



Rutland
County Council

DOCUMENT RETENTION SCHEDULES

Our retention schedules are based on our statutory and discretionary business functions, activities and processes. Each specific retention and disposal policy applies to all records that support business activity or process described in the schedule. The retention policies contained in the schedules apply to all records and data irrespective of media or format, the system in which they are held and storage location.

The retention schedules have been developed by the Data Protection Team in collaboration with service(s) responsible for the function(s) and those needing to use or access the records.

These retention policies are the definitive policy for retaining and disposing of records within Rutland County Council.

1. DEMOCRATIC DECISION MAKING AND SUPPORT (INCLUDING CIVIC SUPPORT):

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Elections:				
1.1	Summary certification of those eligible to vote	Permanent.	- Electoral Register	Common Practice
1.2	Voting (Local Elections only)	Destroy 6 months from close of poll.	- Ballot Papers	Statutory
1.3	Declaration of results	Destroy 6 months from date of election.	- Consolidated Returns of votes received	Statutory
Council and Committee Meetings:				
1.4	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.	Destroy Paper copies after 6 years	- Council Minutes - Agendas - Indexes	Common Practice
1.5	Signed Minutes	Permanent. Transfer to Place of Deposit after administrative use is concluded.	- Official Copy of Confirmed Minutes Signed by the Chairman.	Statutory
1.6	Minute taking	Destroy after the date of confirmation of the minutes.	- Draft/Rough minutes - Audio Tapes	Common Practice
Partnership. Agency and External Meetings:				
1.7	The process of preparing business for partnership and agency consideration and making the record of discussion, debate and resolution.	Permanent. Transfer to the Place of Deposit after administrative use is concluded. Destroy after 6 years.	- Documents establishing the committee - Minutes - Agendas - Council Reports - Recommendations - Supporting documents i.e. briefing and discussion papers	Common Practice

Honours and Submissions:				
1.8	The process of preparing of honours submissions.	Destroy 5 years after last action.	<ul style="list-style-type: none"> - Honours nomination form - Covering documentation - Letters of support - Referral for comment from Lord Lieutenant 	Common Practice
Political Parties Papers:				
1.9	The process of undertaking representation of the Local Authority.	Destroy 3 years after last action.	<ul style="list-style-type: none"> - Leader of opposition papers - Leader of Council papers 	Common Practice

2. MANAGEMENT AND ADMINISTRATION:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Corporate Planning and Reporting:				
2.1	The corporate planning and	Permanent. Transfer to	- Corporate Plans	Common Practice

	reporting activities of Local Authorities	Place of Deposit.	<ul style="list-style-type: none"> - Strategy Plans - Annual Reports 	
Statutory Returns:				
2.2	The process of preparing information to be passed on to Central Government as part of statutory requirements.	Destroy 7 years from closure.	<ul style="list-style-type: none"> - Reports to Central Government 	Common Practice
Policy, Procedures, Strategy and Structure:				
2.3	Activities that develop policies, procedures, strategies and structures for Local Authorities.	Permanent. Transfer to place of deposit.	<ul style="list-style-type: none"> - Policy, Procedure, Precedent, Instructions - Asset Management Plan - Community Strategy - Community Plan - Community Safety Plan 	Common Practice
2.4	The process of monitoring and reviewing strategic plans, policies or procedures to assess their compliance with guidelines.	Destroy 5 years from process.		Common Practice
Information Management:				
2.5	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.	Permanent. Transfer to Place of Deposit.	<ul style="list-style-type: none"> - Classification Schemes - Registers - Indexes - Authorised Lists of File Headings 	Common Practice
2.6	The management of collections of records transferred to the archives	Permanent. Transfer to Place of Deposit.	<ul style="list-style-type: none"> - Accession Registers - Depositor Files 	Common Practice
2.7	The process that records the disposal of records	Destroy 12 years after last action	<ul style="list-style-type: none"> - Disposal Certificates 	Common Practice based on Limitations Act
Enquiries and Complaints:				
2.8	The management in summary form of enquiries	Permanent. Transfer to a Place of Deposit.	<ul style="list-style-type: none"> - Indexes - Registers 	Common Practice

	and complaints direction to the Council			
2.9	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Destroy 6 years after the closure of the file	<ul style="list-style-type: none"> - Reports - Returns - Correspondence - Ombudsman 	Common Practice
2.10	The management of detailed responses on Council actions, policy and procedures	Destroy 6 years after administrative use is concluded.	<ul style="list-style-type: none"> - Printed material - Forms/Letters 	Common Practice
2.11	The management of routine responses on Council actions, policy or procedures	Destroy 2 years after administrative use.	<ul style="list-style-type: none"> - Printed material - Forms/Letters/Emails 	Common Practice
Quality and Performance Management:				
2.12	The process of monitoring or reviewing the quality, efficiency or performance of a Local Authority service or unit.	Destroy 5 years from closure.	<ul style="list-style-type: none"> - Best Value Review 	Common Practice
2.13	The process of assessing the quality, efficiency or performance of a Local Authority service or unit.	Destroy 2 years from closure.	<ul style="list-style-type: none"> - Assessment Form 	Common Practice
Public Relations:				
2.14	The process of designing and setting information for publication	Destroy 3 years from last action.		Common Practice
2.15	The published work of the Local Authority	Destroy after administrative use is concluded. <i>Note: One copy should be archived.</i>		Common Practice
Media Relations:				
2.16	The process of interaction	Destroy 3 years from		Common Practice

	with the media	closure.		
2.17	Media publications concerning Local Authorities	Permanent. Transfer to Place of Deposit.	<ul style="list-style-type: none"> - Press Cuttings - Media Reports 	Common Practice
Marketing:				
2.18	The process of developing and promotion of Local Authorities' campaigns and events.	Permanent. Transfer to Place of Deposit		Common Practice
Civic and Royal events:				
2.19	The recording of ceremonial events and civic occasions.	Permanent. Offer to archivist.	<ul style="list-style-type: none"> - Visitor Book - Audio Tapes - Video Tapes - Photographs - Newspaper Clippings 	Common Practice
2.20	The process of organising a ceremonial event or civic occasion.	Destroy 7 years after administrative use is concluded		Common Practice
Appointment of Statutory Officers:				
2.21	Summary management systems the allow the monitoring and management of statutory officers in summary form.	Permanent. Transfer to Place of Deposit.		Common Practice
2.22	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements.	Destroy 6 years after departure from employment.		
2.23	The process of selection of an individual for a statutory position.	Destroy 2 years after date of appointment.	<ul style="list-style-type: none"> - Vacancies and Application Records - Interview notes - Prospective staff records 	

			<ul style="list-style-type: none"> - Registers of Applicant - Unsuccessful applications records 	
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3. HOUSING OPTIONS:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Housing Provisions:				
3.1	The registration of individuals housing applications.	Permanent. Transfer to Place of Deposit	- Council Housing Register	Common Practice
3.2	The process of applying for council housing. (Unsuccessful applications).	Destroy 12 months after closure.	<ul style="list-style-type: none"> - Housing application forms and supporting material. - Applications for transfer of tenancy and supporting papers. 	Common Practice
3.3	Information on type of housing stock available.	Destroy 12 months years after last action.	- Housing application guidance notes (containing details of how to apply and current stock)	Common Practice

