Limitation Act 1980 specifies various time limits for particular types of action, including 12 years for actions on a specialty	Yes	Destroy, 7 years after last action Major litigation – offer to Archivist for review	Community and Litigation Services, Guy Atkins X2123 Community and Litigation Services, Lynn Powling X2122 IT Client Unit, X2903
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Advice

4.2	The process of providing legal advice on a point of law.		Note: The Limitation Act 1980 specifies various time limits for particular types of action, including 12 years for actions on a specialty	Yes	Destroy, 3 years after last action – unless a major precedent, then offer to Archivist for review	Akin Alabi, Deputy Head of Legal Services x2112 Brian West, Principal Solicitor x2119
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Agreements

4.3	Process of agreeing terms between organisations, Note : this does not include contractual agreements	Concordat	No statutory requirement	Yes	Destroy, 6 years after agreement expires or is terminated.	Policy Team, Head of Policy IT Client Unit, X2903
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(see also **Property Acquisition and Disposal**)

4.4	The process of changing ownership of land or property	Conveyancing files	12 years <i>[s15 Limitation Act 1980]</i>	Yes	Destroy, 12 years after closure	Bob Eskriett, Principal Legal Officer x2111
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Contracts and Tendering

Pre Contract Advice

4.5	The process of calling for expressions of interest	Expressions of Interest	3 months for actions founded on breach of Public Contracts Regulations 2006 <i>[Regulation 47 of the Public Contracts Regulations 2006]</i> 6 years for actions founded on breach of contract <i>[s.5 of the Limitation Act 1980]</i>	Yes	Destroy, 2 years after contract let or not proceeded with	Steve Merritt, Head of Procurement x2420 Policy Team, Head of Policy Deputy Director (Performance Planning & Resources) Adrian Smith x4386 Deputy Director (Integrated Youth & Access) Linda Tottman x4129 Head of Technical Finance, Nigel Bate X2647
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Specification and Contract Development

4.6	The process involved in the development and specification of a contract	Tender specification Note: For project files containing drafts leading to a final version these records can be destroyed	6 years after the terms of the contract have expired <i>[s.5 Limitation Act 1980]</i> 12 years after the terms of the contract have expired for contracts made under seal <i>[s.8 Limitation Act 1980]</i>	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Steve Merritt, Head of Procurement x2420 Head of Technical Finance, Nigel Bate X2647 IT Client Unit, X2903 Deputy Director (Performance Planning & Resources) Adrian Smith x4386 Deputy Director (Integrated Youth & Access) Linda Tottman x4129 Policy Team, Head of Policy
Tender Issuing and Return						
4.7	The process involved in the issuing and return of a tender	Opening notice, Tender envelope	6 years after the terms of the contract have expired from ordinary contracts <i>[s.5 Limitation Act 1980]</i> 12 years after the terms of the contract have expired for contracts made under seal <i>[s.8 Limitation Act 1980]</i>	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Steve Merritt, Head of Procurement x2420 Deputy Director (Performance Planning & Resources) Adrian Smith x4386 Deputy Director (Integrated Youth & Access) Linda Tottman x4129 Policy Team, Head of Policy
Evaluation of Tender						
4.8		Evaluation criteria	6 years after the terms of the contract have expired for ordinary contracts <i>[s.5 Limitation Act 1980]</i> 12 years after the terms of the contract have expired for contracts made under seal <i>[s.8 Limitation Act 1980]</i>	Yes Yes	Destroy, (a) <u>Ordinary Contracts</u> 6 years after the terms of contract have expired Destroy, (b) <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Steve Merritt, Head of Procurement x2420 IT Client Unit, X2903 Head of Technical Finance, Nigel Bate X2647 Deputy Director (Performance Planning & Resources) Adrian Smith x4386 Deputy Director (Integrated Youth & Access) Linda Tottman x4129

4.9	Successful tender document	Tender documents, Quotations	6 years after the terms of the contract have expired for ordinary contracts [s.5 Limitation Act 1980]	Yes	Destroy, a) <u>Ordinary Contracts</u> 6 years after the terms of contract have expired (b) <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	<p>Policy Team, Head of Policy</p> <p>Steve Merritt, Head of Procurement x2420</p> <p>Legal Department, Brian West X2119</p> <p>IT Client Unit, X2903</p> <p>Head of Technical Finance, Nigel Bate X2647</p> <p>Deputy Director (Performance Planning & Resources) Adrian Smith x4386</p> <p>Deputy Director (Integrated Youth & Access) Linda Tottman x4129</p>
4.10	Unsuccessful tender documents	Tender documents, Quotations	6 years after the terms of the contract have expired for ordinary contracts [s.5 Limitation Act 1980]	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	<p>Policy Team, Head of Policy</p> <p>Steve Merritt, Head of Procurement x2420</p> <p>Legal Services, Brian West X2119</p> <p>Head of Property, Suzanne Jackson X2366</p> <p>IT Client Unit, X2903</p> <p>Head of Technical Finance, Nigel Bate X2647</p> <p>Deputy Director (Performance Planning & Resources) Adrian Smith x4386</p> <p>Deputy Director (Integrated Youth & Access) Linda Tottman x4129</p>

Post Tender Negotiation

4.11	The process in negotiation of a contract after a preferred tender is selected	Clarification of contract, Post tender negotiation minutes	6 years after the terms of the contract have expired for ordinary contracts <i>[s.5 Limitation Act 1980]</i>	Yes	Destroy, <u>Ordinary Contracts</u> 6 years after the terms of contract have expired	Steve Merritt, Head of Procurement x2420
			12 years after the terms of the contract have expired for contracts made under seal <i>[s.8 Limitation Act 1980]</i>		<u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Head of Technical Finance, Nigel Bate X2647
						IT Client Unit, X2903
						Deputy Director (Performance Planning & Resources) Adrian Smith x4386
						Deputy Director (Integrated Youth & Access) Linda Tottman x4129
						Policy Team, Head of Policy
Awarding of contract						
4.12	The process awarding of contract	Signed contract	6 years after the terms of the contract have expired for ordinary contracts <i>[s.5 Limitation Act 1980]</i>	Yes	Destroy, (a) <u>Ordinary Contracts</u> 6 years after the terms of contract have expired	Steve Merritt, Head of Procurement x2420
			12 years after the terms of the contract have expired for contracts made under seal <i>[s.5 Limitation Act 1980]</i>			Legal Services, Brian West X2119
			<i>s.8 Limitation Act 1980</i> (Time limit for actions on a specialty)	Yes	Destroy, (b) <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	IT Client Unit, X2903
						Deputy Director (Performance Planning & Resources) Adrian Smith x4386
						Deputy Director (Integrated Youth & Access) Linda Tottman x4129
						Policy Team, Head of Policy
Contract Management						
4.13	Contract operation and monitoring	Service Level Agreements, Compliance reports, Performance reports	6 years after the terms of the contract have expired for ordinary contracts <i>[s.5 Limitation Act 1980]</i>	Yes	Destroy, (a) <u>Ordinary Contracts</u> 6 years after the terms of contract have expired	Legal Services, Brian West X2119
					Destroy, b) <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	IT Client Unit, X2903
			12 years after the terms of the contract have expired for contracts made under			Head of Technical Finance, Nigel Bate X2647
						Policy Team, Head of Policy

