



Records Retention Schedule

January 2022

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Introduction

These guidelines have been developed to provide guidance for the retention periods of information, (or 'records') containing personal data held by the Council.

Guidelines quoted are independent of any particular format of record, whether electronic or manual.

Records that have reached their recommended retention period under these Guidelines are destroyed to ensure compliance with the requirements of current data protection legislation.

Limitation of Scope

These Guidelines should only be used in relation to records owned by Cannock Chase Council and not records owned by other organisations which may be held on our premises.

Legislation relating to service areas should always be considered where applicable before destruction takes place.

Objectives of the Retention Guidelines

The aims of the Guidelines are to:

- Prevent the retention of records past their retention period.
- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
- Provide consistency for the destruction of those records not required permanently after specified periods.

Destruction of Records

Whenever there is the possibility of litigation, the records and information that are likely to be affected would not be amended or disposed of until the threat of litigation has been removed.

Contact

Queries or requests for clarification may be addressed to infomanager@cannockchasedc.gov.uk

Retention Schedule Headings - Guidance

These Retention Guidelines that follow are divided into sections of commonly undertaken administrative functions.

Function by business area

The name of each function / department is specified at the top of each section. This defines the function relating to the group of listed records.

Scope

Defines the business function category within each business area.

Description

A description of the record category.

Examples

The type of records included within each category.

Retention

A recommended retention period specifying for how long the records should be kept prior to destruction.

Retention by service area

Benefits

Scope	Description	Examples	Retention
Revenues & Benefits	Applying for, claiming or accessing a claim for benefit payment	Housing Benefit and Council Tax Support materials including ID (possibly includes passports / birth certificate), rent agreement, NI Number, evidence of earnings, Benefit Overpayment referrals, Case Files, Investigations etc.	End of Benefits payments +6 years
Revenues & Benefits	Notification to claimant of benefit entitlement.	Name, Address, NI Number and benefit calculation and award etc	End of Benefits payments +6 years

Bereavement Services

Scope	Description	Examples	Retention
Burials, Identity and Location	Deeds - Purchase of Exclusive Rights of Burial	Deeds - Purchase of Exclusive Rights of Burial - Pre BACAS system	Date Created + 75 Years
Burials, Identity and Location	Deeds - Purchase of Exclusive Rights of Burial	Deeds - Purchase of Exclusive Rights of Burial	Date Created + 75 Years
Burials, Identity and Location	Interment Form	Details the Deceased and Grave Holder	Retain for Length of Ownership
Burials, Identity and Location	Statutory Declaration	Transfer of Ownership Form	Date Created + 75 Years
Burials, Identity and Location	Form of Assignment	Transfer of Ownership Form	Date Created + 75 Years
Burials, Identity and Location	Registers	Exhumation, Purchase of Graves, Memorials, Scattering of Ashes, Graves, Disinternment, Grave locations	Closure of Site + 50 Years
Burials, Identity and Location	Funeral Arrangements	Booking forms, confirmation of burial, Indemnity forms, Funereal director correspondence, Plaque/memorial applications	Date Created C + 15 Years
Burials, Identity and Location	Purchase of memorial benches	Application letter, purchase order and confirmation letters	Life of bench
Burials, Identity and Location	Lease of memorial trees	Application letter, purchase order and confirmation letters	10 year lease
Burials, Identity and Location	Removal of personal memorial items	Letter and photograph	removal of items plus 1 year
Planned Maintenance	Information relating to the maintenance of grave plots and memorials	Perpetuity Forms where the Agreements been Completed	Length of plot ownership
Planned Maintenance	Burial Grounds, Trees/Plants Correspondence	Trees/Plants Correspondence	Retain for Conclusion of Administrative Use

Building Control

Scope	Description	Examples	Retention
Building Control	Building Control Applications including Cheques	Building Control Applications; Name, Address, Contact details, cheques.	Retain permanently
Building Control	Reports of dangerous structures	Dangerous structures correspondence and online forms. Name, address, contact details	Retain permanently
Building Control	Reports of unauthorised work, pre-application advice, Daily inspection logs, Solicitor enquiries, Fee quotes	Name, address, contact details, report of unauthorised work.	Closure of case +6 Years