4. LEGAL:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Litigation:				
4.1	The process of managing, undertaking or defending for or against litigation on behalf of the Local Authority.	Destroy 7 years after last action. Major litigation – offer to archivist for review.	<ul style="list-style-type: none"> - Criminal case file - Civil case file - Correspondence 	Common Practice
Advice:				
4.2	The process of providing legal advice on point of law.	Destroy 6 years after last action. Major precedent – offer to archivist for review.		Common Practice
Agreements:				
4.3	The process of agreeing terms between organisations. Note this does not include contractual agreements.	Destroy 6 years after agreement expires or is terminated.	<ul style="list-style-type: none"> - Concordant 	Common Practice
Conveyance:				
4.4	The process of changing ownership of land and	Destroy 12 years after closure.	<ul style="list-style-type: none"> - Legal files relating to land, council land and 	Statutory

	property.		property transactions.	
Contracts and Tendering Pre Procurement Advice:				
4.5	Pre-procurement contract advice	Ordinary Contracts destroy 6 years after the terms of contract have expired	- Advice relating to the procurement strategy, application of procurement law, the process of calling for expressions of interest and suitable evaluation criteria/methodology	Statutory
Advertising the Contract Opportunity:				
4.6	The process of calling for expressions of interest	<u>Ordinary Contracts</u> destroy 6 years after the terms of contract have expired. Contracts Under Seal destroy 12 years after the terms of contract have expired. <i>An electronic copy of the Notice will suffice</i>	- Contracts Finder Notice (CFN) – New Opportunity Notice and Contract Award Notice, for Contracts valued £25,000 and above - Prior Information Notice (PIN) – for contracts above EU threshold - Official Journal of the European Union (OJEU) Notice – Contract Notice, for contracts above EU thresholds <i>Note: for details of the EU thresholds see the current version of the Contract Procurement Rules.</i>	Statutory
Specification and Contract Documentation Development:				
4.7	The process involved in developing the contract	Ordinary Contracts destroy 6 years after the terms of	- Tender Specification - Service Level Agreement	Statutory

	specification, the service levels/key performance indicators and the conditions of contract	contract have expired Contracts Under Seal destroy 12 years after the terms of contract have expired	- Conditions of Contract <i>Note: for project files containing drafts leading to a final version these records may be destroyed provided that a final version of the specification and/or conditions of contract are formally embodied within the signed or sealed contract document otherwise the 6 year and 12 year rule applies.</i>	
Tender Issuing and Return Process:				
4.8	The process involved in the issuing and return of the tender documentation.	Destroy 1 year after start of contact	- Opening Notice - Tender Envelope	Common Practice
Evaluation of Tender Documentation:				
4.9	Tender evaluation criteria	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired. Contracts Under Seal Destroy 12 years after the terms of contract have expired.	- Evaluation criteria/methodology	Statutory
4.10	Successful tenderers documentation	Ordinary Contracts destroy 6 years after the term of contract have expired Contracts under Seal destroy 12 years after the terms of contract have expired	- Suitability Questionnaire - (below EU threshold) or Standard Selection Questionnaire (above EU threshold) - Request for Quotation (RFQ) - below £50,000 - Invitation to Tender (ITT) documentation – above £50,000	Statutory
4.11	Unsuccessful tenderers documentation	Destroy 12 months from the date of contract award	- Suitability Questionnaire (below EU threshold) or	Common Practice

			Standard Selection Questionnaire (above EU threshold - Request for Quotation (RFQ) - below £50,000 - Invitation to Tender (ITT) documentation – above £50,000	
Post Tender Clarification and Negotiation:				
4.12	Post tender clarification and negotiation records	Destroy three years from the date of contract award	<i>Note:</i> 'negotiation' is only permitted under the requirements of the EU Regulations and in compliance with the Contract Procedure Rules	Common Practice
Contract Award:				
4.13	The process of awarding the Contract	Ordinary Contracts destroy 6 years after the terms of contract have expired. Contracts Under Seal destroy 12 years after the terms of contract have expired.	- Award letters to the successful applicant(s) and tenderer(s) - Official Journal of the European Union (OJEU) Notice – Contract Award Notice for contracts above EU threshold - Award Notice for contracts above EU threshold	Statutory
Contract Management:				
4.14	The process of managing and administrating the Contract	Destroy 2 years after the contract has expired; or following completion of all post contract activities	- Record of contract review meeting - Management information/data and performance monitoring records	Common Practice
4.15	Amendment to the Contract	Ordinary Contracts - Destroy 6 years after the terms of	- Changes to requirements - Variation Forms	Statutory

		<p>contract have expired.</p> <p>Contracts Under Seal destroy 12 years after the terms of contract have expired.</p>	<ul style="list-style-type: none">- Extension of Contract- Dispute on payment	
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5. HUMAN RESOURCES:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Personnel Administration:				
5.1	<p>Summary management systems that record the monitoring and management of employees in summary form.</p> <p><i>Note: The summary information that this record class attempts to capture is:-</i></p> <p>Name Date of Birth Date of Appointment Work History Details Position/Designation Titles and Dates Held</p>	Permanent. (By Payroll)	<ul style="list-style-type: none"> - Employment Registers for permanent, temporary or casual staff. - Superannuation History - Personal History Cards 	Common Practice
5.2	<p>The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements.</p> <p>Records containing superannuating information</p> <p>Disclosure & Barring Service Number and expiry date</p>	<p>Destroy 6 years from Last date of service</p> <p>Destroy 6 years after last review.</p>	<p>Personal File Date:</p> <ul style="list-style-type: none"> - Application form/CV - Letter of appointment - Letter of acceptance - Acceptance form - Medical clearance - Statement of particulars - Induction checklist - Starters form - Job description - Job consultation - Educational qualifications - Declaration of interests 	Common Practice
Employment and industrial Relations:				
5.4	Identification and development of significant directions concerning	Permanent. Transfer to Place of Deposit after administrative use is	<ul style="list-style-type: none"> - Generic Agreements (White, Green and Purple Books) 	Common Practice

	industrial matters.	concluded.	<ul style="list-style-type: none"> - Negotiations/Consultations - Disputes - Claims lodged by Unions - Locally Agreed Procedures (Disciplinary, Grievance etc.) 	
5.5	Liaison processes of minor and routine industrial matters.	Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> - Daily Industrial Relations Management - E.g. new/updates to policies, flexible working, internet at work policy. 	Common Practice
5.6	Processing of investigations where proved: <ul style="list-style-type: none"> • Disciplinary Issues 	Verbal Warning – 6 months. Written warning – 1 year. Final Written Warning 2	<ul style="list-style-type: none"> - Minutes of meetings - Investigation reports - Letters – formal 	Common Practice

	<ul style="list-style-type: none"> • Grievance issues • Dignity at Work Issues 	<p>years. Whilst the above warnings will be retained on file they will be discounted for disciplinary purpose after the time period for which they remain active has expired. Warnings involving safeguarding may be placed on the personal file permanently.</p> <p>Destroy 6 years from last date of service.</p>	notification of warning.	
5.7	Processing Investigations where unfounded: Disciplinary, Grievance and Dignity at Work Issues.	Destroy within 6 months after the completion of the issue.	<ul style="list-style-type: none"> - Disciplinary, Grievance and Dignity at Work - Investigation reports, witness statements, letters, minutes of hearing 	Common Practice

Staff Monitoring				
5.11	Performance	Destroy 6 years from last date of service	<ul style="list-style-type: none"> - Probation reports - Performance Management records, plans and appraisals 	
5.12	Process of monitoring staff leave and attendance.	Retain employment file or management file. Destroy 6 years after completed.	<ul style="list-style-type: none"> - Sick leave - Authorised absence records e.g. jury service, study leave, special leave - Flexitime sheets - Annual leave cards - Time sheets 	Common Practice
Staff Retention:				
5.13	Financial reward	Destroy 6 years after action completed.	<ul style="list-style-type: none"> - Retention payments - Long service awards 	Common Practice
Termination:				
5.14	The process of termination of staff through voluntary redundancy, dismissal and retirement	Destroy 6 years after last date of service. If a pension is paid then records should be destroyed 6 years after last pension payment	<ul style="list-style-type: none"> - Resignation - Redundancy - Dismissal - Retirement - Death 	Common Practice.
Training and Development:				
5.15	Routine staff training process.	Destroy 3 years after last day of service.	<ul style="list-style-type: none"> - Course bookings - Individual staff assessment of course attended. - Any training materials 	Common Practice