4.14	Management and amendment of contract	Minutes and papers of meetings Changes to requirements, Variation forms, Extension of contract, Complaints, Disputes on payment	seal <i>[s.8 Limitation Act 1980]</i> 6 years after the terms of the contract have expired for ordinary contracts <i>[s.5 Limitation Act 1980]</i>	Yes	Destroy, (a) <u>Ordinary Contracts</u> 6 years after the terms of contract have expired (b) <u>Contracts Under Seal</u> 12 years after the terms of contract have expired	Steve Merritt, Head of Procurement x2420 Legal Services, Brian West X2119 IT Client Unit, X2903 Head of Technical Finance, Nigel Bate X2647 Joint Commissioner Learning Disability Services, Dave Holman X4226 Facilities Services Manager, Stephen York X2373 Deputy Director (Performance Planning & Resources) Adrian Smith x4386 Deputy Director (Integrated Youth & Access) Linda Tottman x4129 Policy Team, Head of Policy
Tenancy Agreements	4.15 The process of awarding tenancies in welfare housing	Signed tenancy agreements, Sealed tenancy agreements	6 years after the terms of the contract have expired for ordinary contracts <i>[s.5 Limitation Act 1980]</i> 12 years after the terms of the contract have expired for contracts made under seal <i>[s.8 Limitation Act 1980]</i>	Yes	Destroy, a) <u>Ordinary Tenancy</u> 6 years after the terms of agreement have expired	Deputy Director (Performance Planning & Resources) Adrian Smith x4386
				Yes	Destroy, b) <u>Tenancy Under Seal</u> 12 years after the terms of agreement have expired	Deputy Director (Integrated Youth & Access) Linda Tottman x4129
European Regional Development Fun/ESF 2000-2006	4.16 Management of projects that are funded under the 2000-2006 ERDF/ESF programme	Funding contracts, Procurement records, Expenditure claims, Management records	<i>EC Regulation 1260/1999</i>	Yes	Destroy, after 31 st December 2014	Graham Hammond, Head of Economic Development ext 5720
Registrars of Births Deaths And Marriages Registration						

5.1	Registration of Births, Deaths and Marriages Registration of Still births Registration of Civil Partnerships	Registers of births, deaths and marriages Register of Stillbirths Civil Partnership Register	Permanent <i>[Regulation 8 of the Marriage (Authorised Persons) Regulations 1952 and s28 of the Births and Deaths Registration Act 1953]</i>	No	Permanent Disposal of registers is a criminal offence under s.35 of BDRA 1953	Alison Parr Superintendent Registrar x 5518
5.2	Issue of certificates following registration	Certificates of birth, death, marriage, Civil partnership certificate Statutory – Acts as detailed above Certificates for disposal following registration of death / Still births	Permanent <i>[Regulation 8 of the Marriage (Authorised Persons) Regulations 1952 and s28 of the Births and Deaths Registration Act 1953]</i>	No	Destroy, Counterfoils can be destroyed 2 years after issue of Destroy, Counterfoils can be destroyed 5 years after registration of event. Statutory, as above	Alison Parr Superintendent Registrar x 5518
Marriage Services						
5.3	Conducting Ceremonies – Marriage / Civil Partnership	Register of Marriages Marriage Authorities – SR certificates / RG Licences	Permanent <i>[Regulation 8 of the Marriage (Authorised Persons) Regulations 1952 and s28 of the Births and Deaths Registration Act 1953]</i>	No	Permanent, Disposal of registers is a criminal offence under s.35 of BDRA 1953	Alison Parr Superintendent Registrar x 5518
Notices						
5.4	Giving Notice of Marriage / Civil Partnership	Notices of Marriages / Civil Partnership	5 years after the date of giving notice <i>[Marriage Act 1949 as amended / Civil Partnership Act 2004]</i>	No	Destroy, 5 years after date of Notice	Alison Parr Superintendent Registrar X 5518
Coroners						
5.5	Summary registration of reported deaths For further information please refer to Home Office website www.homeoffice.gov.uk/circulars/1999/hoc9959	Reported deaths register	Permanent <i>[Set by The National; Archives (formally PRO)]</i>	Yes	Permanent, Offer to Archivist after administrative use is concluded	
5.6	The process and actions of inquiring into deaths	Coroner's case files	15 years after last action <i>[Set by The National;</i>	Yes	Destroy, 15 years after last action	

