

Royal Borough of Kensington & Chelsea Corporate Records

Retention Schedule

Records Retention and Disposal Policies

Policies contained within this schedule give details of records retention periods, criteria triggering the start of the retention period or disposal action, disposal action and the authority, for example, legislation, regulation, codes of practice or guidance requiring or forming the basis for keeping records. Divergence from the retention and disposal schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, investigation or inquiry, change of legislation or regulations, or to support legitimate business need.

Any divergence from policies contained in this schedule requires liaison with the Information Governance Manager and the Information Asset Owner.

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Introduction

The Royal Borough of Kensington & Chelsea council are required by the Lord Chancellor's [*Code of Practice on the Management of Records*](#) issued under Section 46 of the Freedom of Information Act 2000 to have and to implement a records retention schedule. This document sets out details about all the records created and kept by us in such a way that decisions can be made about identifying and disposing of them on a routine and timely basis.

Implementing the requirements detailed in this document is also a requirement of the [Records Management Policy](#).

Scope

This Records Retention Schedule applies to all documents defined as records - 'Information created, received and maintained as evidence and information by an organisation or individual, in pursuance of legal obligations or in the transaction of business' i.e. evidence of Kensington and Chelsea Council's actions, transactions, decisions and agreements.

The retention requirements listed here apply to all records irrespective of media and format, or the system(s) in which the records are held and should be applied to all copies including backups.

Divergence from the retention schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, change of legislation or regulation, or legitimate business need. Any divergence requires liaison with the Senior Information Management Officer and the Information Asset Owner.

Responsibilities

Heads of Service/Managers are responsible for:

- Ensuring local procedures are implemented to comply with the Council's Records Management Policy and supporting guidance.
- Ensuring staff understand their record keeping responsibilities and have adequate time and resources to properly undertake these activities and attend corporate awareness training sessions.
- Ensuring recordkeeping systems enable identification of records due for disposal.
- Ensuring records due for disposal are routinely identified and reviewed to ensure they are no longer required.
- Contributing to and enforcing compliance with business retention and disposal requirements set out in the appropriate retention and disposal schedules.
- Identifying vital business records and records suitable for historical permanent preservation.
- Identifying whether semi active physical records should be located off site in secure storage.
- Ensuring that appropriate access restrictions and password protections are used for human resources and other confidential information stored on shared drives.
- Highlighting any concerns in terms of records and information management with the Senior Information Management Officer in the Shared Information Services and Strategy Section.

All staff are responsible for:

- Managing the information they create and use on a day to day basis;
- Retaining all records in line with identified business requirements and as outlined in the Appropriate retention and disposal schedule;
- Ensuring records are saved and filed in such a way that it is meaningful and facilitates retrieval by those with similar access privileges;
- Disposing of records in accordance with the requirements of the Records Retention Schedule and Records Management Guidance;
- Bringing any issues in relation to information and records management to the attention of their managers allowing, if necessary, for these to be raised with the Senior Information Management Officer based within the Shared Information Services and Strategy Section as soon as possible.

Legal Requirements

Each entry in the retention and disposal schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, retention periods are based on common best practice.

The General Data Protection Regulation 2016 (GDPR)/Data Protection Act 2018

Requires that we must not keep personal data for longer than needed for the purpose for which it was collected.

The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemption(s) apply. [The Code of Practice issued under 46 of the Act](#) sets out rules on how we should manage records and information, including responsibilities on all staff to implement records retention and disposal schedules.

The Local Government Act 2000

S.22 requires that written records of a local authority executive, or a committee of such an executive are be made available to the public.

MPS Preservation Mandate

The Metropolitan Police Service (MPS) is conducting an ongoing criminal investigation in relation to the Grenfell Tower fire. The MPS are investigating a number of potential offences which may have been committed.

The MPS Preservation Mandate of 19 June 2017 requires the Royal Borough of Kensington and Chelsea "*which may be relevant to the criminal investigation or any other investigation associated with the incident*" to preserve and retain all relevant documents which includes data/databases, emails, reports and records, whether saved electronically or hard copy ('Relevant Documents'). The MPS Preservation Mandate is an ongoing requirement which will continue beyond the Grenfell Inquiry's Phase 2 report and will continue throughout the criminal investigation and any subsequent criminal proceedings.

Please note the following requirements:

All council services and departments and staff:

- (1) Must continue to retain all Relevant Documents.
- (2) Must ensure there are no deletions, amendments, destructions, removals or disposals of any Relevant Documents.

Covid Public Enquiry Document Retention

The Covid-19 Public Inquiry was set up to examine the UK's response to, and impact of, the Covid-19 pandemic, to identify the lessons to be learned and to inform preparations for future pandemics across the UK. **Please note the following requirements:**

All council services and departments and staff, in order to provide support and provide transparency to any requests for information:

- (1) Relevant Documents:
 - 1.1 That Council departments, along with the governance structures put in place as part of the emergency response, continue to ensure that they retain the systems put into place to retain records of decisions taken or other information which might be significant, in connection with the response to the coronavirus pandemic, together with any documents relevant to those decisions.
 - 1.2 Must continue to retain all Relevant Documents from 1 January 2009 through 31 December 2022.

- 1.3 The Relevant Documents include data/databases, emails, reports and records, whether saved electronically or hard copy, and all other information however held which contain, or may contain, content pertaining directly or indirectly to the council's response to the Covid pandemic and key decisions made as part of the recovery.

A general description of the relevant information to be held, includes but is not limited to, any of the following which may be relevant to each department:

- Assessment of requirements and requests for PPE and distribution of PPE to services and staff, contractors/providers and other third parties;
- Requests from and action to support care homes and other service providers;
- Establishment of new services (e.g. the Hub, food delivery service etc), changes to existing contracts/letting of new contracts or provision of additional funding/support to third parties as part of the emergency response;
- Repurposing of buildings (e.g. for use by third parties) for alternative use;
- Deployment/training of staff/volunteers to support critical services;
- Sharing of data with third parties to ensure continuity of existing/new services;
- Temporary amendments to policies/procedures relating to the provision of Council services;
- Continuation of capital and revenue works in light of the government restrictions and PHE guidance; and,
- Decisions including Financial implications arising from decisions made to purchase goods/services in response to the emergency, requests received from contractors, suppliers and other third parties for support.
- Assessment of risks
- Compliance with the Civil Contingencies Act

(2) Maintain full and clear records, whether they are working on COVID-19, the recovery, or as part of business-as-usual activities.