Business Rates

Scope	Description	Examples	Retention
Business Rates	Administration of Business Rates	Case files including liability discount and exemptions, enforcement agents notifications and general correspondence	Closure of account + 6 Years
Business Rates	Recovery of Business Rates (for non payment)	Case files including liability discount and exemptions, enforcement agents notifications, general correspondence, Liability Order lists etc	Settlement of Case + 6 Years
Business Rates	Claims for Business Rate Relief	Form / supporting information containing name, address plus any other relevant information for relief	Held permanently

CCTV

Scope	Description	Examples	Retention
Security	CCTV Recordings	Footage	If not required for evidential purposes, kept for 31 days
Security	CCTV Evidential DVDs	CCTV Evidential DVDs	Settlement of Case or Issue + 3 years
Security	CCTV Footage requests	Names, request details etc	Closure Date + 6 years

Chief Executive's Office

Scope	Description	Examples	Retention
Corporate Response	Process of dealing with enquiries	Letter / correspondence	Closure Date + 2 Years
Event Organising	Organising a ceremonial event or civic occasion	Database of invitees / attendees; e.g. names, addresses, contact details, car registration, dietary requirements	Rolling update / Event +6 Years
Customer Complaints	Customer complaints and comments recording and processing	customer feedback form (paper and online) plus database.	Closure of case +6 Years
MP Enquiries & Complaints	Customer complaints and comments via MP - recording and processing	MP letter / correspondence	Closure of case +6 Years
General Enquiries	Customer complaints and comments - recording and processing	Letter / correspondence	Closure of case +6 Years
Youth Endeavour Award	Nominations and database of nominees	Name, address, contact and actions of nominee (+ name of nominator)	Closure of case +6 Years
Local Government Ombudsmen complaints	Customer complaints and comments recording and processing	Customer complaint from LGO	Closure of case +6 Years
Foreign Travel	Booking of travel / travel arrangements	names, address, contact details, passport details.	1 Month

Communications, Consultation and PR

Scope	Description	Examples	Retention
Communications	Social Media Accounts	Account Contact details, e.g. residents via twitter submitting an address for bin collection.	Passed to relevant department - no retention
Communications	Media contact details	Email addresses	Until contact expires
Public Relations	Process of planning and executing an event	Invitations, exhibitor details, award attendance, prize winners, photographs etc	Closure Date + 3 Years
Public Relations	Electronic initiatives involving data collection including Apps and web based	Data relating to participants	Closure Date + 2 Years
Public Relations	Armed Forces Working Group & VE Day Planning Group Community circulation lists	Names, contact details such as email addresses	Ongoing working group +1 Year
Public Relations	Pre & post evaluations	Feedback responses to project delivery e.g. school work	Project length +1 Year
Consultation	Surveys / Consultation exercises	Survey responses that include personal information	6 years

Council Tax

Scope	Description	Examples	Retention
Council Tax	Administration of Council Tax including recovery of non-payment of Council Tax	Case files including liability discount and exemptions, enforcement agents notifications and general correspondence	Settlement of Case + 6 Years
Council Tax	Reports of current debts or exemptions to the payment of Council Tax	Name, Address, amount of liability, details of other residents	Closure Date + 6 Years
Council Tax	List of deaths registered at the Registry Office	Names and contact details of next of kin	Retain Until Conclusion of Administrative Use
Property Valuation	Domestic Property Valuation for the purpose of the making of the rate	Name, address, contact details	Length of residency or until superseded.

Customer Services

Scope	Description	Examples	Retention
Contact Centre	Customer relationship management system	Requests for service	Close of case +6 Years
Contact Centre	Contact Centre Voice recorder	Voice recording system retains all in hours call interactions for the Contact Centre	Close of case +1 Year
Waste management requests	Waste management collection logs	Requests and proofs for additional services	Close of case +6 Years
Benefit books	Benefit information receipt books	Receipts for Benefit information left at Reception	Pass on immediately to benefits (no retention)
Online payments	E payments system	Customer payment system	No retention; calls transfer to Call Secure system