5.16	Training (Occupational health and Safety Training).	<p>Destroy 50 years after training completed.</p> <p>Individual course assessment records should be destroyed once the training has been renewed every 3 years.</p>	<ul style="list-style-type: none"> - E.g. RIDDOR, COSHH - Drive assessment - Manual handling 	Common Practice
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6. FINANCIAL MANAGEMENT:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Accounts and Audits:				
6.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes.	Permanent. Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> - Consolidated annual reports - Consolidated financial statements - Statement of financial position - Operating statements - General ledger 	Common Practice
6.2	The process that supports and consolidated financial transactions on a periodic	Destroy when administrative use is concluded.	<ul style="list-style-type: none"> - Consolidated monthly and quarterly reports - Consolidated monthly and 	Common practice

	(less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books.		quarterly financial statements - Working papers for the preparation of the above - Monthly accrual statements - Cash flow statements - Creditor listings and reports - Debtor listings and reports	
Financial Transaction Management:				
6.3	Management of the approvals process for purchase, including investigations.	Destroy 7 years after the end of the financial year in which the records were created.	- Appointments and Delegations - Audit Investigations - Arrangements for the provision of Goods and/or Services	Statutory
6.4	Identification of the receipt, expenditure and write offs of public money.	Destroy 6 years after the conclusion of the financial transaction that the record supports.	- Allowances - Work orders - Invoices - Credit Card statements - Cash books - Receipts - Cheque Counterfoils - Bank statements - Subsidiary ledgers (annual) - Journals (annual) - Vouchers	Statutory

6.5	The process involving the provision and support for individuals using public transportation.	Destroy 6 years after the conclusion of the financial transaction that the record supports.	<ul style="list-style-type: none"> - Applications - Card issues - Rail warrants 	Statutory
6.6	The process that balance and reconcile financial accounts.	Destroy 2 years after the administrative use is concluded.	<ul style="list-style-type: none"> - Reconciliation - Summaries of accounts 	Common practice
6.7	Taxation record (including VAT)	Destroy 6 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> - Taxation records - Motor vehicle logs - Fringe benefits tax records - Group certificates 	Statutory
6.8	The processes involved in the collection of National Insurance Number.	Destroy 2 years after the employee ceases employment.	<ul style="list-style-type: none"> - Notification and Input record 	Common practice
Payroll:				
6.9(1)	Accountable processes relating to payment of employees.	Destroy 7 years after the conclusion of the financial transaction that the record supports	<ul style="list-style-type: none"> - Authority sheets - Payroll deduction authorities - Payroll disbursement - Employee pay records - Employee taxation records 	Statutory
6.9 (2)	Non-accountable processes relating to payment of employees	Destroy after administrative use is concluded	<ul style="list-style-type: none"> - Summary pay records 	Common Practice
Financial Provisions:				
6.10	The process of finalising Local Authorities Annual Budget	Permanent. Transfer to Place of Deposit after administrative use is concluded.	<ul style="list-style-type: none"> - Annual Budget 	Common practice (Only final version of annual budget needs to be kept).
6.11	The process of developing Local Authorities Annual Budget	Destroy 2 years after Annual Budget adopted by Local Authority	<ul style="list-style-type: none"> - Draft Budgets - Departmental budgets - Draft estimated 	Common practice
6.12	The process of reporting which examines the budget in	Destroy after next year's annual budget has been	<ul style="list-style-type: none"> - Quarterly statements 	Common practice

	relation to actual revenue and expenditure	adopted by Local Authorities		
6.13	The activity of borrowing money to enable Local Authorities to perform its functions and exercise its powers.	Destroy 7 years after the loan has been repaid	- Loan files	Statutory
6.14	Summary management of loans	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Loan registers	Common practice
Housing:				
6.15	"Right to Buy"	Destroy 12 years after sale of house	- Sale documents - Agreements concerning sale	Statutory
6.16	Home Improvement Grant (Including Disabled Facility Grants)	Destroy 1 year after the end of the grant condition period or 6 years after the last payment whichever comes first. Where plans and detailed drawings included, with the permission of the grant applicant, offer to archivist	- Agreement to pay loan - Details of payments - Correspondence relating to loan	Statutory
6.17	Records of sites/buildings which may be developed for affordable housing	Permanent	- Plans and correspondence	Common practice
6.18	Homeless Applications Records	Destroy after 3 years from the date of permanent re-housing for accepted applications, 3 years from the latest action for other applications	- Correspondence	Common practice
6.19	The banding of domestic properties for the purpose of calculating the tax base and	Valuation Lists – Permanent. Destroy 7 years after the end of the financial year in which it	- Valuation lists - Correspondence - Appeals	Common Practice

	levying Council Tax	was created.	- Reports	
Non Domestic Rating List:				
6.20	The valuation of non-domestic hereditaments for the purpose of levying non domestic rates	Destroy 7 years after the end of the financial year in which it was created	- Valuation lists - Correspondence - Appeals - Reports	Common practice
Council Tax and Non Domestic Rates:				
6.21	The activity of corresponding with Council Tax payers in relation to the collection, administration and recovery of Council Tax and Non Domestic Rates	Destroy 7 years after last action	- Notices - Correspondence - Appeals - Rate certificates - Change of occupancy - Recovery action	Common practice
	Recovery of rebates applied incorrectly in respect of Council Tax and Non Domestic Rates	Destroy 6 years after recovery action ceased.		Statutory
Benefits:				
6.22	The administration assessment and payment of housing benefit and Council Tax benefit	Destroy 7 years after the end of the financial year in which it was created	- Benefit application forms - Change of circumstances - Proof of income/capital - Appeals - Overpayment recovery - Subsidy - Claims and Returns	Common practice
Summary Assets Management:				
6.23	The summary management reporting on the overall assets of the Local Authority	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Schedules of Acquisitions - Consolidated Current Asset Reports - Annual Reports - Summary of Current Assets - Asset registers	Common practice
Asset Monitoring and Maintenance:				

6.24	Management systems that allow the monitoring and management of assets in summary form	Destroy 7 years after the conclusion of the financial transaction that the record supports	- Subsidiary asset register	Common practice
6.25	The process of reporting and reviewing assets status	Destroy 2 years after administrative use is concluded	- Routine Returns and reports on asset status - Inventories - Stocktaking - Surveys of Usage - Acquisition and disposal reports and proposals	Common practice
6.26	The process of maintaining assets	Destroy 7 years after last action	- Garden maintenance - Cleaning - Painting	Common practice
6.27	The process of maintaining plant and equipment	Destroy 7 years after sale or disposal of asset	- Service records - Plant files	Common practice
Asset Acquisition and Disposal:				
6.28	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	<u>Assets over £50,000</u> Destroy 12 years after all obligations / entitlements are concluded <u>Assets Under £50,000.</u> Destroy 6 years after all obligations / entitlements are concluded	- Legal documents relating to the purchase/sale - Particulars of sale documents - Board of survey - Leases - Application for leases. Licences and rental revision - Tender documents - Conditions on contract - Certificates of approval	Statutory

7. PROPERTY AND LAND MANAGEMENT:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Property and Land Management:				
7.1	Reports to management on overall property of the Local Authority	Permanent. Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> - Consolidated property and buildings annual reports - Summary of Local Authorities owned property - Site Register - Register of leases 	Common Practice
Property Acquisition and Disposal:				
7.2	Management of acquisition (by financial lease for purchase) process for real property	<u>Assets Over £50,000.</u> Destroy 12 years after all obligations / entitlements concluded. <u>Assets Under £50,000.</u> Destroy 6 years after all obligations / entitlements concluded		Common practice
7.3	Management of the disposal (by sale or write off) process for real property	<u>Assets Over £50,000.</u> Destroy 12 years after all obligations / entitlements concluded. <u>Assets Under £50,000.</u> Destroy 6 years after all obligations / entitlements concluded	<ul style="list-style-type: none"> - Legal documents relating to the sale - Particulars of the sale document - Board of survey - Tender/open market Documents and correspondence - Conditions of contract - 	Common practice
Property Development and Renovation:				
7.4	Management	Permanent. Transfer to Place	- Project specifications	Common practice