(3) Must ensure there are no deletions, amendments or destruction of any Relevant Documents. All services/teams must suspend any document destructions policies that are in place until they receive a further update.

(4) If in doubt, err on the side of caution and preserve anything that may relate to the Covid pandemic.

Adult Health and Care

Accommodation Support		
Retention	Disposal	Authority
Retain records 7 years after no longer in receipt of accommodation services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.
Scope: Placement planning, residential and nursing care, supported accommodation and lodgings provision		
Case Management		
Retention	Disposal	Authority
Retain records 7 years after longer in receipt of services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.
Scope: Management and administration of adult health and care cases including enquiry processing, referral, needs assessment, care and support planning, key information recording		
Community Living and Disabilities Support		
Retention	Disposal	Authority
Retain records 7 years after no longer in receipt of community and disability services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.
Scope: Collection of benefits, day care and meals, administration of personal allowances, housing needs and adaptation support, personal care, occupational therapy, learning disabilities, rehabilitation, provision of equipment and carer support Excluding education support		

Mental Health Support		
Retention	Disposal	Authority
Retain records 20 years after no longer in receipt of services, or 8 years after the patient's death if the patient died while receiving treatment	Destroy	NHS Records Management Code of Practice for Health and Social Care 2016
Scope: Mental health case records including psychological assessment records		
Vulnerable Adult Protection and Support		
Retention	Disposal	Authority
Retain records 7 years after no longer in receipt of protection and support services	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5.
Scope: Investigation and protection planning, guardianship and receivership administration		

Benefits and Support

Business Rates		
Retention	Disposal	Authority
Retain records for 6 years	Destroy	Local Government Finance Act 1992
Scope: Records relating to business rates administration and business rates relief.		
Council Tax		
Retention	Disposal	Authority
Retain records for 6 years from creation	Destroy	Limitation Act, s.2
Scope: Records relating to council tax applications for exemptions and reductions and new council tax applications.		
Housing Benefit		
Retention	Disposal	Authority
Retain records for 6 years.	Destroy	Limitation Act 1980 s.2
Scope: Records relating to housing benefit claims, appeals and overpayments.		

Births, Marriages and Deaths

Birth, Civil Partnership, Marriage and Death Registers		
Retention	Disposal	Authority
Permanent	Registers over 100 years old are kept by the Archives Service	Best practice
Scope: Birth, civil partnership, marriages and deaths registers		
Burial and Cremation Records		
Retention	Disposal	Authority
Retain records permanently	Permanent preservation	Local Authority Cemeteries Order 1977
Scope: Burial registers, coroners certificates, cremation registers, grave books, internment orders		
Coroners Inquests		
Retention	Disposal	Authority
Retain for 15 years	Offer to Archives Service	Best practice
Scope: Inquest Reports		
Counterfoils of Certificates for Birth, Marriage, Death and Still Birth		
Retention	Disposal	Authority
Retain from date of issue for 2 years	Destroy	Registrar General
Scope: Counterfoils of Certificates for Birth, Marriage, Death and Still Birth		

Children and Families

Adoptions Management		
Retention	Disposal	Authority
Retain records for 100 years from date of adoption order	Destroy (See IICSA retention hold advice)	Requirement to maintain "Section 56 information" taken from The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
<p>Scope: The Statutory Guidance on Adoption published by the DfE in 2013 specifies "Section 56" information that is covered by the 100 year retention rule as being:</p> <ul style="list-style-type: none"> Identifying information about the child, the birth parents, other birth relatives, adoptive parents and any other people involved in the adoption such as foster carers and professionals Background information including the child's birth and medical history, education, and <ul style="list-style-type: none"> development Information supplied by the birth parent and other birth relatives including photographs, and letters Information supplied by the adoptive parent(s) after the adoption Information supplied by any foster carer Information that the adopted person has asked to be kept, this would include their views on any contact A copy of the child's permanence record (CPR) The prospective adopters' report Written record of the proceedings of the adoption panel and the agency decision Any consent to placement and placement orders and any withdrawal of consent The Adoption Placement Report The Adoption Support Plan The Adoption Placement Plan Any other information the agency considers necessary to keep In addition Care leaver support records 		

Case Management		
Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Management and administration of children & families cases, including: enquiry processing, referral, needs assessment, care and support planning, key information recording		
Children in Need and Education Support		
Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services
Scope: Parent and family education support, childcare provision and monitoring, support of gifted and talented children, post-16 support, physical and sensory disability support, psychological and behavioural support and assessment		
Foster Carer Supervision and Support		
Retention	Disposal	Authority
Retain application and assessment records for unsuccessful applicants 3 years from application withdrawal or refusal. Retain records of successful applicants 10 years end of last placement is terminated after carer ceases to provide care	Destroy (See IICSA retention hold advice)	Foster Placement (Children) Regulations 1991 s.14 Fostering Services Regulations 2002 s.32
Scope: Foster carer enquiry, application and assessment records, case files and statutory register maintenance		

Looked After Children Support

Retention	Disposal	Authority
Retain records until the child's 75 th birthday or, if the child dies before the age of 18 for 15 years from the age of the child's death.	Destroy (See IICSA retention hold advice)	Arrangement for the Placement of Children (General) Regulations 1991 s.9 and Care Planning, Placement and Case Review (England) Regulations 2010 s.50

Scope: The **Care Planning, Placement and Case Review (England) Regulations 2010** specifies that the case records of a Looked After Child, retained until the child's 75th birthday, must include:

- care plan, including any changes made to the care plan and any subsequent plans
- reports obtained under regulation 7
- any other document created or considered as part of any assessment of
- child's needs, or of any review of child's case
- any court order relating to children
- statutory complaints relating to Children's social services
- details of any arrangements that have been made by the responsible authority with any other local authority or with an independent fostering agency under regulation 26 and Schedule 5, or with a provider of social work services, under which any of the responsible authority's functions in relation to care are discharged by that local authority or independent fostering agency or provider of social work services

In addition

- Care leaver support records

Residential Homes Management and Administration

Retention	Disposal	Authority
Retain records 15 years from date of last entry	Destroy (See IICSA retention hold advice)	The Children's Homes (England) Regulations 2015

Scope: Management and administration of children's residential homes including records and registers relating to multiple residents Including: records specified within schedule 3 of the regulations – Admission and discharge, accidents, administration of medicinal products, money and valuable deposited for safekeeping, disciplinary records and daily log of events. In addition record of persons employed by or working at children's home, duty rotas, record of other persons resident at the home and accounts