Economic Development and Regeneration

Scope	Description	Examples	Retention
ERDF Start Up Programme (new - Enterprise for Success - 2019)	Process for enquiring / referring individuals for Start Up Support	Name, contact details etc	until the funding programme is completed. Currently predicted to be 2033.
ERDF Start Up Programme (Enterprise for Success - 2016)	Process for enquiring / referring individuals for Start Up Support through Blue Orchid / claims evidence	ERDF Enquiry form taking contact details for the individuals and information about their potential new venture / claims evidence / monitoring	Required to be retained for a period after activity has ended. Retention period will be unique to this project and cannot be specified at the outset.
ERDF Start Up Programme (Old)	Process for enquiring / referring individuals for Start Up Support through Blue Orchid / claims evidence	ERDF Enquiry form taking contact details for the individuals and information about their potential new venture / claims evidence / monitoring	3 years after the closure of the programme currently estimated to be 31.12.2025. Projects have to confirm the programme has been formally closed and audit timetable completed before disposing of any related records.

Economic Development and Regeneration

Scope	Description	Examples	Retention
ERDF Business Development Programme (old)	Records relating to activities designed to develop and encourage business development and growth in Cannock Chase District / claim evidence	ERDF Enquiry form taking details of the business and their expansion project / claim evidence / monitoring	Destroy 12 years after terms of contract have expired. Current programme closure is set at 31 December 2025; earliest possible destruction is 31/12/2028
ERDF Business Growth Programme 2 (2019)	Records relating to activities designed to develop and encourage business development and growth in Cannock Chase District / claim evidence	ERDF Enquiry form taking details of the business and their expansion project / claim evidence / monitoring. Econdev personnel timesheets / info	Original documents relating to the Programme are retained until a date to be notified by the Secretary of State which shall be a date that is 3 years beyond the closure of the overall programme which currently stands at 31 December 2033.
ERDF Business Growth Programme (2016)	Records relating to activities designed to develop and encourage business development and growth in Cannock Chase District / claim evidence	ERDF Enquiry form taking details of the business and their expansion project / claim evidence / monitoring. Econdev personnel timesheets / info	Original documents relating to the Programme and its implementation and financing are retained until a date to be notified by the Secretary of State in writing which shall be a date that is 3 years beyond the closure of the overall programme which currently stands at 31 December 2036.
ERDF Technical Assistance Programme Monitoring (Old)	Claim evidence relating to staff monthly claims	ERDF claim evidence for staff time	Required to be retained for a period after activity has ended. Solihull Council to advise retention period at end of project. Retention period will be unique to this project and cannot be specified at the outset.
ERDF Technical Assistance Programme Monitoring (2016)	Claim evidence relating to staff monthly claims	ERDF claim evidence for staff time	Required to be retained for a period after activity has ended. Solihull Council to advise retention period at end of project. Retention period will be unique to this project and cannot be specified at the outset.
General Business Enquiries including website enquiry forms, Econ Dev emails and Visit Emails also added to the GBSLEP CRM system including referrals from SSLEP / GBSLEP	Enquiries from businesses for business support/ Process for SSLEP / GBSLEP to forward business support related enquires for CCC to action. Enquiries from potential visitors.	Contact information for businesses / description about the support they require (enquiry form). / Email from SSLEP / GBSLEP Enquiry form with contact details and support required. Emails retained in inboxes	7 years after programme end date (Expected 2026)

Economic Development and Regeneration

Scope	Description	Examples	Retention
Let's Grow Grant	Let's Grow Grant Funds claims	Enquiry form / application form / supporting evidence / claim info / monitoring	6 Years from project end date
Business Databases	Process for managing business data for those who want to be kept up to date with latest information to support businesses	Excel spreadsheet containing business information and contact details / outlook distribution lists for e-bulletins / approved email addresses.	No fixed date as businesses provide consent by not 'unsubscribing'
Government COVID related Grants	Process for business applying for and claiming Government COVID related grants	Application form / supporting evidence / claim info	6 Years from project end date
Let's Grow Grant	Process for businesses applying for and claiming Let's Grow Grant Fund	Enquiry form / application form / supporting evidence / claim info / monitoring	6 Years from project end date
Town Centre / Growth & Inward Investment Business Rate Relief Programmes	Application forms - process for applying to receive a reduction in their business rates	Application form and supporting evidence / monitoring	6 years from discount start date
Levelling up projects	Affected landowners, business occupiers	names, addresses of any affected landowners, business occupiers	12 Years from end of project