	<ul style="list-style-type: none"> Buildings and estates of "special interest" 	of deposit after administrative use is concluded	<ul style="list-style-type: none"> Working and as built Plans Installation/maintenance Manuals Certificates of Approval Wayleaves, unregistered rights of way and easements Completion and acceptance documentation 	
7.5	Management <ul style="list-style-type: none"> All other buildings and estates 	Retain for life of property or building	<ul style="list-style-type: none"> Project specifications Working and as built Plans Installation/maintenance Manuals Certificates of Approval Wayleaves, unregistered rights of way and easements Completion and acceptance documentation 	Common place <i>For asbestos see 'Health and Safety' under general public services</i>
7.6	The action process involved in the development and renovation of property	Destroy 7 years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> Work orders Tender documents Conditions of contracts 	Common practice
Leasing and Occupancy:				
7.7	The process of managing leased property	Destroy 15 years after the expiry of the lease	<ul style="list-style-type: none"> Lease/licence agreements Rental expenditure authorities Valuation queries Approvals/refusal of consents requested by tenant under terms of the lease/agreement Records of rent review agreements 	Common practice

			- Any actions or court proceedings for rent arrears. Dilapidations or similar breaches of covenant	
7.8	The process of managing the occupancy of property	Destroy 7 years after the conclusion of the transaction that the record supports	- Requests for works, cleaning etc.	Common practice
Housing Provision:				
7.9	The process of managing Local Authority welfare housing estates	Destroy 4 years after last action	- Stock monitoring records	Common practice
Systems Management:				
7.10	The internal process to develop or extend the capabilities of a system used to support then activities of the Local Authority	Retain for life of system then destroy		Common Practice
7.11	The process to implement a system used to support the activities of the local authority	Destroy 7 years after last action	- Implementation Plan	Common Practice
7.12	The process to support and administer a system used to support the activities of the Local Authority. <i>Note: Ensure back up disposal is tied in with back-ups</i>	Destroy 5 years after last action		Common Practice
Transport Management:				
7.13	The process of acquisition and disposal of vehicles through lease or purchase	Destroy 7 years after the disposal of the vehicle	- Leases - Contracts - Quotes - Approvals - Fleet Authorisation for vehicles	Common practice

			- Maintenance	
7.14	The process of managing allocations and maintenance of vehicles	Destroy 3 years after the sale of disposal of the vehicle	- Approvals as drivers - Allocations and Authorisation for vehicles - Maintenance - Vehicle Usage Reports	Common practice
7.15	The process of recording vehicle usage	Destroy 1 year after the sale of disposal of the vehicle	- Vehicle usage reports	Common Practice
7.16	The process of recording driver's usage	Destroy 1 year after closure	- Vehicle log book	Common Practice
7.17	The process of recording school transport operation	Destroy 1 year after cessation of contract	- MOT - Insurance - Public Liability Insurance	Common Practice
Insurance:				
7.18	The summary management of insurance arrangements	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Insurance registration	Common Practice
7.19	The process of insuring Local Authority offices, property, vehicles and equipment against negligence, loss or damage	Destroy 7 years after the terms of the policy have expired	- Insurance policies - Correspondence	Common Practice
7.20	The process of renewing insurance policies	Destroy 5 years after the insurance policy has been renewed	- Insurance policy renewal records - Correspondence	Common Practice
Claims Management:				
7.21	The process that records insurance claims against the Local Authority or Local Authorities offices	Destroy 7 years after all obligation / entitlements are concluded (allowing for the claimant to reach 25 years of age)	- Claims records - Correspondence	Common Practice

8. GENERAL PUBLIC SERVICES:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Inspections and Assessments:				
8.1 (1)	The process of inspecting equipment to ensure it is safe	Destroy 6 years from destruction of the equipment	- Equipment inspection records	Statutory
8.1 (2)	Documentation regarding inspections made on establishment concerning food hygiene	Destroy 7 years after inspection	- Food standards inspection forms	
8.2	Processing the geo-technical assessment of a quarry	When quarry is no longer in use consult or refer to Health and Safety Executive		Statutory

8.3	The process of carrying out monitoring to ensure it is safe	Destroy 3 years from last action	- Monitoring results	Statutory
8.4	The process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	Destroy 50 years from last action or at age 75 years whichever is greater	- Property asbestos files - Asbestos register	Common practice based on statutory
8.5	The process of monitoring of areas where employees and persons are likely to have become in contact with radiation	Destroy 40 years from last action	- Radiation monitoring	Common Practice
8.6	The process to ensure safe systems of work	Destroy 1 year after the process ceases or is superseded	- System processes	Common practice
8.7	The process to assess the level of risk	Destroy 3 years from last assessment	- Risk assessment	Statutory
8.8	The processes that permit work	Destroy 1 year from last action		Common practice
8.9	The process that records injuries to adults	Destroy 3 years from closure	- Accident books	Statutory
Enforcement Certification and Prosecution:				
8.10	The summary management systems that allow the monitoring and management of registration, certification and licenses registration requirements in summary form	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Visual Impairment register	Common practice
8.11	The administration of applications, registration, certification and licences in relation to Local Authorities registration requirements	Destroy 2 years after registration on entitlement lapses	- Applications for animal registration - Applications for registration of a business premises - Application for release of	Statutory <i>Note: May want archival review in cases of licensing of children in entertainment</i>

			<ul style="list-style-type: none"> animals impounded - Registers - Certificates of registration - Animal movement licences - Gaming - Fire certification - Disabled parking permits - Registration to sell poison 	
8.12	The process involved in licensing sites for the holding or use of toxic or hazardous substances. (including petroleum, agricultural chemical products or herbicides)	Permanent. Offer to archivist	<ul style="list-style-type: none"> - Diesel licences - Petroleum licenses - Health and Safety licenses - Hazardous substances - Contaminated land/pollution registers 	Common practice
Notification:				
8.13	The process of issuing notices to citizens with respect to particular responsibility	Destroy 2 years after notice has expired	<ul style="list-style-type: none"> - Fire prevention notices - Fire prevention infringement notices - Objections to notices - Appeals against notices - Registration of premises infringement notices - Animal impounding Notices 	Common practice
Investigation, Inspection and Monitoring:				
8.14	The process of investigation, monitoring or inspection laws in the responsibility of Local Authority	Destroy 7 years from last action		Common Practice
Prosecution:				
8.15	The process of prosecuting or sanction of an individual or organisation for failing to	Destroy 7 years after last action	- Prosecution/sanction files	Common practice

	comply with their legal responsibilities			
By-Laws:				
8.16	The process of making local laws	Permanent. Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> - Master set of by-laws - Policy development documents - Correspondence - Submissions 	Common practice
8.17	The process of administering and enforcing by-laws	Destroy 2 years after certificate has expired, penalty payment has been made, the matter has been finished or correspondence on the matter has ceased	<ul style="list-style-type: none"> - Application and certificates - Permits - Licenses - Infringement Notices (parking) - Correspondence 	Common practice
Cemeteries and Crematoria:				
8.18	Summary management systems that record the location and occupancy of deceased individuals	Permanent. Transfer to Place of Deposit after administrative use is concluded	<ul style="list-style-type: none"> - Internment Register - Lair register - Lair plans 	Common Practice
8.19	The process of regulation of burials and cremations	Destroy 5 years after last action	<ul style="list-style-type: none"> - Permits - Applications - Orders 	Common practice
Waste Management:				
8.20	The process of arranging the collection or transportation of household waste	Destroy 2 years after last action		Common practice
8.21	The process of arranging the collection or transportation of controlled waste	Destroy 6 years after last action		Common practice