Safeguarding		
Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After or Adopted, see other entries)	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the Records Management Code of Practice for Health and Social Care 2016
Scope: Child Protection administration, referrals and management, child sexual exploitation investigation, allegations and causes for concern about carers / adopters, medical arrangements, court case preparation and orders, liaison with police and other agencies		
SEN Assessment and Support		
Retention	Disposal	Authority
Retain records until end of academic year in which service user's 31 st birthday occurs	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and requirements of Children and Families Act 2014 s.46
Scope: Special Educational Needs (SEN) assessment and statementing including Education Health Plans (EHC) and education support		
Targeted Intervention and Support		
Retention	Disposal	Authority
Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries)	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the Records Management Code of Practice for Health and Social Care 2016
Scope: Eligibility and assessment records, requests for support, consent, children missing education, intensive prevention		

Youth Offender Supervision and Support		
Retention	Disposal	Authority
Retain records until service user's 25th birthday	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5. and recommended by the Youth Justice Board Guidance 2014
Scope: Young offender case management, bail and remand supervision, education, health, safeguarding assessment and intervention, and public protection assessment intensive supervision and surveillance, and restorative justice and reparation management, parent and carer support		

Communications

Communications Management and Marketing		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Best practice based on National Archives Guidance
Scope: Management of the council's engagement with both its external and internal audience including media monitoring and media relations management, marketing.		
Consultation and Engagement		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Best practice
Scope: Community and stakeholder consultation and engagement including surveys, questionnaires, display materials		
Events Management		
Retention	Disposal	Authority
Retain records 6 years after event	Destroy	Best practice
Scope: Management of communications, marketing, engagement and training events to promote MCC, partner organisations, supported organisations and their services, and management of business events including development of programmes of events, event planning, delegate, event delivery and evaluation		

Community Safety and Trading Standards

Animal Health and Welfare Inspection and Monitoring		
Retention	Disposal	Authority
Retain records 6 years after closure or change of use of site	Destroy	Best practice
Scope: Animal health and welfare inspection and monitoring Excluding complaint investigation and enforcement, and registration and licensing		
Civil Emergency Planning and Response		
Retention	Disposal	Authority
Retain records 3 years after date created	Destroy	Based on a 3 year timescale in which an action can be brought in the case of personal injury or property damage under Limitation Act 1980 s.11
Scope: Emergency response planning, exercise planning and operation, incident response and recovery management, and review		
Fair Trading Inspection and Monitoring		
Retention	Disposal	Authority
Retain records 6 years after closure or change of use of site or MCC no longer responsible for function	Destroy Transfer to new authority	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Fair trading monitoring and inspection excluding , complaint investigation and enforcement, and registration and licensing		

Sample and Product Testing		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Scope: Testing and analysis of samples and products Including sample receipt, handling and storage, testing and analysis, testing methodologies, reports, sample return or disposal		

Crime and Anti-Social Behaviour

Anti-Social Behaviour		
Retention	Disposal	Authority
Retain records for 6 years from the end of the order	Destroy	Best practice
Scope: Action plan orders, anti-social behaviour orders, curfew orders, forfeiture and destruction orders, parenting orders, anti-social behaviour injunctions and criminal behaviour orders		
Youth Offending		
Retention	Disposal	Authority
<p>Retain from end of order for 3 years.</p> <p>On completion of the order reduce to YOT specific information and retain for 3 years. Then dispose of YOT specific information and retain basic information holding for 2 years or until the young person reaches their 18th birthday whichever is the sooner.</p>	Destroy	Advice on Information Management in Youth Offending Teams (England) [Youth Justice Board 2011]
Scope: Records relating to the supervision and implementation of orders imposed by the Youth Court on young people who have been convicted of a criminal offence		

Customer Service

Complaints Management		
Retention	Disposal	Authority
<p>Retain records for stage 1 complaints for 3 years from closure or last action.</p> <p>Retain records for stage 2 complaints or complaints involving a regulator or ombudsman for 6 years from closure.</p> <p>Statutory complaints relating to Children's Social Services retain from date of birth of child for 75 years.</p>	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Processing and investigation of, and response to complaints against MCC concerning decision making, service provision or staff, including statutory, ombudsman, and non-statutory complaints processes and legal defence case preparation		
Customer Enquiries and Feedback		
Retention	Disposal	Authority
Retain records 2 years after date created	Destroy	Best practice
Scope: Processing of customer feedback and comments Excluding complaints management processes		

Democracy

Civic Offices Support		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Local Government (Access to Information) Act 1985 s.50
Scope: Provision of support in relation to their civic functions Including: Events arrangement, event attendance administration, civic gift giving and receiving, civic exchanges administration		
Constitution		
Retention	Disposal	Authority
Retain on section for 6 years	Transfer to Archives Service for permanent preservation	Best practice
Scope: Constitution		
Decision Making (Council, Executive and Committees)		
Retention	Disposal	Authority
Retain records on section for 6 years from date of meeting	Transfer to Archives for permanent preservation	Local Government (Access to Information) Act 1985 s.50 The Local Authorities (Referendums)(Petitions)(England) Regulations 2011 s.12
Scope: Agendas, Minutes and Reports for full Council, Executive and Committee Meetings		
Electoral System Support		
Retention	Disposal	Authority
Retain records 1 year after date of election to which the records relate	Destroy	Based on a 1 year timescale in which an action can be brought under the Representation of the People Act 1983 s.76
Scope: Provision of support for the county electoral system including provision of electoral process advice, appointment of returning officers and verification of electoral expenses		

Member Support		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Best practice
Scope: Provision of support to Members Including processing of member requests for information, advice and research, maintenance of member information,		
Petitions		
Retention	Disposal	Authority
Retain for 6 years from the date of the petition. The petition must be available at the principal office for inspection by members of the public.	Destroy	Local Authorities (Referendums) (Petitions) (England) Regulations 2011, Regulation 12
Scope: All records relating to the processing of petitions received		

Education

Adult Education		
Retention	Disposal	Authority
Retain records for up to 15 years to meet the requirement of funders ESFA and ESF.	Destroy	Funding Requirement
Scope: Records cover Enrolment, Initial Assessment, Attendance Registers, Achievement, Examination results, Learner Support including Additional Learning Support, Discretionary Learner Support, Safeguarding and IAG interviews.		
Admissions and Transfers Processing		
Retention	Disposal	Authority
Retain records 6 years after end of academic year	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Primary, secondary school admissions and transfers excluding appeals processing		
Pupil Records		
Retention	Disposal	Authority
Retain records until 25 th birthday	Destroy	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Learning support, Missing children, pupil record.		
School Appeals		
Retention	Disposal	Authority
Retain records until 25 th birthday	Destroy	Best Practice
Scope: Administration of appeals panels and council case preparation including school exclusions, admissions, Statementing and home-school transport appeals excluding advocacy and parental support relating to appeals processes.		