Elections and Electoral Registration

Scope	Description	Examples	Retention
Elections	Ballot Papers	All types of elections, consolidated returns of votes received	Closure Date + 1 Year
Electoral Registration	Process of Collecting data to maintain the currency and accuracy of the electoral register	Electoral registration forms: Household Enquiry Forms; individual Invitation to Register forms; Reminder forms; new Registration forms	15 years (for checking Overseas electors). Indefinitely in archives. (The British Library holds both paper and data copies indefinitely)
Electoral Registration	Election candidates details - including statement of persons nominated	Contains name, address, contact details	15 years (for checking Overseas electors). Indefinitely in archives. (The British Library holds both paper and data copies indefinitely)
Electoral Services	Polling stations records	Contact details of polling station responsible persons (caretakers etc)	Ongoing / 'live' record. Details removed when no longer in use
Electoral Services	Process for nomination of candidates / creation of election	Nomination forms. Candidates and Agents details	1 year
Elections	Elections	Electoral Petitions	Closure Date + 6 Years
Electoral Registration	Electoral Register	Completed Household Enquiry and Individual Electoral Registration Forms	As soon as practicable after registration confirmed

Environmental Health and Licensing

Scope	Description	Examples	Retention
Food and Safety; Investigation, Inspections and Monitoring	Carrying out monitoring to ensure that permitted industrial processes are safe. - pollution of air, water or land. Complaints.	Inspection details, Owner's name, address, contact. + Correspondence.	Life of site
Food and Safety; Investigation, Inspections and Monitoring	Responding to service requests	pest control/dog control and other EH requests	Closure of case + 6 years
Food and Safety; Investigation, Inspections and Monitoring	Process of inspecting the food hygiene standards of establishments	Food hygiene inspection forms, business operator name, address, contact, email.	Business closure + 6years
Food and Safety; Investigation, Inspections and Monitoring	Process of notification and investigation of accidents	Accident Notification via national database, Name.	Closure date + 6 years
Food and Safety; Investigation, Inspections and Monitoring	Food businesses.	Records including Name, address, contact, complaints	Closure Date + 6 years

Environmental Health and Licensing

Scope	Description	Examples	Retention
Food and Safety; Investigation, Inspections and Monitoring	Infectious diseases and food poisoning	Reporting of diseases or food poisoning, via telephone or via lab, where case is received from doctor.	Closure Date + 6 years
Food and Safety; Entertainment and drinks	Register of licensed entertainment and drink venues	Licensing Register	Closure Date + 6 years
Food and Safety; Food Premises	Register of food premises	Food premises Register	Closure Date + 6 years
Licensing	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Dangerous and wild animals licences, Animal Boarding licences, Animal breeding, pet shops, clubs, sex establishments, street collections, regulated entertainment, Alcohol licence.	Date registration lapses + 2 Years
Licensing Premises	Register of premises licences for the sale or consumption of alcohol	Licensing Register	Closure Date + 6 years
Licensing - Business Premises	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Application for registration of business premises	Date registration lapses + 2 Years
Licensing - Hackney Carriage and Private Hire	The administration of application, registration, certification and licences in relation to local authorities registration requirements	Hackney Carriage and Private Hire Driver application Form. Potentially includes medical, driving and criminal records.	Date registration lapses + 2 Years
Licensing - Scrap Metal Dealer	Applying for Scrap Metal Dealer Licence	Scrap Metal Dealer Application Forms including site licence	Date registration lapses + 2 Years
Monitoring	Process of carrying out monitoring to ensure that a process is safe	Reports on Pollution, food safety, general nuisance, health and wellbeing of animals, infectious diseases.	Closure date + 3 years

Environmental Services

Scope	Description	Examples	Retention
Abandoned Cars	Abandoned cars - recording and disposal	correspondence, removal instruction, vehicle survey, photos	Disposal +6 Years
Waste Collection	Personal information found in fly tipping	Personal information found in fly tipping	All documents passed to Environmental Health - Environmental Protection for investigation
Waste Collection	Waste collection requests and complaints	Name, address, complaint etc.	6 Years
Car Parking	Off street civil parking enforcement actions	vehicle details, challenges, names appeals addresses (Held by Stoke City Council , not by CCDC)	Closure date
Waste Collection	Process for the review of CCTV footage from refuse collection vehicles	image / video file (Images of Drivers/Staff, possibly passers-by)	Immediately after use