	which do not proceed to an inquest.		<i>Archives (formally PRO)</i>			
5.7	The process and actions of inquiring into deaths which proceed to an inquest	Coroner's case files	Permanent <i>[Set by The National; Archives (formally PRO)]</i>	Yes	Permanent, Offer to Archivist after administrative use is concluded	
Treasure Trove						
5.8	The process and actions of Treasure inquests		2 years after last action <i>[Set by The National; Archives (formally PRO)]</i>	Yes	Destroy, 2 years after last action	
Personnel administration						
6.1	Records relating to the appointment, employment, development and termination of staff.	The employee personnel file. Records relating to the selection checking and vetting of employees appointed. Contractual documentation, probation, records of performance and reward, training and development; pay records. Records of disciplinary, grievance and other internal procedures. Records relating to posts, job descriptions, staffing establishment.	No statutory requirement save that in relation to PAYE records 3 years after the tax year to which they relate <i>[Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003</i>	Yes	All paper records will be scanned. Scanned records will be retained 25 years from the date of termination in respect of staff working with children or vulnerable adults, otherwise for 6 years. [Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form].	HR Service, Nick Hollier X4091 Schools HR Service, Lea Dehanev x4340
6.2	The process of attracting and selecting employees.	Records of advertisement and recruitment and selection processes including application forms.	No statutory requirement	Yes	Destroy as confidential waste all papers 4 months from offer of appointment except for papers in relation to the successful candidate whose papers should form part of employee personnel file .	HR Service, Nick Hollier X4091 Schools HR Service, Lea Dehanev x4340
6.3	Records containing pension information	Any records relating to employee entitlement, benefits paid or payable, contribution or service	No statutory requirement	Yes	Electronic records relating to pensioners to be retained for 1 year from date of last pension payment. Annual tabulations and other records relating to aggregated pension payments to be retained for 12 years. [Records retained and maintained by contractors responsible for the administration of pensions will be sufficient for these purposes.]	HR Service, Nick Hollier X4091 Schools HR Service, Lea Dehanev x4340

Process of monitoring staff absence	Sick leave, Jury service, Study leave, Special and personal leave.	No statutory requirement save that in relation to PAYE records 3 years after the tax year to which they relate [<i>Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003</i>]	Yes	All paper copies will be scanned. Electronic records will be retained for 3 years. [Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form]	HR Service, Nick Hollier X4091 Schools HR Service, Lea Dehaneley x4340
Administration records relating to attendance and timekeeping	Flexitime, TOIL, and similar records	No statutory requirement	Yes	Records will be retained for 6 months after the relevant period thereafter records destroyed as confidential waste.	HR Service, Nick Hollier X4091 Schools HR Service, Lea Dehaneley x4340

Employee and Industrial Relations

6.4	Policies, Agreements and protocols relating to the agreement of matters relating to employee and industrial relations.	Agreements, protocols and documents confirming agreed approaches.	No statutory requirement	Yes	Offer original agreement to Archivist for review . Original of signed agreement etc will be kept until 6 years after the term of the agreement has expired or from the date the agreement is superseded. All agreements will be scanned immediately.	HR Service, Nick Hollier x4091 Schools HR Service, Lea Dehaneley x4340
6.5	Liaison processes of minor and routine industrial matters	Daily industrial relations management	No statutory requirement	Yes	All paper documents will be scanned immediately and paper documents to be destroyed immediately an electronic record has been created. Electronic record to be deleted after 1 year.	HR Service, Nick Hollier x4091 Schools HR Service, Lea Dehaneley x4340
6.6	Processing of disciplinary, grievance and other procedures.	Formal letters recording outcome of procedures	No statutory requirement	Yes	All paper records to be scanned immediately and paper documents to be destroyed immediately an electronic record has been created. Electronic record to be deleted after 1 year. Relevant papers will be placed on the employee file. Electronic records of such matters will be retained for termination + 25 years in respect of staff working with children or vulnerable adults, otherwise for 6 years. Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form	HR Service, Nick Hollier x4091 Schools HR Service, Lea Dehaneley x4340

6.7	Processing of disciplinary and grievances investigations	Papers from investigation, papers relating to any hearings or tribunals, statements, etc.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning. Electronic record to be deleted after 1 year. Electronic record of relevant papers to be created 6 months after the procedure has been concluded.	HR Service, Nick Hollier x4091 Schools HR Service, Lea Dehane x4340
Policy and Procedures						
6.8	Agreement of policy and procedures relating to staff and their management	Policies and procedures agreed by Members, operational procedures, record of decisions taken.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning. Final policy and procedure will be retained in electronic format. All paper documents will be scanned immediately.	HR Service, Nick Hollier x4091 Schools HR Service, Lea Dehane x4340
Occupational Health						
6.9	The process of checking and ensuring the health of staff	All records maintained in OH Service Health questionnaire, Medical clearance, Adjustment to work place, Restrictions, Recommendations	<i>[Management of Health & Safety at Work Regulations 1999]</i>	Yes	All paper records will be disposed of with due regard to confidentiality immediately an electronic copy or record of the information contained in any document has been created. Medical records will be retained for ten years after cessation of employment in electronic form . Any statutory medicals (lead, asbestos, COSSH) need to be kept for 40 years Medical records will be retained for ten years after cessation of employment in electronic form . Advice to HR will form part of personnel file.	HR Service, Nick Hollier x4091

Recruitment

6.10	The recruitment and selection to any established position	Advertisements, Applications, reports, Interview reports, Unsuccessful applicants	No statutory requirement	Yes	6 months after recruitment has been finalised, destroy as confidential waste	HR Service, Nick Hollier x4091 Schools HR Service, Lea Dehaney x4340 CE Office, Head of CE Policy Team, Head of Policy
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Training and Development

6.11	Records of training undertaken by individual staff	Course individual staff assessment Attendance on course	<i>[Management of Health & Safety at Work Regulations 1999]</i>	Yes	All paper records will be scanned. Scanned records will be retained 25 years from the date of termination in respect of staff working with children or vulnerable adults, otherwise for 6 years. [Where information is recorded on the TOPS system only documents that form part of the employee file will be retained and then in electronic form]	HR Service, Nick Hollier x4091 CE Office, Head of CE Policy Team, Head of Policy
6.12	Training (concerning children or vulnerable adults)	Course details, course outline, course materials, details of tutor and qualification, summary record of attendees.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning. Electronic records will be retained for 6 years after course last delivered	HR Service, Nick Hollier x4091 CE Office, Head of CE Policy Team, Head of Policy
6.13	Training (occupational health and safety training)	Course details, course outline, course materials, details of tutor and qualification, summary record of attendees.	No statutory requirement	Yes	Paper documents to be destroyed immediately an electronic record has been created through scanning. Electronic records will be retained for 6 years after course last delivered	HR Service, Nick Hollier x4091
6.14	Training (materials)	Course agenda, handouts, slides	No statutory requirement	Yes	Electronic records will be retained for 1 year after course is superseded	HR Service, Nick Hollier x4091 Policy Team, Head of Policy