School Capacity Planning

Retention	Disposal	Authority
Retain records 6 years after date of end of review, decision not to proceed or completion of Implementation	Destroy	Best practice
Scope: Review of school places including development and submission of proposals for expansion or reduction in capacity of local authority maintained schools and changes to school catchment areas		

Environmental Problems

Advice Provision		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Provision of environmental management, protection and improvement advice		
Environmental Enforcement		
Retention	Disposal	Authority
Retain records 6 years after resolution or end of enforcement action	Destroy	Limitation Act, s.2
Scope: Complaint investigation, informal resolution, and enforcement action		
Food Safety Enforcement		
Retention	Disposal	Authority
Retain from date the enforcement action completed for 6 years	Destroy	Food Safety Act 1990
Scope: All records relating to food safety enforcement actions, including improvement notices and prohibition notices		
Food Safety Inspections		
Retention	Disposal	Authority
Retain records 6 years from year created	Destroy	
Scope: All records relating to the management of food safety inspections		

Pest Control		
Retention	Disposal	Authority
Retain records for 6 years	Destroy	Best practice
Scope: Records relating to the provision of pest control services		

Finance

Accounting and Reporting		
Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Statutory, corporate and management accounts, abstracts, ledgers, budgetary control records		
Banking Administration		
Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Bank accounts administration including instruction and payments, bank deposits, account monitoring and reconciliation		
Budgets Management		
Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Management of capital and revenue budgets		

Charities and Trusts Administration

Retention	Disposal	Authority
Retain administrative records 6 years after the end of the financial year in which records created	Destroy	Best practice based on 6 year period for which annual reports and all supporting documents must be retained under Charities Act 2011 s.165
Retain trust deeds and charity and endowment instruments until charity, trust or endowment wound up	Transfer records to Archives Service.	Best practice

Scope: Administration of charity, trust and endowment for which MCC acts as trustee including annual reports, deeds, instruments, winding-up records

External Funding Acquisition

Retention	Disposal	Authority
Retain records a minimum of 6 years after the end of funding period unless otherwise specified by external funding body	Destroy	Funding body requirements

Scope: Identification of funding opportunities and resources, development and submission of bids, management of funding resources, monitoring and reporting of outcomes to funding body Excluding grant funding administration

Financial Planning

Retention	Disposal	Authority
Retain records 6 years after the end of planning period or strategy superseded	Destroy	Companies Act 2006 and Value Added Tax Act 1994 .6 and Finance Act 1998 Sch.18pt. 3

Scope: Strategic medium and long term financial planning

Grant Funding Administration		
Retention	Disposal	Authority
Retain records minimum of 6 years after end of funding or monitoring period or period specified by funding body	Destroy	Best practice or funding body requirements
Scope: Processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting		
Income Processing		
Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Processing income received for supply of goods and services, posting slips, tabulations, income records, receipt books, debtor accounts, cash books, till rolls		
Loans and Leasing Administration		
Retention	Disposal	Authority
Retain records 6 years after end lease period or settlement of loan	Destroy	Best practice
Scope: Processing of staff loan and leasing applications, administration of loans, repayments and leasing		
Payroll Administration		
Retention	Disposal	Authority
Retain records in line with Pension Scheme Administration (i.e. 6 years after death of last beneficiary). Payroll data is needed to administer pensions.	Destroy	The Retirement Benefit Schemes (Information Powers) Regulations 1995
Scope: Transactional HR records including expenses and allowances claims, changes to pay, increments, loss of earnings, statutory and non-statutory payments and deductions, additional hours claims redundancy payments, income tax and national insurance records		

Pension Fund Management		
Retention	Disposal	Authority
Retain records 6 years after the end of scheme	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Scope: MCC pension fund management records including fund management strategy, policy and guidance influencing decisions.		
Pension Scheme Administration		
Retention	Disposal	Authority
Retain records 6 years after death of last known beneficiary of member	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Scope: Records of member and employer pension contributions, member notifications administration of pension benefit payments to scheme members, repayment of contributions to members withdrawing from scheme including copies of legislation, regulation, guidance notices, policies affecting contributions and payments (Note: documents may that may not be readily available from other sources in the long-term)		

Procurement		
Retention	Disposal	Authority
Retain unsuccessful tenders 1 year after contract award decision Retain awarded contract records 6 years (signed – 'simple contracts'), 12 years (under seal), 15 years (conveyancing) after end of contract, substantial completion, or end of overage or clawback period as applicable	Destroy	Retention of unsuccessful tenders – Best practice The authority for awarded contracts depends on the nature or value of contract Limitation Act 1980 s.5 or Limitation Act 1980 s.8 or Limitation Act 1980 s.14B
Scope: Pre-tender planning, tender process, contract award and contract management including pre-qualification questionnaires, requests for information, invitations to tender, tender evaluation, tender negotiation, supplier approval, bids and correspondence		
Purchasing and Payment Processing		
Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Orders, credit notes, creditor invoices, delivery notes, payment records, records of advances		
Taxes Management		
Retention	Disposal	Authority
Retain records 6 years after the end of the tax year to which records relate	Destroy	Taxes Management Act 1970 s.34
Scope: Payment of collected taxes and National Insurance contributions to H.M. Revenue and Customs and claims and negotiation of refunds for e.g. overpayment Excluding transactional HR records		

Health and Safety

Accident and Incident reporting and Investigation (Adults)		
Retention	Disposal	Authority
Retain records 3 years after end of investigation	Destroy	Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7
Scope: Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving adults		
Accidents and Incident Reporting and Investigation (Children)		
Retention	Disposal	Authority
Retain records 21 years after date of birth	Destroy	Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
Scope: Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving children		
Advice Provision		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Provision of health and safety advice and support		