Housing

Scope	Description	Examples	Retention
Housing Applications	Housing Applications	Name, address, contact details, personal circumstances, ID etc	Date Terminated + 6 Years
Housing Applications	Housing Applications (unsuccessful) and appeals	Application and decision details.	Closure Date + 7 Years
Rent	Rent payments	Rent charges, payment and arrears, bank account details	Life of tenancy + 6 Years
Rent	Non payment of rent - recovery of rent	Names, etc, court order and notice served on tenants and licensees.	Until closure of case
Rent	Rent Payments	bank account details and payments	While payment are being made
Rent	Housing Benefit forms	Personal details of tenant , income and saving etc	Sent immediately to Benefits. Not retained by Housing
Rent	Requesting DHP (Discretionary Housing Payments) on behalf of tenants	Requested DHP payment	Life of DHPayment
Rent	Citizens Advice referral	Setting up appointment for tenants to see Citizens Advice	Life of tenancy + 6 Years
Rent	Complaints	Name, contact details, complaint details	Close of complaint +6 years
Rent	Managed 3rd party payments from DWP Universal Credit	Name, request details etc	Until closure of case
Rent	Querying DRO/IVA. Debt relief orders or voluntary agreements with insolvency service	Name, request details etc	As long as insolvency case is active and on tenancy file for life of tenancy +6 years

Housing

Scope	Description	Examples	Retention
Tenancy Management	Tenancy file	All details relating to tenancy	Life of Tenancy +6 Years
Tenancy Management	The process of managing the Tenancy Under Seal of an individual tenants	Tenancy files, transfer applications, complaints etc	Date Terminated + 12 Years
Grounds Maintenance	Grass cutting for vulnerable persons properties	Name, address, cutting records etc	Life of tenancy + 6 Years
Anti social behaviour	Neighbour Nuisance Files	Anti Social Behaviour	Life of Tenancy +6 Years
Anti social behaviour	Anti Social Behaviour ASB Risk Assessment Matrix	Name, address, contact, case details etc	Closure of case + 6 years
Neighbour Dispute	Neighbour Nuisance Files	Home Visits/Tenancy Audits/ Anti Social Behaviour	Closure Date + 3 Years
Tenancy Sustainment	Sustaining tenancy assistance service	Tenancy sustainment details	Life of Tenancy +6 Years
Housing Grants	Grant files relating to grants worth under £50,000	Application details	Date of Last Payment + 6 Years
Housing Grants	Grant files relating to grants worth over £50,000	Application details	Date of Last Payment + 12 Years
Housing Grants	Grant files (where the value of the grant is not known and where means testing applies)	Disability Grant files	Date of Last Payment + 10 Years
Housing Grants	Grant files (where the value of the grant is not known and where means testing applies)	Loan files	Repayment Date + 8 Years
Legal	Process of a tenant pursuing litigation against their landlord (section 82 and 11)	Name, case details etc	Settlement of Case + 7 Years
Agreements	Tenancy awards to welfare housing (Tenancies under seal)	Sealed tenancy agreements	Date Terminated + 12 Years
Tenancy Fraud	Tenancy Fraud	Name, address, case details etc	Life of Tenancy +6 Years
Evictions	Evictions	records relating to the generation of summary reports for notice seeking possession	Retain Until Conclusion of Administrative Use
Evictions	eviction photographs	photographs	End of tenancy + 6 Years
Right to Buy	right to buy the property	Personal information plus supporting correspondence and sale documentation	Completion of Sale + 12 Year
Garage rentals	Garage rentals	Name, address, contact details, proof of vehicle ownership, National insurance number and proof of ID	Date Terminated + 6 Years