Payroll

6.15	Accountable processes relating to payment of employees	Authority sheets, Claim forms, (e.g. Time sheets, Car allowances, Overtime Allowances), Payroll deduction authorities, Payroll disbursement, Employee pay records, Employee taxation records, Schedules of payments made to Statutory and non Statutory bodies.	Statutory requirement in relation to statutory returns ¹ In relation to PAYE records which are not required to be sent to the Inland Revenue, 3 years after the tax year to which they relate [<i>Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003</i>]	Yes	Paper documents to be shredded immediately an electronic record has been created through scanning. 7 years after the conclusion of the financial transaction that the record supports for statutory returns. All paper documents will be scanned annually for 2 year retention where no statutory requirement and paper records destroyed	Mandy Vennard Payroll & HR Systems Manager ext 4101
6.16	Non-accountable processes relating to payment of employees	Summary employee pay reports	No statutory requirement	Yes	Destroy after administrative use is concluded	
Accounts & Audit Reporting						
7.1	The process that consolidates financial transactions on an annual basis for corporate reporting	Statement of Accounts	No statutory requirement	Yes	Permanent. Held electronically.	Assistant Director (Finance and Procurement), John Peters x2304 Heads of Finance Dick Passmore x2308 Geoff Wilkins x2317 Keith Francis x4180 Nigel Bate x2647
7.2	The process that supports and consolidates financial transactions on a periodic (less than annual) basis superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Consolidated monthly & quarterly reports, Consolidated monthly & quarterly financial statements, Working papers for the preparation of the above, Monthly accrual statements, Cash flow statements, Creditor statements, Creditor listings and reports	No statutory requirement	Yes	Held electronically then destroy when administrative use is concluded	Assistant Director (Finance and Procurement), John Peters x2304 Heads of Finance Dick Passmore x2308 Geoff Wilkins x2317 Keith Francis x4180 Nigel Bate x2647
7.3	The process of reporting on internal systems of controls and management of risks	Standard Internal Audit Reports, subsequent correspondence, system notes and control objectives;	No statutory requirement	Yes	Keep electronically for 6 years after end of audit.	Head of Internal Audit Dave Hogan x2338.

¹ See Finance for further details of statutory basis

All other working papers for standard audits

Fraud Investigations (where proven and resulting in a court case) – Report and all papers

Keep electronically (or otherwise) for current year plus previous year – except for School audits where papers kept until the next audit is undertaken

Keep for 6 years from the closure of the court case

Financial Transactions Management

7.4	Management of the approvals process for purchase, including investigations	Appointments & delegations (including Authorised Signatory Lists), Audit investigations, Arrangements for the provision of goods and/or services	7 years [<i>Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998</i>].	Yes	Destroy, 7 years after the end of the financial year in which the records were created.	Head of Procurement, Steve Merritt x2420
7.5	Identification of the receipt, expenditure and write offs of public monies	Allowances, Work orders, , copy Purchase Orders (electronic records or otherwise), Invoices, Credit card statements, Cash books, Cash records and Till rolls, Receipts, Cheque counterfoils, Unpresented Cheque Lists, Bank statements, Subsidiary ledgers (annual), Journals (annual), Vouchers, Primary Debtor records, (including copy supply invoices to debtors), Repayment of loans, Delivery notes, Periodical Payment Registers, Handitill Envelopes (2 years only required), Cheques Registers.	6 years after the conclusion of the financial transaction that the record supports [<i>Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998</i>].	Yes	Destroy, 6 years after the conclusion of the financial transaction that the record supports – This period may be reduced with the agreement of Customs and Excise and/or the Inland Revenue.	Heads of Finance: Dick Passmore x2308 Geoff Wilkins Keith Francis; Head of Technical Finance: Nigel Bate Head of Revenues: Mark Underwood Head of Procurement, Steve Merritt x2420
7.6	Process involving the provision and support for individuals using public transportation	Applications, Card issue, Travel Warrants	6 years after the conclusion of the financial transaction that the record supports [<i>Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998</i>].	Yes	Destroy, 6 years after the conclusion of the financial transaction that the record supports.	Caroline Allen x2819 For Travel Warrants these could be issued by a variety of officers throughout the Council
7.7	Processes that balance & reconcile financial accounts	Reconciliation, Summaries of accounts	No statutory requirement	Yes	Destroy, 2 years after administrative use is concluded	Assistant Director (Finance and Procurement), John Peters x2304 Head of Strategic and Central Finance, Geoff Wilkins x2317

7.8	Taxation Records	Taxation records, Motor vehicle logs, Fringe benefits tax records, Group certificates	5 years after the end of the financial year in which the records were created <i>[Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998].</i>	Yes	Destroy, 5 years after the end of the financial year in which the records were created.	Mandy Vennard Payroll & HR Systems Manager x4101
			In relation to PAYE records which are not required to be sent to the Inland Revenue, 3 years after the tax year to which they relate <i>[Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003</i>			
7.9	Processes involved in the collection of National Insurance Number	Notification & input records	No statutory requirement save that in relation to PAYE records 3 years after the tax year to which they relate <i>[Regulation 97(8) Income Tax (Pay as You Earn) Regulations 2003</i>		Destroy, Current year plus 6 years	Mandy Vennard Payroll & HR Systems Manager x4101
Financial Provisions Budgets And Estimates						
7.10	The process of finalising local authorities' annual budget	Annual budget	No statutory requirement save in relation to final version of the budget of which a copy must be kept for the current year	Yes	Permanent, held electronically	Assistant Director (Finance and Procurement), John Peters x2304 Heads of Finance: Dick Passmore Geoff Wilkins Keith Francis
7.11	The process of developing local authorities' annual budget	Draft budgets, Departmental budgets, Draft estimates	No statutory requirement	Yes	Held electronically then destroy, 2 years after annual budget adopted by local authorities	Assistant Director (Finance and Procurement), John Peters Heads of Finance: Dick Passmore x2308 Geoff Wilkins x2317 Keith Francis x4180
7.12	The process of reporting which examines the	Quarterly statements	No statutory requirement	Yes	Held electronically then destroy after next year's annual budget has been	Heads of Finance: Dick Passmore x2308