9. PLANNING AND LAND USE:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Development Control				
9.1	Applications made under the Town and Country Planning Act 1990 (as amended), the Planning (Listed Buildings and Conservation Areas) Act 1990, the Hazardous Substances Act 1990 and Section 17 of the Land Compensation Act 1961.	Permanent. Statutory requirement to retain records and a register.	<ul style="list-style-type: none"> - Planning and other types of application files - Appeal files in relation to all these applications - Public comments on applications and appeals - Planning registers, History cards, Estates index and plotting sheets. 	Common Practice
9.2	Enforcement of the legislation specified in 9.1 above where any formal enforcement action is authorised	Permanent. Statutory requirement to retain records and a register.	<ul style="list-style-type: none"> - Enforcement file relating to that development 	Common practice
9.3	Complaints about unauthorised development where complaint file is closed with no action required	Retain for 2 years after closure of file to ensure issue does not repeat or resurface. Then destroy record.	<ul style="list-style-type: none"> - Complaint files 	Common practice
9.4	Monitoring of minerals and waste sites	Permanent. Essential to monitor how sites develop and comply with legislation	<ul style="list-style-type: none"> - Minerals monitoring files held in electronic and paper form for each quarry or waste site 	Common practice
9.5	Preliminary Enquiries in relation to proposed developments	Destroy after 3 years . This gives sufficient time for development to come forward as an application	<ul style="list-style-type: none"> - Preliminary application file 	Common practice
9.6	Correspondence Files	Destroy after 12 Months . Sufficient time to ensure correspondence is concluded	<ul style="list-style-type: none"> - All records held electronically in a folder (parish files) on the intranet. 	Common practice
9.7	George Phillips Award	Retain for 2 years . Archive past years as a cultural record.	<ul style="list-style-type: none"> - All records held electronically in a folder (George Phillips Award) on the intranet. 	Common practice

9.8	Tree Preservation Orders	Permanent. Statutory requirement. Remove neighbour/applicant/agent personal details 3 years after order confirmed or not confirmed.	- Tree Preservation Orders register and supporting file.	Common practice
9.9	Liaison Committees with quarry operators and the local community	Permanent. Retain as a public record	- All records held electronically in a folder on the intranet.	Common practice
9.10	Recording information on historical buildings, conservation areas and other heritage features and biodiversity data.	Permanent. Records require access by all departments at Rutland when they are undertaking work that could affect the natural or historic environments. Government policy requires this access.	- Historic Environment Record - Ecological records - Species records - Records are principally held by Leicestershire County Council as a joint record with Rutland. However Rutland retains an historical photographic record of listed buildings	Common practice
9.11	Applications under part 8 of the Anti-social Behaviour Act 2003 (High Hedges)	Permanent Statutory requirement to retain records and a register.	- High hedge application files	Common practice
9.12	Applications under section 97 of the Environment Act 1995 concerning hedgerows	Permanent Statutory requirement to retain records and a register.	- Hedgerow application files	Common practice
9.13	Land Charges	Permanent. Statutory requirement.	- All information (searches and additional correspondence with solicitors) currently scanned to either Apollo server through swift search or to the O drive	Common Practice
9.14	Village Green applications	Permanent. Statutory requirement.	- Scanned to O drive and original stored in the contracts safe.	Common Practice

9.15	Land Charges Registrations	Permanent. Statutory requirement.	- Stored on map info tables and paper register within filing cabinets	Common Practice
9.16	Preparation, consultation and adoption (where applicable) of: <ul style="list-style-type: none"> • statutory development plan documents • supplementary planning documents; • Statement of Community Involvement, Local Development Scheme; • Community Infrastructure Levy Charging Schedule; • neighbourhood plans prepared by town and parish councils; • studies and evidence base documents to support the preparation of the local plan and associated documents. 	Retain the final document permanently. Retain associated correspondence and consultation responses for a maximum of 12 months following the final adoption/ making of the document. For studies and evidence base documents retain for the lifetime of the final adopted/made document n.b. background papers to Council and Committee reports will need to be retained for 4 years after the date of the meeting under RCC Constitution Procedure Rule 179)	- Draft documents - Consultation documents and emails - Consultation responses and correspondence - Draft cabinet, council and scrutiny reports - Information and correspondence connected with public/independent examination of the document (where applicable) - Response databases and the data they contain	Statutory
9.17	RCC responses to consultations by government, other local authorities and organisations.	Retain records until 4 years after completion of the document and/or policy to which the response relates. (n.b. background papers to Council and Committee reports will need to be retained for 4 years after the date of the meeting under RCC Constitution Procedure Rule 179)	- Draft documents - Consultation documents and emails - Consultation responses - Draft cabinet, council and scrutiny reports	Common Practice
9.18	Mailing lists and databases of names and addresses set up	Retain consultee details and responses for a maximum of	- Outlook email distribution lists	Periodic reviews of mailing lists to be carried out as part

	for consultation on local planning documents.	12 months following the final adoption/ making of the document. Keep record of consultation process indefinitely. All other information relating to consultation remove after 12 months following the final adoption/ making of the document.	<ul style="list-style-type: none"> - Databases of names and addresses - Opus consult (consultation software) 	of the Statement of Community Involvement.
9.19	The process of negotiating, monitoring and enforcing compliance with legal agreements securing planning obligations (e.g. S106 Agreements).	Retain permanently.	<ul style="list-style-type: none"> - All correspondence related to planning applications with affordable housing and/or community infrastructure requirements to be secured through legal agreements, drafting of agreements and any related legal documentation such as Deed of Discharge or Variation. - All correspondence relating to independent arbitration on viability of development - All correspondence and notices relating to monitoring and enforcement of legal Agreements. 	Common Practice
9.20	Signed Planning Obligation Agreements under S106 of the Town and Country Planning Act 1990	Permanent Permanent Statutory requirement	<ul style="list-style-type: none"> - Signed Section 106 Agreements, Deed of variation or Unilateral undertakings 	Common Practice

			<ul style="list-style-type: none"> - New S106 Agreements relating to approved minor amendments 	
9.21	Records relating to the creation, implementation and monitoring of the Community Infrastructure Levy and S106 Agreements	Retain all documents permanently.	<p>Documentation relating to CIL & S106 including the following:</p> <ul style="list-style-type: none"> - CIL Forms - CIL Notices - Decisions on chargeable amounts - Appeal process - Surcharge processes - All CIL/S106 reports and associated documents - Management, Monitoring and spend of CIL/S106 	Common Practice
9.22	Supporting evidence relating to self-build housing exemption	Retain records for a maximum period of 7 years after the self-build exemption clawback period has been discharged.	<p>Evidence of compliance with self-build relief</p> <p>Utility Bill</p> <p>Bank statement</p> <p>Title Deeds</p> <p>Motor Insurance Certificate</p> <p>Proof of self build mortgage</p> <p>Council Tax bill</p> <p>Approved claim from HMRC</p>	
9.23	Pre-application enquiries regarding planning obligations or potential CIL liability	Retain advice given and related correspondence for a maximum of 5 years or until 4 years after formal application determined for the same site	<ul style="list-style-type: none"> - All correspondence relating to informal and formal pre-app advice 	Common Practice
9.23	Self Build and Custom Build Register	Revisit applicant detail after 4 years on register for confirmation of intention to	<ul style="list-style-type: none"> - All correspondence relating to the register - Personal contact details 	-