Hazardous Substances Control		
Retention	Disposal	Authority
Retain records 100 years after date created Retain records until disposal or demolition of affected premises or end of operations involving hazardous substances	Destroy Transfer copy to new owner of premises at disposal	Based on a period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A and Control of Substances Hazardous to Health Regulations 2002 Reg. 10 (5) Control of Lead at Work Regulations 2002 Reg.11, Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 2017 Reg. 24
Scope: Surveying, testing, identification, monitoring, risk assessment, management plans, records of control measures plans of work, licenses, notifications of works and remediation or demolition works including work operations and processes involving hazardous substances Excluding individual health surveillance and exposure monitoring		
Health Surveillance and Exposure Monitoring		
Retention	Disposal	Authority
Retain identifiable individual's records for 40 years from the date of the last entry. For exposure to ionising radiation monitoring retain records until 75 th birthday or 30 years from the date of the last entry.	Destroy Note: Should MCC cease to exist, monitoring records should be provided to Health and Safety Executive (HSE)	Control of Substances Hazardous to Health Regulations 2002 Reg. 11 Control of Lead at Work Regulations 2002 Reg.10, Control of Asbestos Regulations 2012 Reg.22 Ionising Radiations Regulations 2017 Reg. 25
Scope: Health and exposure monitoring of employees (identifiable individuals) working with or exposed to substances hazardous to health		

Health Assessment		
Retention	Disposal	Authority
Retain records 6 years after last assessment	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Manager referred and self-referred employee health assessment records		
Pre-Employment Health Screening		
Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	Best practice
Scope: Pre-employment health screening assessment		
Risk Assessment		
Retention	Disposal	Authority
Retain records 6 years after assessment has been superseded	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Identification, assessment of, and planning to mitigate risks including operational activities, individual or groups of employees, service users, first aid, machinery and equipment, premises and plant, service users and health and safety audits Excluding hazardous substances		

Housing

Housing Applications		
Retention	Disposal	Authority
6 years from date of application	Destroy	Limitation Act 1980, section 2
Scope: Records relating to housing applications.		
Housing Enforcement		
Retention	Disposal	Authority
6 years from date of notice or order	Destroy	Housing Act 2004 and Housing Act 1985, section 265
Scope: Improvement notices, hazard awareness notices, prohibition notices, demolition orders		
Housing Repairs		
Retention	Disposal	Authority
6 years from last action	Destroy	Limitation Act 1980, section 2
Scope: All records relating to housing repairs, renovation major works and planned maintenance relating to specific properties, external maintenance of grounds and building cleaning.		
Right to Buy		
Retention	Disposal	Authority
12 years from date of sale	Destroy	Housing Act 1985
Scope: Tenant's notice, landlord's offer notice, completion documents		
Selective Licensing		
Retention	Disposal	Authority
Retain for 6 years from date selective licensing area expires.	Destroy	Limitation Act, section 2
Scope: Records relating to the designation and management of selective licensing areas		

Human Resources

Allegations of Abuse Made Against Teachers and Other Staff		
Retention	Disposal	Authority
Retain records until normal retirement age or for 10 years, whichever is longer. Allegations that are found to be malicious should be removed from the personnel file.	Destroy (See IICSA retention hold advice)	Keeping Children Safe in Education: statutory guidance for schools and colleges
Scope: All records relating to allegations of abuse made against teachers and other staff where a child may have been harmed, or is at risk of being harmed.		
Attendance and Time Recording		
Retention	Disposal	Authority
Retain records 2 years after date created	Destroy (See IICSA retention hold advice)	Working Time Regulations 1998, Reg. 9,
Scope: Timesheets, drivers log cards		
Disciplinary and Grievance Procedures Administration		
Retention	Disposal	Authority
Retain records 6 years after end of MCC employment. If unfounded, disciplinary records should be destroyed immediately after the end of the investigation.	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Administration of formal disciplinary and grievance processes including tribunal cases		

Disclosure and Barring Service Checking		
Retention	Disposal	Authority
<p>Retain disclosure reports 6 months after receipt.</p> <p>Retain records of checking 6 years after termination of relevant contract</p>	<p>Destroy (See IICSA retention hold advice)</p>	<p>Home Office Code of Practice For Registered Persons and other recipients of Disclosure Information</p> <p>The Information Commissioner's Office, Employment Practices Code (data protection)</p> <p>Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5</p>
<p>Scope: Record of routine Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau – CRB) checks having been made during employment where required by nature of job role</p>		
Industrial Relations Management		
Retention	Disposal	Authority
<p>Retain records 10 years after date created or agreement ceases to be effective</p>	<p>Destroy</p>	<p>CIPD Recommendation</p>
<p>Scope: Management of relationship between MCC, trade unions or employee representative organisations</p>		

Leave Administration

Retention	Disposal	Authority
Retain records 3 years after end of financial year in which records created	Destroy (See IICSA retention hold advice)	Statutory Sick Pay (General) Regulations 1982 reg. 13 Statutory Maternity Pay (General) Regulations 1986 reg.26 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002 reg.9

Scope: Annual leave, adoption leave, sick leave and special leave. Includes maternity and paternity leave, and non-statutory leave e.g. contractual leave and unpaid leave

Performance Monitoring and Appraisals

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Scope: Individual target setting to meet business plan requirements, mid-year and end of year formal review of performance against targets

Personnel Records

Retention	Disposal	Authority
Retain records 6 years after end of MCC employment Retain records 25 years after end of MCC employment if worked with children or vulnerable adults	Destroy (See IICSA retention hold advice)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Scope: Individual employees' terms and condition of employment, job description, personal specification, pay grade, change of role and record of changes to individuals' employment contracts

Recruitment and Termination Administration

Retention	Disposal	Authority
Retain interview panel notes and scoring for 6 months from recruitment decision; Retain records of contract offer 6 years after end of employment	Destroy (See IICSA retention hold advice)	Best practice Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Scope: Recruitment planning, application processing and assessment, interview administration and candidate assessment, pre-employment vetting and checks, contract offer administration, planning and management of employee probationary period and administration of employment termination processes Excluding transactional HR payments administration

References

Retention	Disposal	Authority
Retain references for 6 years from the date of the reference.	Destroy (See IICSA retention hold advice)	Best practice Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5

Scope: References given for employees who have left MCC, or for employees moving to a different role within the Council.

Sickness Absence Management

Retention	Disposal	Authority
Retain records 3 years after end of financial year in which records created Sick notes and fit notes should not be retained beyond the period to which they relate.	Destroy (See IICSA retention hold advice)	Best practice

Scope: Formal sickness absence management processes including sickness absence records, self-certification, occupational health referrals and reports, return to work documentation, formal absence process records.