	budget in relation to actual revenue and expenditure				adopted by local authority	Geoff Wilkins 2317 Keith Francis x4180
Loans						
7.13	The activity of borrowing money to enable a local authority to perform its functions and exercise its powers	Loan files	7 years after the loan has been repaid. <i>[Limitation Act 1980]</i>	Yes	Destroy	Head of Technical Finance: Nigel Bate X2647
7.14	Summary management of loans	Loans registers	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Technical Finance: Nigel Bate X2647
	The process of offering financial help with welfare housing provision and maintenance		No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Dianne Blazer, Senior Environmental Health Officer x5660
7.15	Mortgages	Mortgage agreements	6 years after the last payment unless under seal in which case the period is 12 years after last payment <i>[s.20 Limitation Act 1980]</i>	Yes	Last payment + 6 years if signed	Revenue Contracts Officer, Gary Mitchell
		Correspondence	12 years after last payment <i>[s.20 Limitation Act 1980]</i>	Yes	Last payment +12 years if sealed	Revenue Contracts Officer, Gary Mitchell x6609
7.16	“Right to Buy”	Sale documents, Agreement concerning sale	No statutory requirement	Yes	Destroy, 12 years after sale of house	Head of Property, Suzanne Jackson X2366
7.17	Rent Payments	Rent books, Correspondence concerning payment, Requests for payment	7 years after the end of the financial year in which created <i>[Limitation Act 1980]</i>	Yes	Destroy, 7 years after the end of the financial year in which created.	Head of Property, Suzanne Jackson X2366
7.18	Home Improvement Grants	Agreement to pay loan, Details of payments, Correspondence relating to loan	6 years after last payment for grants under £50,000, 12 years after last payment for rest <i>[Limitation Act 1980]</i>	Yes	Destroy, 6 years after last payment for grants under £50 000, For grants over £50 000 destroy 12 years after last payment. Where plans and detailed drawings included offer to Archivist.	
Council Tax Valuation						
7.19	The valuation of rateable land within a municipal district for the purpose of the making of the rate	Valuation lists	Permanent <i>[S22B Local Government Act 1992]</i>	Yes	Permanent, Offer to Archivist after administrative use is concluded	Revenue Contracts Officer, Gary Mitchell x6609

Correspondence, Objections, Reports

10 years after year in which valuation was made

Yes

To be kept for 10 years after the year in which the valuation was made.

Property History

7.20 The recording of information for rateable properties identifying the person or company rated, including details of the value of the property. Note: Records containing accounting information primarily, and not being a source of property history, should be disposed of according to the appropriate record class within the **Accounts & Audit** function.

Rate Books , Rate Cards, Register of Rateable Properties, Valuation Lists

No statutory requirement

Yes

Permanent, Offer to Archivist after administrative use is concluded

Head of Revenues, Mark Underwood x6600

Rates and Local Authorities Tax Correspondence

7.21 The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters

Notices, Objections, Applications, Correspondence, Rate certificates, Notices of acquisition and disposition, Rate property files, Primary Business Rate Records and supporting documentation, Primary Council Tax Records and supporting documentation, Council tax supporting documentation (retain until after audit but a minimum of 12 months).

No statutory requirement

Yes

Destroy, 7 years after last action

Revenue Contracts Officer, Gary Mitchell x6609

Summary Assets Management

7.22 Summary management reporting on the overall assets of the local authorities

Schedules of acquisitions, Consolidated current asset reports, Annual reports, Summary of current assets, Asset registers

7 years after last action. [Limitation Act 1980, Value Added Tax Act 1994, Taxes Management Act 1970, Audit Commission Act 1998]

Yes

Permanent, Offer to Archivist after administrative use is concluded

Head of Property, Suzanne Jackson X2366

Asset Monitoring and Maintenance

7.23 Management systems that allow the monitoring & management of assets

Subsidiary asset registers

No statutory requirement

Yes

Destroy 7 years after the conclusion of the financial transaction that the record supports

Head of Property, Suzanne Jackson X2366

in summary form

7.24	Process of reporting and reviewing assets status	Routine returns and reports on asset status, Inventories, Stocktaking, Stocktaking, Surveys of usage, Acquisition and disposal reports & proposals	No statutory requirement	Yes	Destroy 2 years after administrative use is concluded	Building Services Manager:
7.25	The process of maintaining assets	Garden maintenance, Cleaning, Painting Roads bridges street lighting	No statutory requirement	Yes	Destroy, 7 years after last action	Building Services Manager: Head of Engineering Services, Dave Green x2878 Head of Area Teams, Tony Hughes x 6910
7.26	The process of maintaining plant and equipment	Service records, Plant files	No statutory requirement	Yes	Destroy 7 years after sale or disposal of asset	Building Services Manager:
Asset Acquisition and Disposal						
7.27	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	Legal documents relating to the purchase/sale, Particulars of sale documents, Board of survey, Leases, Applications for leases, licences & rental revision, Tender documents, Conditions of contracts, Certificates of approval	6 years if under £50,000, 12 years for rest after all obligations/entitlements are concluded <i>[Limitation Act 1980].</i>	Yes	Destroy 6 years, if under £50 000 or 12 years for rest after all obligations/entitlements are concluded.	Legal Services, Brian West X2119 Head of Property, Suzanne Jackson X2366
Property and Land Management						
8.1	Reports to management on overall property of the local authority	Consolidated property & buildings annual reports, Summary of leased property, Summary of local authority's owned property, Site register, Register of leases	No statutory requirement	Yes	Permanent - offer to Archivist after administrative use is concluded	Head of Property, Suzanne Jackson X2366
Property Acquisition and Disposal						
8.2	Management of the acquisition (by financial lease or purchase) process for real property	Plans	No statutory requirement	Yes	Retain for life of property or building plus 12 years Offer material re major/significant properties to Archivist for review	Legal Services, Brian West X2119 Head of Property, Suzanne Jackson X2366
8.3	Management of the disposal (by sale or write off) process for real property	Legal documents relating to the sale, Particulars of sale documents, Board of Survey, Tender documents, Conditions of contracts	No statutory requirement	Yes	Destroy, 15 years after all obligations and entitlements are concluded	Legal Services, Brian West X2119 Head of Property, Suzanne Jackson X2366