		remain on register	<ul style="list-style-type: none"> - Application form - The Register 	
9.24	<p>Preparation, consultation and adoption (where applicable) of:</p> <ul style="list-style-type: none"> • Strategic housing policies and plans <p>Studies and evidence base documents to support strategic housing policies and plans.</p>	<p>Retain policies and evidence base studies for a maximum of 4 years after replacement. Retain internal and external statistical returns for a maximum of 10 years. Retain associated records for a maximum of 4 years following the final adoption/ making of the document or publication of the study/evidence base document on the Council's website.</p>	<ul style="list-style-type: none"> - Policy and evidence base documents, drafts and supporting information - Minutes and Agendas of meetings and correspondence 	Common Practice
9.25	Proposals, implementation and monitoring of affordable housing development and energy initiatives.	<p>Maximum of 4 years or - if process still on-going - until a maximum of 4 years after the end of the development process. Where Council funds scheme or long term promises made re scheme use that need monitoring (e.g. local people prioritised or future sales regulated by Council), essential records retained indefinitely. Retain working group papers and minutes for a maximum of 6 years.</p>	<ul style="list-style-type: none"> - Evidence of need - Plans - Correspondence - Records of sales 	Common Practice
9.26	Proposals and data relating to housing stock transfer	<p>Information required to ensure the monitoring of the stock transfer to be retained indefinitely. Associated records that are not needed for this purpose to</p>	<ul style="list-style-type: none"> - Contracts - Records regarding potential environmental risks, land transferred, contractual obligations and 	Common Practice

		be retained for a maximum of 4 years.	<p>evidence for contract content.</p> <ul style="list-style-type: none"> - Studies on stock condition etc. and related information. - Records relating to tenancies transferred. - Information on commitments made. - Minutes and Agendas of meetings and correspondence. 	
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10. INFRASTRUCTURE AND TRANSPORT:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Traffic Management:				
10.1	The activity of planning and programming the continued flow, diversion or reduction of traffic	Destroy 1 year after date of order.	- Traffic orders	Common Practice

Design and Construction:				
10.2	The activity of planning, designing, programming and constructing roads, street, bridges and tunnels	Permanent. Transfer to Place of Deposit after administrative use is concluded		Common practice
Infrastructure Management and Maintenance:				
10.3	The activity of providing municipal services in relation to infrastructure within the local authority	Destroy 7 years after last action	<ul style="list-style-type: none"> - Street files - Street records <u>Requests for:</u> - Hedge clipping - Tree planting - Naming of streets - Numbering of houses - Street load limits - Street signs - Bus shelters - Applications to dig footpaths - HGV application - Advice/Comment - Legal crossings - Right of ways - Roundabouts - Traffic humps 	Common practice
Road Maintenance:				
10.4	The activity of maintaining and repairing roads, street, bridged, bridle paths, rights of ways and tunnels	Destroy 12 years after action completed		Common practice

11. ADULT SOCIAL CARE:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Adult Social Care:				
11.1	Asylum Seekers Services	Destroy 6 years after action completed	<ul style="list-style-type: none"> - Information on temporary accommodation - Meals and other advice for asylum seekers - Pre-checks for applications for British citizenship. 	Common Practice
11.2	Residential Homes	Permanent. Transfer to Place of Deposit after	<ul style="list-style-type: none"> - Adult Home Registers 	Common Practice

		administrative use is concluded		
11.3	Residential Homes	Destroy 6 years after action completed	<ul style="list-style-type: none"> - Admission/discharge registers - Adult placement enquiries; Adult placement provision 	Statutory
11.4	Supporting Adults	Destroy 10 years after action completed	<ul style="list-style-type: none"> - All records relating to the integrated health and social care for clients .e.g Mental health files - Day service records 	Common Practice
11.5	Supporting Adults	Destroy at least 3 years from date of last entry	<ul style="list-style-type: none"> - Residential home records / satellite records / finance records / benefit support files 	Statutory
11.6	Supporting Adults	Destroy 10 years after action completed	<ul style="list-style-type: none"> - Prevention & Safeguarding; Hospital and Reablement & Long Term and Review records. 	Statutory
11.7	Supporting Adults	Destroy 7 years after action completed.	<ul style="list-style-type: none"> - Financial assessments for care frees, including all correspondence 	Common Practice

12. CHILDRENS' SOCIAL CARE:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Children and Families Services:				
12.1	Adoption and Fostering	Destroy at least 100 years from the date of adoption order	- Adoption files	Statutory
12.2	Adoption and Fostering	Destroy 6 years after action completed	- Prospective adopters either approved or unapproved at panel stage not yet placed with a child	Statutory
12.3	Adoption and Fostering	Destroy 75 years from last contact	- Prospective foster carers who are either approved or unapproved at panel stage not yet placed with a child	Statutory
12.4	Adoption and Fostering	Destroy at least 10 years from the date on which the placement is terminated	- Persons who have formally applied to be assessed as prospective adopters / foster carers but not reached panel stage	Common practice
12.5	Adoption and Fostering	Destroy at least 10 years from the date on which the	- Foster parent files	Statutory

		placement is terminated		
12.6	Adoption and Fostering	Destroy 10 years after action completed	- Supported lodging files	Common Practice
12.7	Adoption and Fostering	Destroy at least 100 years from the date of adoption order	- Looked after children client files on the adopted person / residential care children's file on the adopted person	Statutory
12.8	Adoption and Fostering	Destroy 1 year from last contact	- Correspondence of enquiries from potential adopters / foster carers	Common Practice
12.9	Programme Management and Development	Destroy 7 years from closure	- Process involving individual case management advice; attendance records; project files	Common Practice
12.10	Programme Management and Development	Destroy 6 years from year records created	- Free school meals	Common Practice
12.11	Programme Management and Development	Destroy 6 years after action completed	- Process involved in assessing a family's suitability in the care of children – Parenting skills; Family aide work; Intensive support team	Common Practice
12.12	Programme Management and Development	Destroy 23 years from date of birth	- Exclusion files	Statutory
12.13	Programme Management and Development	Destroy 2 years from end of the appeal process	- Appeal files	Statutory
12.14	Programme Management & Development	Destroy 15 years from closure	- Provision of services or programmes to support the development of young persons – correspondence	Common Practice
12.15	Programme Management and Development	Destroy 25 years from closure	- Provision of services or programmes to support the development of	Common Practice

			children – course Reports; attendance records	
12.16	Residential Homes	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Children's Home Register	Common Practice
12.17	Residential Homes	Destroy 15 years from the date of last entry, except for records of menus, which needs to be kept for 1 year .	- Admission registers; Discharge registers; Diaries; Rotas; Daily logs; Record of pocket money and valuables; medical / health care; visitors; fire precaution and practice; Register of adults working in the home; Menu	Statutory
12.18	Residential Homes	Destroy 15 years from the date of last entry	- Inspection Reports relating to the operation of the establishment - Record of authorised / unauthorised absences - Sanctions	Statutory
12.19	Residential Homes	Destroy 15 years from the date of last entry	- Secure unit records	Common Practice
12.20	Special Education	Destroy 35 years from date of birth	- SEN Files; City Youth Justice Team Records	Common Practice
12.21	Supporting Children	Destroy 75 years from the date of birth or, if the child dies before the age of 18, 15 years from date of death	- Young person's being looked after files / looked after children client files / residential care children's files	Common Practice
12.22	Supporting Children	Destroy 2 years from last contact	- Privately fostered children's file	Statutory
12.23	Supporting Children	Destroy 10 years from the date on which the placement is terminated	- Guardian CAFCASS files / Guardian ad item	Common Practice