Housing - Homelessness

Scope	Description	Examples	Retention
Provision of Housing Advice	The process of recording an individuals housing situation and provision of appropriate advice to avoid homelessness	documentation handed in at interview for e.g. support letters/tenancy agreements/ etc	Retain for closure + 6 years
Provision of Housing Advice	Homelessness application - eligibility criteria under homelessness legislation - decision process	documentation including forms of ID. May included passport, birth certificate, driving licence.	Retain for closure + 6 years
Provision of Housing Advice	The process for registering for private rented application via Housing Options Team Property Register	Application Form for private rented accommodation. Name(s), address, telephone number, on benefits or not.	Retain until rehoused / case is closed + up to 1 year
Provision of Housing Advice	The process for gaining Authorisation for Disclosure of Information in respect of homeless enquiries	Signed statement obtained at interview from client	Retain for closure + up to 6 years or until case is closed
Provision of Housing Advice	After authorisation, The process of collecting information from other sources.	May include such as references from landlord, internal departments, social services, GPs or other support agencies.	Date terminated +6 years
Application processing	The process of assessing and determining a homelessness duty	Homelessness Case files/homelessness database	Date terminated +6 years
Application processing	The process of assessing and determining priority need for homelessness	Medical Needs Assessment Form - Evaluation to support Homelessness Application FORM	Date terminated + 6 years
Review of decisions	The process of reviewing a homelessness decision	Request submitted via hard copy or electronically plus supporting information	Date terminated +6years
Homelessness	The process of accessing Homelessness Prevention funding to alleviate/prevent homelessness	Completion of Homelessness Prevention Fund Form	Date terminated + 6 years
Homelessness prevention. Safe as houses scheme	Support for clients in private rented sector to prevent homelessness through implementation of additional security in current home	Contains name, address, contact, details of case.	Until case closed
Provision of housing advice	Database recording enquiries to enable efficient processing of applications	Contains names, addresses, tel numbers reasons of homelessness	Until case closed
Housing Service Improvement	Process of recording and monitoring housing complaints.	Complaints with associated contact details	Closure date + 6 years
Housing Service Improvement	Satisfaction surveys including STAR, New Home Survey, New Tenants Satisfaction, Exit, ASB and Repairs	Name, Address, Contact details	Closure date + 6 years
Repairs and Renovations	Requests for, and processing of maintenance works such as decorating, garden clearance, general repairs	Decorating list - Vulnerable declarations / persons (scheduled decorating). Names, contact details etc	Closure date +6 years
Repairs and Renovations	Process of maintaining buildings	Complaints (letter/email/internet) - includes names and contact details.	Closure Date + 3 Years

Housing - Private

Scope	Description	Examples	Retention
Housing Grants	Grant files relating to grants worth under £50,000 - (Adults and Children)	Names, addresses, contact details, job value, disability needs	Date of Last Payment + 6 Years
Disability Grants	Grant files (where the value of the grant is not known and where means testing applies)	Names, addresses, contact details, job value, disability needs	Date of Last Payment + 10 Years
Housing Loans - Empty Property loans	Grant files relating to loans worth £10,000 or less	Loan files - name, address, loan value.	Loan Date + 10 Years
Investigation, Inspections and Monitoring	Houses in Multiple Occupation files - Ownership details	Owner's name, address, contact	length of ownership or until no longer a HMO
Investigation, Inspections and Monitoring	Housing Standards Service Request records. Subjects complaints about housing conditions	Subject name, address, contact, conditions	Date of closure + 6 years
Investigation, Inspections and Monitoring	Park Home site records	Park home sole trader owner	Length of ownership

Human Resources

Scope	Description	Examples	Retention
Recruitment	Recruitment	Records forming part of the selection process for unsuccessful applicants. Including any other documentation forming part of the selection process	12 months from date of application
Recruitment	Recruitment	Work Experience student placements	Termination of employment + 6 Years
Employee administration	Personnel File	Personnel file	Termination of employment + 6 Years
Occupational Health	The process of checking and ensuring the health of the staff	Pre-employment Health Questionnaires, medical clearance reports, medical referrals, Health assessments/questionnaires	Date of Birth + 75 Years

Information Governance

Scope	Description	Examples	Retention
Freedom of Information	Freedom of information requests and responses	Requests and Responses including name, contact and request details	Closure date +6 years
Data Protection	Subject access requests	Requests and Responses including name, contact and the information requested	Closure date +6 years
Breach Investigations	All documentation relating to breach investigation	Documentation relating to breach investigation including name, contact details and breach, or alleged breach details.	Closure date + 6years