Offer material re major/significant properties to Archivist for review

Property Development and Renovation

8.4	The process of managing and undertaking renovations and development of property		No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Head of Property, Suzanne Jackson X2366
8.5	Management • buildings and estates of "special interest"	Project specifications, Plans, Installation manuals, Certificates of approval	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	Building Services Manager:
8.6	Management • all other buildings and estates	Project specifications, Plans, Installation manuals, Certificates of approval	No statutory requirement	Yes	Retain for life of property or building	Library Services Manager Judith Mitlin X4531 Building Services Manager:
8.7	The action process involved in the development and renovation of property	Work orders, Tender documents, Conditions of contracts	No statutory requirement	Yes	Destroy, 7 years after the conclusion of the transaction that the record supports	Legal Services, Brian West X2119 Head of Property, Suzanne Jackson X2366

Leasing And Occupancy

8.8	The process of managing leased property	Lease agreements, Rental expenditure authorities, Valuation queries, Applications for leases, licences & rental revision	No statutory requirement	Yes	Destroy, 15 years after the expiry of the lease	Head of Property, Suzanne Jackson X2366
8.9	The process of managing the occupancy of property	Requests for works, cleaning, etc.	No statutory requirement	Yes	Destroy after agreement has been completed	Head of Property, Suzanne Jackson X2366

Housing Provision

8.10	The process of managing local authority welfare housing estates	Stock monitoring records	No statutory requirement	Yes	Destroy, 4 years after last action	
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Systems Management

8.11	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority		No statutory requirement	Yes	Retain for life of system then destroy	
8.12	The process to implement a system	Implementation plan	No statutory requirement	Yes	Destroy, 7 years after last action	ICT Solutions

	used to support the activities of the local authority					
8.13	The process to support and administer a system used to support the activities of the local authority		No statutory requirement	Yes	Destroy, 5 years after last action	
Transport Management						
8.14	The process of acquisition and disposal of vehicles through lease or purchase	Leases, Contracts, Quotes, Approvals, Fleet authorisation numbers, Approvals as drivers, Maintenance	No statutory requirement	Yes	7 years after the disposal of the vehicle	Head of Technical Finance: Nigel Bate x2647 Head of Risk Management: Stephen Stuchbury x2349
8.15	The process of managing allocation & maintenance of vehicles		No statutory requirement	Yes	Destroy, 7 years after the sale or disposal of the vehicle	
8.16	The process of recording vehicle usage	Vehicle usage reports	No statutory requirement	Yes	Destroy, 3 years after the sale or disposal of the vehicle	
8.17	The process of recording drivers usage	Vehicle log book	No statutory requirement	Yes	Destroy, 7 years after the sale or disposal of the vehicle	Youth Services, Julie Slater X4301
Insurance						
Policy Management						
8.18	The summary management of insurance arrangements		No statutory requirement	Yes	Permanent.	Head of Risk Management: Stephen Stutchbury X2349
8.19	The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage	Insurance policies, Correspondence	No statutory requirement	Yes	Permanent.	Head of Risk Management: Stephen Stutchbury X2349
8.20	The process of renewing insurance policies	Insurance policy Renewal records, Correspondence	No statutory requirement	Yes	Destroy, 5 years after the insurance policy has been renewed	Head of Risk Management: Stephen Stutchbury X2349
Claims Management						
8.21	The process that records insurance claims against the local authority or local authority officers	Claims records, Correspondence	No statutory requirement	Yes	Scan to archive 15 years after claimed settled.	Head of Risk Management: Stephen Stutchbury X2349

**Health and Safety
Inspections and Assessments**

9.1	Process of inspecting equipment to ensure it is safe	Equipment inspection records	6 years from destruction of the equipment <i>[Limitation Act 1980]</i>	Yes	Destroy, 6 Years from destruction of the equipment	Assistant Director (HR) Nick Hollier x4091
						School Support Service, John Tompkins X4082
						Facilities Services Manager, Stephen York X2373
						Deputy Director (Performance Planning & Resources), Adrian Smith x4386
						Head of Youth Service, Julie Hayward x4192
9.2	Processing the geo-technical assessments of a quarry		No statutory requirement.	Yes	When quarry is no longer in use consult or refer to Health and Safety Executive	
9.3	Process of carrying out monitoring to ensure that the process is safe	Monitoring results	3 years from last action <i>[S11 Limitation Act 1980.]</i>	Yes	Destroy, 3 Years from last action.	HR Service, Nick Hollier X4091
9.4	Process of monitoring of areas where employees and persons are likely to have come in contact with asbestos	Property asbestos files	40 years from last action <i>[Regulation 22 Control of Asbestos Regulations 2006]</i>	Yes	Destroy, 40 Years from last contact	Assistant Director (HR) Nick Hollier x4091
						Head of Property, Suzanne Jackson, X2366
						Building Services Manager:
9.5	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	Radon monitoring	50 years from last action or at age 75 years, whichever is the greater <i>[Regulation 24 Ionising radiations regulations 1999].</i>	Yes	Destroy, 50 Years from last action or at age 75 years whichever is the greater.	Assistant Director (HR) Nick Hollier x4091
9.6	Process to ensure safe systems of work	Risk Assessment Register	No statutory requirement	Yes	Retain until superseded or process ceases plus 1 year	HR Service, Nick Hollier X4091
						Head of Area Teams, Tony Hughes x6910
9.7	Process to asses the	Risk assessment	3 years from last	Yes	Destroy, 3 Years from last	Assistant Director (HR) Nick

	level of risk		assessment [<i>Management of health and Safety at work regulations 1999</i>].		assessment	Hollier x4091
9.8	Processes that permit work		No statutory requirement	Yes	Destroy, 1 year from last action	Assistant Director (HR) Nick Hollier x4091
9.9	Process that records injuries to adults	Accident books	3 years from closure [<i>Regulation 7 Reporting of Injuries Diseases and Dangerous occurrences regulations 1995</i>].	Yes	Destroy, 3 Years from closure	HR Service, Nick Hollier X4091
9.10	Process that records injuries to children	Accident books	25 years from closure [<i>Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995</i>].	Yes	Destroy, 25 Years from closure. Source:	HR Service, Nick Hollier X4091
Emergency Planning						
9.11	Process to develop the emergency/disaster plan for the local community	Major Incident Plan, Emergency plans	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	HR Service, Nick Hollier X4091 IT Client Unit, X2903
9.12	Process of recording the results of the test for emergency/disaster plan for the local community		No statutory requirement	Yes	Destroy, 10 years after closure	HR Service, Nick Hollier X4091 Graham Ward / Tony Plowright
Major Incident						
9.13	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not		No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	HR Service, Nick Hollier X4091 Graham Ward x2508 / Tony Plowright x2061
9.14	Activities that report on all minor incidents in the local community		No statutory requirement	Yes	Destroy, 7 years after closure	Head of Area Teams, Tony Hughes x6910 HR Service, Nick Hollier X4091 Graham Ward x2508 / Tony Plowright x2061 Head of Area Teams, Tony Hughes x6910
Enforcement Certification and Prosecution Registration, Certification and Licensing						
9.15	Summary management systems that allow the monitoring & management of	Visual impairment register	No statutory requirement	Yes	Permanent, Offer to Archivist after administrative use is concluded	