12.24	Supporting Children	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Schedule 1 Offenders	Statutory
12.25	Supporting Children	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Child Protection Register	Statutory
12.26	Supporting Children	Destroy 40 years from date of birth	- Child protection case files, Conference minutes; core assessment; Investigation; Registration; Supervision order	Statutory
12.27	Supporting Children	Destroy 10 years from closure	- Initial Assessment and Advice in regards child protection	Statutory
12.28	Supporting Children	Destroy 10 years from closure	- Case records of unaccompanied minors if not looked after	Common Practice
12.29	Supporting Children	Permanent. Transfer to Place of Deposit after administrative use is concluded	- Video recordings and tape evidence of child witness	Common Practice
12.30	Supporting Children	Destroy 10 years from last contact	- Registration files of childminders or day care providers -	Common Practice
12.31	Supporting Children	Destroy 1 year from year record created	- Records on childminders	Common Practice
12.32	Supporting Children	Destroy 35 years from last contact	- Record on childminders (where children have stayed overnight); Records on sessional carers (Where children have stayed overnight);	Statutory

			Investigation of allegations/incidents (where children have stayed overnight)	
12.33	Supporting Children	Destroy 10 years from last contact	- Records on sessional carers	Statutory
12.34	Supporting Children	Destroy 10 years from date of the allegation	- Investigation of allegations / incidents	Common Practice
12.35	Supporting Children	Destroy 2 years from date response provided	- Ofsted checks	Common Practice
12.36	Supporting Children	Destroy 7 years from date response provided	- Other fostering agency checks	Common Practice
12.37	Youth Service Provision	Destroy 10 years from closure	- Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)	Common Practice
12.38	Youth Service Provision	Destroy 3 years from closure or child reaches 18 th birthday whichever occurs first	- Files relating to work with adults; Pre-court decision; Reprimand; Final warnings; Referral	Common Practice
12.39	Youth Service Provision	Subject to the length of time on register	- Sex offenders Register	Common Practice
12.40	Youth Service Provision	Destroy 5 years from closure of child reaches 18 th birthday whichever occurs first	- Offender case files (court orders)	Common Practice
12.41	Youth Service Provision	Destroy 75 years from the date of birth or 15 years from date of death, if the child dies before the age of 18	- Case files for young people who have had a custodial sentence	Common Practice
12.42	Youth Service Provision	Destroy 5 years from closure	- Statutory Orders	Common Practice

13. ECONOMIC DEVELOPMENT AND TOURISM:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Economic Development				
13.1	Business Communication	Destroy 1 year from closure	- Business e-newsletter sign up Database	Common Practice
13.2	LSP Infrastructure Group	Destroy data on cessation of	- Business member contact	Common Practice

	Member List	individual membership and destroy final database 1 year from cessation of Membership Scheme	details	
13.2	Discover Rutland Communication	Destroy 1 year from Discover Rutland service closure	- Database of e-sign-ups for newsletter and automated sign-up process via website and email through third party contract	Common Practice
13.3	Discover Rutland Membership Scheme	Destroy data on cessation of individual membership and destroy final database 1 year from cessation of Membership Scheme	- Current members and historic members	Common Practice
13.4	Digital Rutland Broadband Roll out Programme	Destroy 1 year from effective end date of contract	- E-newsletter sign up database	Common Practice
13.5	Digital Rutland Broadband Roll out Programme	Destroy 1 year from effective end date of contract	- Speed test data submitted by individuals	Common Practice
13.6	Digital Rutland Broadband Roll out Programme	Destroy 1 year from effective end date of contract	- Speed test data submitted by individuals	Common Practice

14. REGISTRARS:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Appointment				
14.1	Appointment forms of Registration Officers	Destroy 1 year after Resignation/Retirement		Statutory
14.2	Appointment forms of Authorised Persons under the Marriage Act 1898 or the Marriage Act 1949	Destroy 2 years after vacation of office		Statutory
14.3	Registrar General's authorities for registration after 12 months	Retain for 2 years		Statutory
14.4	Books recording issue of books and forms of Medical Certificates	Retain for 5 years	- Form 17	Statutory
14.5	Notifications of disposals of bodies of deceased persons	Retain for 5 years	- Form 9	Statutory
14.6	Declarations made by applicants for certificates for disposal	Retain for 5 years		Statutory
14.7	Marriage notices	Retain for 5 years from date of marriage		Statutory
14.8	Forms of consent to marriages of Minors	Retain for 1 year from date of marriage		Statutory
14.9	Caveats against the grant of a superintendent registrar's certificate or certificate and license or Registrar General's licence for marriage	Retain for 2 years from lodgement of Caveat		Statutory
14.10	Superintendent registrars certificates and certificates and licences for marriage	Retain for 2 years from date of marriage		Statutory

14.11	Notifications of the issue of the Registrar General's licence for marriage and Registrar General's licences for Marriage	Retain for 2 years from date of marriage		Statutory
14.12	Requisitions for certificates of births , marriage or death issued under certain Acts of Parliament for the purpose of those Acts	Retain for 2 years		Statutory
14.13	Requisitions for certificates issued for the purposes of the 1 st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5 th Schedule to the Friendly Societies Act	Retain for 6 years		Statutory
14.14	Counterfoils of births, deaths, marriages, still-birth certificates	Retain for 2 years (but retained further if they have not been subject to scrutiny during a stock audit by the General Register Office)	<ul style="list-style-type: none"> - Standard certificates of birth, marriage, death & still-birth. - Certificates issued for purposes of certain Acts of Parliament - Certificates of Registration of births and still-births 	Statutory
14.15	Certificates issued for the purposes of the 1 st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5 th Schedule to the Friendly Societies Act 1974	Retain for 6 years		Statutory
14.16	Certificates issued for the purpose of the provisions of	Retain for 3 years		Statutory

	the Friendly Societies Acts relating to a payment on the death of a child under the age of ten			
14.17	Requisitions to persons liable to register who have failed to do so	Retain for 1 year		Statutory
14.18	Forms of report of death to a coroner by registrar	Retain for 1 year		Statutory
14.19	Certificates for disposal	Retain for 5 years	<ul style="list-style-type: none"> - Certificates issued before or after Registration of Death - Certificates of still-births - Forms of no liability to register 	Statutory
14.20	Record & Demand Book for Stock	Retain for 10 years	-	Statutory
14.21	Financial record & receipt books	Retain for 7 years	<ul style="list-style-type: none"> - Cash book - Paying-in books/slips - Receipt Books - Registrar General's certificate & direction 	Statutory
14.22	Form of Account (Office Copy)	Retain for 2 years		Statutory
14.23	Relating to appointment & conduct of officers	Retain for 2 years		Statutory
14.24	Relating to registration of births, marriages and deaths, correction of errors, birth re-registrations not made , issue of certificates under certain	Retain for 3 years		Statutory

	Acts of Parliament, irregular burials			
14.25	Relating to false information given to registration officers, falsification and forgery of certificates of birth, marriage or death; marriage of foreigners and persons divorced abroad	Retain for 3 years		Statutory
14.26	Relating to accounting transactions, charges, receipts	Retain for 2 years		Statutory
14.27	Other correspondence	Retain for 3 years		Statutory
14.28	Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurance and Friendly Societies Act 1948 and the Friendly Societies Act 1974	Retain for 6 years		Statutory

15. MUSEUM:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Museum Services				
15.1	Records of all objects in the Museum Permanent Collections	Permanent.	<ul style="list-style-type: none"> - Accession Register - Object History Files - Depositor Files - Conservation records - Disposal records 	Common Practice
15.2	Records of all objects on loan	Permanent.	<ul style="list-style-type: none"> - Loan Agreements 	Common Practice

	in to or out of the Museum		<ul style="list-style-type: none"> - Object History Files - Depositor Files - Exit Forms 	
15.3	Records of all objects submitted to the Museum for identification	Permanent.	<ul style="list-style-type: none"> - Object Files - Owner Files 	Common Practice
15.4	Records of all enquiries submitted to the Museum relating to objects, family history and heritage	Permanent.	<ul style="list-style-type: none"> - Enquiry Log - Response Log 	Common Practice
15.5	Visitor Surveys, periodically monitoring visitor satisfaction	3 years	<ul style="list-style-type: none"> - Enquiry Sheet - Survey report 	Common Practice
15.6	Environmental Monitoring of building conditions and object cases.	3 years	<ul style="list-style-type: none"> - Relative Humidity & temperature graphs/ report 	Common Practice
15.7	Records of premises hire by individuals and organisations	Destroy after 2 years	<ul style="list-style-type: none"> - Event Hire forms 	Common practice
15.8	Records of premises hire for marriage and civil partnerships	Destroy after 2 years	<ul style="list-style-type: none"> - Ceremony Hire forms 	Common practice