Insurance / Claims

Scope	Description	Examples	Retention
Insurance	Claiming for damage/injury / Insurance claims	Public Liability Claim Form Claim files	Closure of case +6 Years unless a minor and then held for 22 years from date of birth
Insurance	Incident involving a Council vehicle	Motor Accident Report Form, bump card, Name, contact details etc.	Closure of case +6 unless a minor and then held for 22 years from date of birth
Insurance	Cover document issued to Lease flats	Lease Flats Fact Sheet - includes name address & level of cover	Indefinitely

Land Registration and Searches

Scope	Description	Examples	Retention
Land Charges	Land Charges	General and Specific Charges	Permanently
Land Charges	Land Charges	Combined drainage orders	Retain Until Superseded
Searches	Land Searches	Log of Land Charges personal searches	Date Created + 6 months
Searches	Land Searches	Land charges error reports on searches	date Created + 10 Years

Litigation

Scope	Description	Examples	Retention
Civil	Process of managing, undertaking or defending for or against civil litigation on behalf of the authority	Civil Litigation file, Officer reports	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years. If litigation involves a child then retain record until the Childs 25th birthday or the recommended period whichever is the longer
Commercial	Process of managing, undertaking or defending for or against commercial litigation on behalf of the local authority	Commercial Litigation file, Officer reports	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years.
Criminal	Process of managing, undertaking or defending for or against criminal litigation on behalf of the local authority	Criminal litigation file	Statutory Settlement of Case + 6 Years Recommend: Settlement of Case + 7 Years. If litigation involves a child then retain record until the Childs 25th birthday or the recommended period whichever is the longer
Conveyancing	Process of agreeing terms between organisations (Not including contractual agreements)	Conveyancing files	Closure Date + 12 Years

Member Services

Scope	Description	Examples	Retention
Council and Committee Meetings	Council, Cabinet and Committee meetings	Applies to open and restricted meetings. Includes minutes, agenda and associated material	Permanently
Council and Committee Meetings	Statutory Appointments	Appointment files	Permanently
Meeting - Cabinet	Questions in Full Council	Kept as part of agenda, minutes etc	Permanently

Parks, Open Spaces and Allotments

Scope	Description	Examples	Retention
Parks and Open Spaces	Process of applying for and arranging bookings that require a fee to be paid.	Football, Tennis etc including name, contact details etc	Current Financial Year +6
Public Events	Process of planning and executing an event	names and contact details of, for example; Judges, exhibitors	Closure Date + 3 Years
Public Events	Process of planning and executing an event	Correspondence, Photographs, Awards and Prize winners details	Closure Date + 3 Years
Correspondence	MP, public, other Local Authorities	Correspondence; email, letter including personal details	Closure Date + 6 Years
Allotments	Process of terminating a current lease with an allotment holder	Correspondence, termination notice, tenancy agreements	Date Terminated + 12 Years
Allotments	Rent collection	Rental receipts	Current Financial Year + 6 Years
Allotments	Process of resolving tenancy disputes	Complaints, queries and disputes	Retain until superseded + 6 Years
Allotments	Tenant files regarding the tenant, rental (rates and collection) and site facilities	Names, contact details etc	End of allotment use + 6 Years

Partnerships and Community Safety

Scope	Description	Examples	Retention
Community Safety	Community Safety Hub (CSH)	Community Safety Hub minutes, referrals, actions	Date of closure + 6 years
Community Safety	CSH reporting	Serious Organised Crime Profile	Date of closure + 6 years
Community Safety	CSH case studies	Case Studies	Date of closure + 6 years
Community Safety	Domestic Homicide Reviews	Domestic Homicide Review case notes	Date of closure + 6 years
Community Safety	Safeguarding Referrals	Names, addresses, contact details etc.	Date of closure + 6 years
Community Safety	Prevent Referrals	Names, addresses, contact details etc.	Date of closure + 6 years
Housing Grants -Safe as houses	Grants - Safe as Houses, Home security grants, Safer community grants	Names, addresses, contact details, job value, vulnerability needs	Date of closure + 6 years