	registration, certification and licences registration requirements in summary form					
9.16	The administration of applications, registration, certification and licences in relation to local authorities' registration requirements	Applications for animal registration Applications for registration of a business premises, Applications for release of animals impounded, Registers, · Certificates of registration of: door supervisors, taxi drivers, beauty therapists, Animal movement licences, Gaming, Fire certification, Disabled Parking permits, Blue badge, Registration to sell poison, Parking.	No statutory requirement.	Yes	Destroy 2 years after registration or entitlement lapses – Note: may want archival review in cases of licensing of children in entertainment.	Parking Manager, Tina Brooks X2225 Building Services Manager: Head of Transport and Traffic, Richard Hawkins x5900 Head of Public Protection, Clive Cain x5633 Licensing Manager, Diane Kraus x5675
9.17	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical products or herbicides)	Diesel licences Petroleum licences, Health and safety licensing, Hazardous substances, Contaminated land register/pollution	Permanent	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded - 60 years after registration or entitlement lapses	
9.18	The process of registration of homes or carers for the care and support of children, in the responsibility of the local authority	Organisation files Child carers files, Childcare registration, Day care registration, Children's home	The responsibility of OFSTED from 1 st April 2002	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded - 25 years from closure of centre, or discontinuation of care	Deputy Director (Quality Assurance, Schools and Cluster Development) Jim Rouncefield x4367
Notification						
9.19	The process of issuing notices to citizens with respect to particular responsibilities	Fire Prevention notices, Fire Prevention Infringement notices, Objections to notices, Appeals against notices, Registration of premises Infringement notices, Animal Impounding notices	No statutory requirement	Yes	Destroy, 2 years after the matter is concluded	
Investigation, Inspection and Monitoring						
9.20	The process of investigation, monitoring or inspection laws in the responsibility of the local authority	Trading standards sample and inspections records, Fire certificate compliance inspections	No statutory requirement	Yes	Destroy, 7 years after the last action	Head of Public Protection, Clive Cain x5633

Prosecution

9.21	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Prosecution/sanction files	No statutory requirement	Yes	Destroy, 7 years from the last action	Legal Services, Guy Atkins X2123
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Bye-Laws Enactment

9.22	The process of making local laws	Master Set of bye-laws, Policy Development documents, Correspondence, Submissions	Permanent <i>[s.238 Local Government Act 1972]</i>	Yes	Permanent, Offer to Archivist after administrative use is concluded	Legal Services, Brian West X2119
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Administration & Enforcement

9.23	The process of administering and enforcing bye-laws	Applications and certificates, Permits, Licences, Infringement notices (Parking), Highways Act 1980, Countryside and Rights of Way Act 2000, Correspondence	No statutory requirement	Yes	Destroy, 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased	Parking Manager, Tina Brooks X2225 Licensing Manager, Diane Kraus X5675 Legal Services, Brian West X2119 Head of Transport and Traffic Richard Hawkins x5900 Head of Property, Suzanne Jackson X2366 Head of Engineering Services, Dave Green x2878 Enviro-Crime Manager, Janet Glander x2586
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Cemeteries & Crematoria

9.24	Summary management systems that record the location of burials and identity of deceased individuals	Register of interments, Cemetery register, Cemetery plans	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Cemeteries, Joanne Pardon X2534
9.25	The process of regulation of burials and cremations	Permits, Applications, Orders	No statutory requirement	Yes	Destroy, 5 years after last action	Cemeteries, Joanne Pardon X2534

Waste Management

	The provision of hard waste removal,		No statutory requirement	Yes	Destroy, 2 years after last action	Head of Waste and Street Services, Stephen Didsbury X2476
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destruction and waste reduction services by the local authority to ratepayers

Collection

9.26	The process of arranging the collection or transportation of household waste		No statutory requirement	Yes	Destroy, 2 years after last action	Head of Waste and Street Services, Stephen Didsbury X2476
9.27	The process of arranging the collection or transportation of controlled waste		No statutory requirement	Yes	Destroy, 6 years after last action	Head of Waste and Street Services, Stephen Didsbury X2476

Disposal of Waste

9.28	The summary management of sites used for the disposal of waste within the local authority		No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Waste and Street Services, Stephen Didsbury X2476
9.29	The process of the short-term storage of household waste	Transfer sites	No statutory requirement	Yes	Destroy, 10 years after site closure	Head of Waste and Street Services, Stephen Didsbury X2476
9.30	The process involved in managing the use, type and amount of waste to be disposed of at a specific site	Waste site plans	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	

Planning Scheme Development and Amendment

10.1	The activity of developing a vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure the implementation of the Structure Plan	Structure Plan, Local Plan, Town Centre plans, Unitary Development plans	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Strategic Planning and Development, X5776
10.2	The activity of consultation to gain approval for the Structure Plan (Unitary	Consultation documents and replies, Inquiries and objections made by members of public, Public Inquiry documents	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Building Services, Adrian Cole X5802 Joint Commissioner Learning