16. LIBRARY SERVICES

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Library Services				
16.1	Registration Forms	Destroy after 2 years	<ul style="list-style-type: none"> Library membership form 	Common practice
16.2	Library Management System borrower records	Record Expires every 2 years unless re-activated.	<ul style="list-style-type: none"> LMS database record 	Common Practice
16.3	Internet Permissions forms	Destroy after 2 years	<ul style="list-style-type: none"> Parental permissions for internet access to 	Common Practice
16.4	Mechanism for public internet access.(Netloan system)	Users are anonymised if they have been inactive for 2 years	<ul style="list-style-type: none"> Netloan User records 	
16.5	Children's event registration	Destroyed once statistics collated	<ul style="list-style-type: none"> Summer Reading 	Common practice
16.6	Records of premises hire by individuals and organisations	Destroy after 2 years	<ul style="list-style-type: none"> Event Hire forms 	Common practice
16.7	Photography permission	Destroy 2 years after event	<ul style="list-style-type: none"> Photography permission forms 	
Volunteer provided Services				
16.8	Session Registration Forms	Destroy 2 years after customer terminates learning	<ul style="list-style-type: none"> IT Registration form Family History Registration Form 	Common practice
Volunteering				

16.9	Summary management systems that record the monitoring and management of volunteers, and volunteers on a waiting list in summary form.	Permanent. (By department)	<ul style="list-style-type: none"> • Volunteers Registers in excel format 	<p>Common Practice</p> <p><i>Note: The summary information that this record class attempts to capture is:-</i></p> <p>Name, Date of Expression of interest, Date of Appointment or interview, Volunteer History/task interest Details, Dates of breaks in periods of service, Position/Designation, Titles and Dates Held, Whether IT access granted, Dates volunteering terminated.</p>
16.10	<p>The process of administering volunteers to ensure that entitlements and obligations are in accordance with volunteer agreement.</p> <ul style="list-style-type: none"> • Disclosure and Barring Service Application forms 	<p>Destroy 2 years from the date of termination of volunteering.</p> <p>Kept by HR</p>	<p>Personal File:</p> <ul style="list-style-type: none"> • Expression of interest form/CV • Volunteer handbook / agreement copies incl. Induction checklist • Copy of volunteer checklist form (Right to work in UK etc) • Letter of appointment • Letter of acceptance • Medical/Next of Kin form • Role description • Copies of IT application forms • Referee reports 	<p>Common Practice</p>

16.11	The selection of an individual for an advertised volunteering position. 'On Spec' volunteer applications.	Destroy 1 year after recruitment has been finalised if volunteer does not want to go on waiting list. Relevant documents will be placed in the successful volunteers personal files. Volunteer asked to fill out Expression of interest form. Letters of reply is retained for 6 months only if applicant does not want to go on a waiting list. CV is kept with	<ul style="list-style-type: none"> • Expression of interest forms • Interview notes and any referee reports for unsuccessful applicants. • CV's • Volunteer Expression of Interest forms • Letters of enquiry 	Common Practice
Housebound and Deposit Collection Services				
16.12	Service forms	Destroy 2 years after service terminated, later if assets are outstanding on borrower record	<ul style="list-style-type: none"> • Housebound Profile form • Deposit collection agreement 	Common Practice
16.13	Delivery schedule/record for service users in receipt of a volunteer home visit.	Destroy 2 years after last entry in schedule	<ul style="list-style-type: none"> • Delivery schedule (an exercise book) 	<i>Attempts to capture:</i> Expected date of visit, name of service user, volunteer in attendance, any necessary messages for the volunteer
Copyright				
16.14	Declaration Forms	Destroy after 6 years	<ul style="list-style-type: none"> • Copyright/non-commercial use declaration 	Common Practice.
Exhibitions and Displays				

16.15	Exhibition/display details for internal or third party displays	Destroy after 3 years	<ul style="list-style-type: none"> • Exhibition booking form 	Common Practice
Transfer of ownership				
16.16	Donation letters/other proof of acquired ownership of new or used books and other library materials from customers/third parties incl. local author donations.	Destroy after 3 years where letter or proof exists	<ul style="list-style-type: none"> • Donation letter • Donation form • Email 	Common Practice
Lost property record				
16.17	Details of items found and whether recovered by owner Attempts to capture: Date item found, Item details (including ownership if obvious), signature of owner when recovered.	1 year after last entry in book	-Lost Property log (exercise book)	Common Practice

17. SPORT AND RECREATION:

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Sport and Recreation				
17.1	Storage of exercise referral forms in hardcopy and electronic copy and record data in a spreadsheet electronically.	Retain for 2 years.	- Referral forms containing name, address, contact details, date of birth, medical conditions and medication.	Common Practice
17.2	Store passport to leisure application forms in hardcopy.	Retain for 2 years.	- Application forms containing name, address, contact details and a photograph.	Common Practice
17.3	Store local sport alliance minutes and agendas electronically.	Retain for 5 years.	- Minutes of meetings. - Agendas.	Common Practice

18. LEARNING AND SKILLS

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
Learning and Skills				
18.1	Storage of school admissions form	Retain for current academic year plus 4 years.	- Application form	Common Practice
18.2	Storage of school records of Attendance and Exclusion	Retain until end of child's compulsory education	- School records including accident and incident reports	Common Practice
18.3	Special Educational Needs (SEN) documents	Retain until 31st birthday	- Reviews - Individual Education Plans	Common Practice
18.4	Performance and Employment documents	Retain until end of child's compulsory education	- Application form	Common Practice
18.5	Early Years Foundation Stage Profile Data – Child Level	Retain until end of child's compulsory education	- Files	Common Practice

19. ITC

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
ITC				
19.1	Staff Emails (after leaving the Authority)	1 year	- All emails	Emails will be retained for 1 year after a staff member has left the Authority (data contained within emails will have been appropriately passed to relevant department whilst the individual is in employment).

20. Closed Circuit Television (CCTV)

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
CCTV				
20.1	<p>Storage of images collected by the Councils CCTV installations</p> <ul style="list-style-type: none"> - Oakham Town Centre - Uppingham Town Centre - Oakham Castle - RCC Customer Services - RCC Bus Station - RCC Museum - Jules House Oakham - Kings Centre Barleythorpe - Oakham Enterprise Park - Ashwell Business Units - Active Rutland Hub 	<ul style="list-style-type: none"> 31 Days 31 Days 39 Days 28 days 28 days 75 days 49 days 28 days 30 days 28 days 28 days 	<ul style="list-style-type: none"> - Images collected from CCTV owned by RCC 	<p>Individual software systems overwrite data after retention periods outlined in Retention Action column.</p>

21. Information Governance

Ref No.	Functional Description	Retention Action	Examples of Records	Notes
CCTV				
21.1	Freedom of Information Request (FOI)	2 years after close of request	FOI Requests FOI Responses	Common Practice
21.2	Subject Access Requests	2 years after close of request	FOI Requests FOI Responses	Common Practice
21.3	Proof of Life Requests	2 years after close of request	FOI Requests FOI Responses	Common Practice
21.4	Data Breaches	6 years after closure	Notifications, correspondence, actions & recommendations	Common Practice
21.5	Data Privacy Impact Assessments	6 years	Completed document	Common Practice
21.6	Complaints	7 years	Notifications, correspondence, response	Limitation Act 1980 s.2 (childrens)

A large print version of this document is available on request.



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