Staff Training (individual training records)

Retention	Disposal	Authority
Retain records 6 years after end of employment	Destroy	CIPD Guidance
Scope: Training and development records relating to attendance and achievement of individual employees excluding records of training for work with hazardous substances		

Training Provision		
Retention	Disposal	Authority
<p>Retain course administration records 6 years after date created</p> <p>Retain course content and supporting materials until superseded or course no longer provided</p>	Destroy	Best practice
<p>Scope: Development and provision of training and courses including e-learning courses, course content and supporting materials, records of completion and attendance Excluding individual staff training records</p>		

ICT/Digital Data & Technology

DDAT Service Design		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: ICT architecture management, capacity and availability management, design coordination, service catalogue maintenance		
DDAT Service Operation		
Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	Best practice
Scope: ICT systems access management, application management, event and incident management, operations control, problem management, request fulfilment, technical management		
DDAT Service Transition		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Application development, change evaluation, release and deployment management, service validation and testing, service asset and configuration management, transition planning and support		

Information Management

Access to Information		
Retention	Disposal	Authority
Retain records for 3 years from closure.	Destroy	Best practice
Scope: Records relating to the management of requests for information made under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and subject access requests under GDPR/Data Protection Act 2018.		
CCTV Recording		
Retention	Disposal	Authority
Retain recordings for 31 days after recording	Destroy	Home Office National CCTV Strategy report 2007
Scope: CCTV recordings from MCC owned, operated or commissioned cameras or surveillance equipment		
Information Security Management		
Retention	Disposal	Authority
Retain records 3 years after date created	Destroy	Business need.
Scope: Incident response and investigation, compliance audit		
Records Storage Management		
Retention	Disposal	Authority
Retain records for lifetime of organisation	Transfer to new authority	Best practice based on Freedom of Information Act's 46 Code of Practice
Scope: Records transfer processing, retrieval, disposal Excluding equipment and premises		

Regulation of Investigatory Powers Act Processing		
Retention	Disposal	Authority
Retain central record for 3 years after inspection.	Destroy	Best practice
Retain originals 6 years after end of prosecution.	Destroy	
Scope: RIPA application forms and approvals for directed surveillance and access to communications data.		

Legal

Contracts and Agreements		
Retention	Disposal	Authority
Retain for 6 years from the end of the contract if not executed as a deed.	Destroy	Limitation Act 1980, sections 5, 8 and 14B.
Retain for 12 years from the end of the contract period if executed as a deed.		
Construction contracts should be retained for 15 years from the end of the contract to allow for long-stop latent damage/negligence period.		
Scope: Commercial contracts and agreements		
Legal Advice		
Retention	Disposal	Authority
Retain general legal advice records for 6 years from case closure	Destroy	Limitation Act 1980, s.2
Scope: General legal advice files		

Litigation		
Retention	Disposal	Authority
Retain settled files for 12 months	Destroy	Limitation Act, s.2
Retain advice (non-complex) for 3 years from case closure		
Retain advice (complex) for 7 years from case closure		
Scope: Litigation legal advice files, personal injury claims.		
Planning		
Retention	Disposal	Authority
Retain planning legal advice records for 6 years from case closure	Destroy	Limitation Act, s.2
Retain planning appeal records for 12 years from case closure		
Tree Preservation Orders advice file 12 years from closure, order kept for life of the tree		
Scope: Planning legal advice files records		
Prosecutions		
Retention	Disposal	Authority
Retain for 6 years from closure.	Destroy	Limitation Act 1980, s.2
Scope: Records relating to prosecutions		

Leisure and Culture

Allotments		
Retention	Disposal	Authority
6 years from the end of the tenancy	Destroy	Limitation Act 1980, section 2
Scope: Records relating to the allocation of allotments to individual allotment holders and the management of the tenancy. Allotment waiting lists should be kept up to date.		
Cultural Collections Access Management		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Limitation Act, s.2
Scope: Administration public access to library, museum and archive collections and resources, provision of outreach services, research services excluding member and reader administration Excluding reader and membership administration, and library loans administration		
Cultural Collections Acquisition		
Retention	Disposal	Authority
Retain survey and unsuccessful bid records 6 years after decision not to acquire or bid outcome	Destroy	Best practice
Retain acquisition records during lifetime of deposit or ownership	Transfer records to new owner or depositor	
Scope: Surveying, assessment and acquisition of archive, museum and art items or collections, legal transfer of ownership and loan agreements Excluding financial transaction records		

Collections and Stock Management

Retention	Disposal	Authority
Retain records until disposal of item or collection	Return to depositor or transfer to new owner or responsible body	Best practice
Retain until disposal of library stock item	Destroy	

Scope: Archive, artwork and museum collection cataloguing, conservation, restoration, display, loan, de-accessioning and disposal records and library stock management records

Leisure and Social Activities

Retention	Disposal	Authority
Retain from year records created for 1 year	Destroy	Best practice

Scope: Records related to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people

Leisure Passes

Retention	Disposal	Authority
Retain from date pass expires for 6 years	Destroy	Limitation Act, s.2

Scope: Records relating to the management of leisure pass schemes

Leisure and Sport Session Registers

Retention	Disposal	Authority
Retain for 3 years	Destroy	Best practice

Scope: Registers relating to sports and leisure activity sessions

Libraries Reader, Membership and Loans Administration		
Retention	Disposal	Authority
Retain records 6 years after end of membership, account inactive or loan returned	Destroy	Limitation Act 1980, s.2
Scope: Administration of library membership, archive service reader cards, library loans and requests		
Parks		
Retention	Disposal	Authority
6 years from creation of record	Destroy	Limitation Act 1980, section 2
Scope: Records relating to the design and maintenance of cultivated areas, open areas and woodland in public parks and open spaces. Inspection reports.		

Licences and Permissions

Alcohol and Entertainment Licence		
Retention	Disposal	Authority
6 years from the end of the licence	Destroy	Licensing Act 2003
Scope: Clubs premises certificates, personal licences, premises licences, sex establishments, temporary event notices		
Animal Welfare Licences		
Retention	Disposal	Authority
Retain for 12 months from licence expiry	Destroy	Best practice
Scope: Animal boarding, animal movement, bird licence, dangerous wild animals, dog breeding establishment, performing animal registration, pet shop licence, riding establishment licence		
Children in Employment and Entertainment		
Retention	Disposal	Authority
Retain from date of birth to 25 th birthday	Destroy	Limitation Act, s.2
Scope: Body of persons approval (BOPA), chaperone licence, performance licence, work permit for child 13 to 16		
Food Business Registration		
Retention	Disposal	Authority
Retain records 6 years from expiry of registration	Destroy	Limitation Act, s.2
Scope: Records relating to the registration of food businesses		
Highway and Pavement Licences		
Retention	Disposal	Authority
Retain for 6 years from expiry	Destroy	Limitation Act, s.2
Scope: Crane permit, hoarding permit, projection over the highway, scaffolding permit, skip permit, stopping up orders, table licence		