Development Plans) or
Local Plans

Disability Services, Dave Holman
X4226

Head of Knowledge Management,
X4456

Economic Development Unit,
Graham Hammond X5720

Head of Development Control, Sue
Clark x5761

Library Services Manager, Judith
Mitlin X4531

Head of Strategic Planning and
Development, X5776

Head of Transport and Traffic,
Richard Hawkins x5900

Head of Engineering Services,
Dave Green x2878

10.3	The activity of recording information on historical buildings, monuments and ecology at a specific site	Sites and Monuments records, Ecological records, Species records, Historically listed buildings, Definitive map, Commons registration	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Strategic Planning and Development, X5776
10.4	The activity of establishing planning scheme controls and providing for them to be amended	Successful Waste Planning application, Successful Mineral Planning applications, Amendments to definitive map, Mineral Register, Applications for mineral extraction, Land Use surveys	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	IT Client Unit, X2903 Head of Development Control, Sue Clark x5761 Legal Services, Brian West X2119 Head of Strategic Planning and Development, X5776
10.5	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Waste Planning application consultation, Mineral Planning applications consultation, Objections, Inquiries – Public etc, Archaeological: advice/conditions	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Development Control, Sue Clark x5761 Library Services Manager, Judith Mitlin X4531 Economic Development Unit, Graham Hammond X5720

						Joint Commissioner Learning Disability Services, Dave Holman X4226
						Head of knowledge Management X4456
						Head of Building Services, Adrian Cole X5802
						Head of Strategic Planning and Redevelopment, X5776
						Head of Transport and Traffic, Richard Hawkins x5900
						Head of Engineering Services, Dave Green x2878
10.6	The process of controlling development of areas through applications for planning permission	Planning application files and plans, Correspondence relating to any objections, Hearing papers, Planning application register	No statutory requirement	Yes	Permanent Offer to Archivist for review. Transfer to place of deposit after administrative use is concluded	Head of Development Control, Sue Clark x5761 Head of Strategic Planning and Development, X5776
		Country parks and nature reserves development plans and correspondence, land purchase agreements				
10.7	The process of maintaining the countryside and developing open spaces for public amenity	Tree preservation orders Country parks and nature reserves, Development plans and correspondence, Land purchase agreements	No statutory requirement	Yes	Destroy files other than policy 7 years after administrative use concluded Refer all files relating to policy to Archivist Destroy all other files	Head of Development Control, Sue Clark x5761 Head of Strategic Planning and Redevelopment, Head of Area Teams, Tony Hughes, x6910
Planning Scheme Regulation						
10.8	The summary management of planning scheme regulation	Building Control registers	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Building Services, Adrian Cole X5802
10.9	The process of regulating the planned use of land or buildings		No statutory requirement	Yes	Destroy, 15 years after action	
10.1	The process of	Building files, Plans,	No statutory requirement	Yes	Permanent Offer to Archivist.	Head of Development Control,

0	approving building applications in relation to listed or other significant buildings	Specifications, Correspondence, Applications, Permits, Certificates			Transfer to place of deposit after administrative use is concluded	Sue Clark x5761
10.1 1	The process of approving building applications, for all other buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates, Objections	No statutory requirement	Yes	Destroy, 15 years after construction completed	Head of Development Control, Sue Clark x5761
10.1 2	The process of inspecting building work for the purpose of insuring compliance.	Certificate of final inspection, Building Inspection records, Diaries	No statutory requirement	Yes	Destroy, 10 years after the issue of a certificate of final inspection	Head of Building Services, Adrian Cole X5802
10.1 3	The process of enforcing building or land regulations		No statutory requirement	Yes	Destroy, 3 years after compliance with enforcement notice	
Planning and Development						
11.1	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the municipality	Structure Plan, Local transport plan	No statutory requirement save that the Local Transport Plan for the time being must be made available for inspection [s109 Transport Act 2000]	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Transport and Traffic, Richard Hawkins x5900
11.2	The activity of recording location of highways, bridle paths and rights of way	Definitive map, Correspondence concerning enquiries and disputes	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Development Control, Sue Clark x5761 Head of Engineering Services, Dave Green x2878
11.3	The activity of establishing planning scheme controls and providing for them to be amended and modified	Amendments to definitive map, Road adoption (s38 Highways Act 1980 and works on existing highway s278 Highways Act 1980)	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Engineering Services, Dave Green x2878 Legal Services, Brian West X2119
11.4	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	Enquiries, consultation documents, objections and correspondence	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Development Control, Sue Clark x5761
11.5	The process of enforcing		No statutory requirement	Yes	Destroy, 50 years after enforcement	Head of Engineering Services,

	infrastructure and transport regulations				notice	Dave Green x2878 Enviro-Crime Manager, Janet Glander x2586
Traffic Management						
11.6	The activity of planning, and programming the continued flow, diversion or reduction of traffic	Traffic orders	In relation to traffic orders, the 1 deposited documents' to be made available 6 weeks from date the order was made [<i>Regulation 7 of the Local Authorities' Traffic Order (Procedure)(England and Wales) Regulations 1996</i>] No other statutory requirement	Yes	Destroy, 7 years after action completed	Head of Transport and Traffic, Richard Hawkins x5900
Design and Construction						
11.7	The activity of planning, designing, programming and constructing roads, streets, bridges, and tunnels	As built drawings	No statutory requirement	Yes	Permanent Offer to Archivist. Transfer to place of deposit after administrative use is concluded	Head of Engineering Services, Dave Green x2878
Infrastructure Management and Maintenance						
11.8	The activity of providing municipal services in relation to infrastructure within the local authority	Street Files, Street records, Requests for Hedge clipping, Tree planting, Naming of streets, Numbering of houses, Street load limits, Street signs, Bus shelters, Applications to dig up pavements, HGV application, Advice / comment, Level crossings, Right of ways, Roundabouts, Traffic calming measures, Street lighting	No statutory requirement	Yes	Destroy, 7 years after last action	Head of Development Control, Sue Clark x5761 Legal Services, Brian West X2119 Street Services, Graham Mollison X2899 Head of Transport and Traffic, Richard Hawkins x5900 Head of Engineering Services, Dave Green x2878 Head of Area Teams, Tony Hughes x6910
Road Maintenance						
11.9	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels		No statutory requirement	Yes	Destroy, 12 years after action completed	Head of Engineering Services, Dave Green x2878 Head of Area Teams, Tony Hughes x6910

Public Transport

11.1 0	The activities involved in the management and provision of public transport	Timetables and routes, Maps, Fares, Customer and industry liaison,	No statutory requirement	Yes	Destroy, 3 years after superseded or last action	Head of Transport and Traffic, Richard Hawkins x5900
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