Planning - Development Control

Scope	Description	Examples	Retention
CIL additional information, CIL Liability, CIL exemptions, CIL Relief, CIL Commencement Notice etc	Records relating to planning appeals + decision notices on planning applications	Signatures of applicants, other parties and signatories	Closure date + 6 Years
Application Certificate of Lawful Use or Development	Enquiry - 'is this building activity allowed' or immune from enforcement	Records relating to the Lawful Development Certificate. May contain various evidence including tax receipts etc	Closure date + 6 Years
Section 106 Agreements	Section 106 Agreement	Signatures of applicants, other parties and signatories	Permanently
Section 106 Agreements	Planning obligation or legal agreement made under section 106 Town and Country Planning Act 1980	Correspondence between CCDC and applicants. Photographs of site if private.	Closure date + 6 Years
Application processing	Planning appeals + decision notices on planning applications	Correspondence in tel numbers, addresses , email addresses. Photographs of site if private, application forms,	Closure date + 6 Years
Application processing	Records relating to planning appeals + decision notices on planning applications	Application, representations and objections correspondence	Permanently
Enforcement	Process of enforcing building or land regulations	Enforcement notices including photos, witness statements, investigation	Compliance + 10 years
Trees	Records containing reference to listed tree-life	Tree works - tree preservation order	Permanently
Trees	Records containing reference to listed tree-life	Tree works - Tree preservation order enquiries	Closure date + 6 Years

Planning - Policy

Scope	Description	Examples	Retention
Community Infrastructure Levy	Representations to CIL Draft Charging Schedule at pre-examination and examination stages	Representations, comments received via consultation	Financial year of date of adoption plus 6 years
Planning policy consultation database	Local plan development	Consultees names, organisations, addresses, email	Retain unless removal requested or address no longer operational +6 years
Local plan documents	Representations received	Comments received through the Local Plan as required via statutory procedure	Financial year of date of adoption plus 6 years
Supplementary planning documents	Representations received	Supplementary planning policy	Financial year of date of adoption plus 6 years
Neighbourhood Plans	Representations received from neighbourhood planning group to put local planning from parish council	Neighbourhood Plan	Financial year of date of adoption plus 6 years

Property Leases and Markets

Scope	Description	Examples	Retention
Leasing - shops and industrial units	Managing leased property	Applications for leases, licences and rental revision	Date Terminated +6 years
Stalls and Traders	Process of buying or transferring one stall from one trader to another	Licence, Name, address, contact details etc	Current Financial Year + 6 Years
Stalls and Traders	Records relating to Market Traders (Casual and Permanent)	Trader files including, personal details, trading days, and any breaches of market regulations which occur	Expiry Date + 6 Years
Stalls and Traders	Accident forms	Accident forms filled in only on accident and passed to Health & safety officer.	(Held by H&S Officer)

Risk and Monitoring

Scope	Description	Examples	Retention
Health & Safety	Forms to record accidents	Accident Form	Statutory Closure Date + 3 Years Recommended Closure date + 25 Years
Health & Safety	Forms to report near misses	Near-miss reporting form	5 years
Health & Safety	Recording of violent incidents or vulnerable individuals	Name, address, details of incident or issues.	20 + years for incidents of actual violence/near miss 2 years for other incidents leading to adding to PVVP
Health & Safety	Hazardous Substances	Exposure to hazardous substances - general exposure only (except radiation)	Closure Date + 25 Years
Health & Safety	Health and Safety files for buildings owned or leased by the Council	Premises file	Disposal Date + 6 Years
Health & Safety	Health Surveillance	Process of recording health surveillance of employees who are exposed to substances hazardous to health (except radiation)	Closure Date + 40 Years
Health & Safety	Health Surveillance	Process of recording health surveillance of employees who are exposed to substances hazardous to health (radiation only)	Closure Date + 50 Years or Date of Birth +85 years (whichever is the greater)
Health & Safety	Radiation	Process of Monitoring areas where employees and persons are likely to have come into contact with radiation	Closure Date + 50 Years or Date of Birth +75 years (whichever is the greater)
Accident and Incident Reporting	Process of recording incidents regarding criminal damage (or intent to cause such)	Names, contact details etc	Statutory Closure Date + 3 Years. Recommended Closure Date + 4 Years
Accident and Incident Reporting	Process of recording incidents regarding discrimination	Racist Incident Forms, Harassment reports	Date Created + 5 Years