Licensing Appeals and Prosecutions		
Retention	Disposal	Authority
Retain for 6 years from case closure	Destroy	Limitation Act, s.2
Scope: Records relating to licensing appeals and prosecutions		

Markets and Street Trading		
Retention	Disposal	Authority
12 months from expiry of licence	Destroy	Best Practice
Scope: Records relating to the administration of market stall and street trading licences		
Taxi Licence		
Retention	Disposal	Authority
6 years from expiry of licence	Destroy	Limitation Act 1980, s.2
Scope: Hackney carriage and private hire vehicle licences		

Management

Business Planning		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Limitation Act 1980, s.2
Working papers and drafts to be retained for 1 year when superseded		
Scope: Business planning to achieve operational service delivery priorities based on corporate priority outcomes, and management of MCC's relationships with, and planning of joint and 'joined up' service delivery with other local authorities, partnership, private and third sector (voluntary) organisations, including joint service delivery planning, monitoring and review		
Performance Monitoring and Reporting		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Limitation Act 1980, s.2
Scope: Performance monitoring, bench marking, collection and analysis of performance data, reporting to external agencies, partner organisations and internally within MCC		
Policy and Procedures Development		
Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy	Limitation Act 1980, s.2
Scope: Development and review of MCC corporate and operational policy, development and review of safe, efficient and effective business processes, methods of work and quality assurance measures and compliance monitoring		

Research and Analysis		
Retention	Disposal	Authority
Retain raw datasets until out of date and/or no longer required	Destroy	Best practice
Retain processed data, analysis and interpretation 6 years from date processed or created		
Scope: Primary data collection, secondary source raw data, data processed for specific purposes, data analysis and interpretation		
Strategic Planning		
Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy	Best practice
Retain working papers and drafts for 1 year after strategy adoption		
Scope: Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes		
Transformation and Change Management		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Best practice
Retain working papers and drafts to be retained for 1 year after implementation completed		
Scope: Planning and management of change, oversight of major projects to achieve strategic aims and objectives and improve business delivery		

Parking

Blue Badge Applications		
Retention	Disposal	Authority
Retain records for the life of the badge (3 years) + 12 months from the expiry of the badge.	Destroy	Best Practice
Scope: Management and administration of blue badge applications, including supporting documentation.		
Parking Permits		
Retention	Disposal	Authority
Retain from year records created for 6 years	Destroy	Limitation Act 1980, s.2
Scope: All records relating to the management of parking permit schemes for residents who keep and use a car, a van or motorcycle on a full-time basis		
Street Parking Enforcement		
Retention	Disposal	Authority
Retain from year records created for 6 years	Destroy	Limitation Act 1980, s.2
Scope: Records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines etc.) within the local authority area		

Physical Assets

Equipment Management		
Retention	Disposal	Authority
Retain records 6 years after disposal of equipment, fixed plant or system	Destroy	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Scope: Portable equipment, plant, fixed equipment and systems defects reporting and repair, routine inspection, testing, servicing and maintenance, transport and storage		
Facilities Management		
Retention	Disposal	Authority
Retain records 1 year after date created	Destroy	Best practice
Scope: Visitors books and signing-in sheets, venue and resources enquiries and booking		
Premises Design and Construction Supervision		
Retention	Disposal	Authority
Retain records 15 years after completion	Destroy	Best practice based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Retain as built records until MCC no longer responsible for premises, site or structure	Transfer to new owner or authority	
Scope: Building, site and fixed plant and systems design and construction including large scale / high value planned maintenance excluding procurement		

Vehicle and Fleet Maintenance		
Retention	Disposal	Authority
Retain records 6 years after disposal of vehicle	Destroy	Best practice based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Scope: Vehicle and vehicle equipment defect reporting and repair, routine inspection, maintenance, servicing, statutory testing and taxing Excluding financial transactions e.g. vehicle purchase and sales contracts and leasing		

Planning and Building Control

Building Control		
Retention	Disposal	Authority
Retain from construction completion for 15 years.	Destroy	Building Control Performance Standards 2017
Scope: Records relating to the process of approving building applications for all other buildings (excluding listed or significant buildings)		
Building Control Inspections		
Retention	Disposal	Authority
Retain from issue of final certificate of inspection for 15 years.	Destroy	Building Control Performance Standards 2017
Scope: Records relating to the process of inspecting building work for the purpose of insuring compliance		
Common Land and Village Greens		
Retention	Disposal	Authority
Permanent	Permanent	Best practice
Scope: Common land and village green registers, applications to register common land or village green.		
Developer Contribution and Obligation Negotiation		
Retention	Disposal	Authority
Retain records 6 years after expiry of funding period or lifetime of development	Destroy or transfer to new authority	Best practice based on requirements of Town and Country Planning Act 1990 s.106 and Highway Act 1980 s.278
Scope: Negotiation and management of developer contributions and obligations for developments impacting on for e.g. highways and school places including Assessment of impact of proposed developments, negotiation, agreements and engrossment of contributions and obligations, monitoring of compliance and developer funding contribution expenditure monitoring		

Land and Property Enquiry Processing		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Processing of land and property search enquiries including common land, highway extent, mineral and waste sites and developments, petroleum storage sites and rights of way		
Mineral and Waste Site Inspection and Monitoring		
Retention	Disposal	Authority
Retain records until MCC is no longer responsible for function	Transfer to new authority	Best practice
Scope: Inspection and monitoring of mineral extraction and waste sites		
Planning Application Processing		
Retention	Disposal	Authority
Retain records until MCC is no longer responsible for function	Transfer to new authority	Best practice
Scope: Processing of mineral and waste development planning applications including appeals and public inquiry processes including post-application advice		

Planning Consultation Processing		
Retention	Disposal	Authority
Retain records 6 years after consultation period	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Processing, co-ordination and submission of planning application consultation responses in relation to applications made to other decision-making authorities for which MCC is the statutory consultee or development may impact MCC interests		
Pre-Planning Application Advice Provision		
Retention	Disposal	Authority
Retain pre- application advice records 6 years after date created	Destroy	Best practice based on maintaining records in case of negligence under Limitation Act 1980 s.14A
Scope: Provision of pre planning advice, documents, consultations, assessment, Regulation 21 statements		

Property

Acquisitions and Compulsory Purchase Orders

Retention	Disposal	Authority
Retain the advice file for 12 years from completion. Retain the deeds for as long as the land/property is owned by MCC, then transfer to new owner.	Destroy	Limitation Act 1980, s.2

Scope: Land and property acquisitions, compulsory purchase orders

Land Charges Register

Retention	Disposal	Authority
Permanent	Permanent	Best practice

Scope: Land charges register

Leasehold Licences		
Retention	Disposal	Authority
Retain licences to assign (by letter) for 3 years from closure	Destroy	Best practice
Retain licences to assign (by deed) for 6 years from closure		
Retain licences to occupy for 12 years from closure		
Retain licences to sublet (by letter) for 3 years from closure		
Retain licences to sublet (by deed) for 6 years from closure		
Scope: Licences to assign a lease, Licences to occupy, licences to sublet a lease		
Leasehold Notices		
Retention	Disposal	Authority
Retain for 3 years from closure.	Destroy	Best practice
Scope: Section 25/26 Notices, Leasehold Reform Act notices		
Leases		
Retention	Disposal	Authority
Retain advice file for 12 years from closure	Destroy	Best practice
Retain lease agreement as a deed		
Scope: Short term, long term		

Property Deeds		
Retention	Disposal	Authority
Retain for as long as the land or property is owned by the Council	Transfer to new owner if sold	Best practice
Scope: Deed packets relating to purchase, sale and lease of land and property, grant of easements, most other land transactions, closure of streets and passages.		
Sale of Land or Property		
Retention	Disposal	Authority
Retain legal advice records relating to the sale of land or property for 12 years from closure.	Destroy advice files. Transfer deed to new owner at completion.	Best practice
Scope: Legal advice records relating to the sale of land or property.		

Risk Management and Insurance

Audit		
Retention	Disposal	Authority
Retain records 6 years after audit, investigation or legal action	Destroy	Best practice
Scope: Audit of financial management, administration, systems, and transactions to identify and prevent fraud and misappropriation, prevention or investigation of alleged fraud and / or misappropriation		
Business Continuity Planning		
Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy	Best practice
Scope: Identification of, and planning to mitigate risks and response to, and recovery from, incidents affecting business activities including emergency incident planning, operation and review of emergency exercises, incident response and recovery management, post incident review records		
Insurance Claims Administration		
Retention	Disposal	Authority
Retain records 6 years after from settlement or repudiation (but not before the child / claimant reaches the age of 24)	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Retain subsidence claims 100 years		
Scope: Administration of liability and non-liability insurance claims		

Insurance Policies Administration		
Retention	Disposal	Authority
Retain liability policy documents 40 years after policy expiration or termination	Destroy	Best practice
Retain non-liability documents 10 years after policy expiration or termination		
Scope: Administration of insurance policies including: arrangement, variation, renewal and termination of policies		

Transport, Highways and Traffic Management

Highway Asset Management		
Retention	Disposal	Authority
Retain records 15 years after end of life of structure or asset no longer part of highway	Destroy or transfer to new authority	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Scope: Traffic and asset data management, dispute resolution		
Highway Adoption and Dedication		
Retention	Disposal	Authority
Retain records until MCC no longer responsible for function	Transfer to new authority	Best practice
Scope: Administration of developer agreements (Highways Act 1980 s38), Adoption of road by MCC (as Highway Authority), dedication of land as public highway		
Highway Maintenance		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5
Scope: Processing of fault reports and requests for service, safety and condition inspection, maintenance works scheduling and maintenance operations		

Highway Scheme Delivery

Retention	Disposal	Authority
Retain records 15 years after scheme completion	Destroy	Based on a 15 year long stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b
Retain as built records until MCC no longer responsible for premises, site or structure	Transfer to new authority	

Scope: Delivery of highway schemes including programme management, scheme brief development, site investigations and feasibility study, public consultation, scheme design, scheme delivery planning and monitoring Excluding procurement and contract management, and ongoing asset management.

Highway Works Regulation

Retention	Disposal	Authority
Retain records 6 years after expiry of permit or licence, or from change to, or removal of, licensed structure	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A

Scope: Regulation and co-ordination of works on the highway including licensing and issue of permits for access crossings, cattle grids, cellars and openings, cranes and booms, excavation, licensing of amenities and facilities, tree planting, fencing, minor local improvements, private apparatus and structures, skip and deposit, temporary traffic signals, and Inspection of sites and third party works on or affecting the highway

Passenger Transport Provision

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5

Scope: Public transport provision of community, voluntary and provision of public, school, special needs and social care transport provision Including route planning, capacity management and scheduling Excluding procurement, contract management and complaint investigation

Rights of Way Network Management

Retention	Disposal	Authority
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Corporate Retention Schedule v3

Retain records until MCC no longer responsible For function	Transfer to new accountable body	Best practice
Scope: Created, establishment, modification or extinguishment of rights of way, licensing of structures and permissive paths including landowner declarations (Highways Act 1980 s 31)		
Traffic Management		
Retention	Disposal	Authority
Retain records 6 years after date created	Destroy	Best practice
Scope: Abnormal load management, congestion management, traffic incident management excluding civil contingency planning and response		
Traffic Regulation		
Retention	Disposal	Authority
Retain TROs 6 years after extinguishment or expiry of order	Destroy	Best practice
Scope: Traffic Regulation Orders (TROs) including temporary orders		

Waste, Recycling and Street Cleansing

Assisted Collections Applications

Retention	Disposal	Authority
Destroy confidentially applications when approved. Keep list of assisted collections updated.	Destroy	Best practice

Scope: Applications for assisted bin collections.

Food Waste Recycling

Retention	Disposal	Authority
Retain records for 6 years from creation.	Destroy	Limitation Act 1980, s.2

Scope: All records relating to the implementation and monitoring of food waste recycling

Household Waste Collections

Retention	Disposal	Authority
Retain records for 2 years from date of request.	Destroy	Best practice

Scope: Requests for household waste collections.

Larger Bin Applications

Retention	Disposal	Authority
Destroy confidentially applications when approved. Keep list of decisions updated.	Destroy	Best practice

Scope: Applications for larger bins.

Recycling Advice

Retention	Disposal	Authority
Retain records for 1 year.	Destroy	Best practice

Scope: All records relating to the provision of general information about waste and recycling.

Recycling Bags and Containers		
Retention	Disposal	Authority
Retain records for 2 years from date of request.	Destroy	Best practice
Scope: Requests for recycling containers.		
Street Cleansing		
Retention	Disposal	Authority
Retain records for 6 years.	Destroy	Limitation Act 1980, s.2
Scope: Street cleansing monitoring reports.		
Waste Reduction		
Retention	Disposal	Authority
Retain records for 6 years.	Destroy	Limitation Act 1980, s.2
Scope: Records relating to the development, implementation and monitoring of waste reduction programmes. Includes standards and SLAs.		

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