



GEDLING BOROUGH COUNCIL

RECORDS RETENTION AND DISPOSAL POLICY



INVESTOR IN PEOPLE

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Ref No	Function Description	Examples of Records	Time Period
1	DEMOCRATIC PROCESSES		
	Elections		
	Preparation		
1.1	Summary certification of those eligible to vote	Electoral Register	6 years
1.2	Voting (Local elections only)	Ballot papers Declarations of Identity Marked Registers	Destroy 6 months from close of Poll
1.3	Results	Consolidated returns of votes received	Destroy 6 months from date of election
	Declaration of results since 1990 (Local elections only)		25 years
	Council and Committee Meetings		
1.4	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	Council minutes Council agenda and associated papers Indexes Committee minutes	Transfer to place of deposit after administrative use is concluded
1.5	Minute taking	Draft/rough minutes	Destroy after date of confirmation of the minutes
	Partnership, Agency and External Meetings		
1.6	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolution, where the local authority legally owns the record	<ul style="list-style-type: none"> • Documents establishing the committee • Agendas • Minutes • Council reports • Recommendations • Supporting documents such as Council briefing and discussion papers 	Transfer to place of deposit after administrative use is concluded

Ref No	Function Description	Examples of Records	Time Period
1.7	The process of preparing business for external committees' consideration, and making the record of discussion, debate and resolutions, where the local authority does not own the record	<ul style="list-style-type: none"> • Documents establishing the committee 	Destroy 3 years after last action
		<ul style="list-style-type: none"> • Reports • Recommendations • Supporting documents such as briefing and discussion papers 	
	Honours and Submissions		
1.8	The process of preparing of honours submission	<ul style="list-style-type: none"> • Honours nomination form • Covering documentation • Letters of support • Referral for comment from Lord Lieutenant 	Destroy after 5 years of last action
2	Management and Administration CORPORATE PLANNING AND REPORTING		
2.1	The corporate planning and reporting activities of local authorities	<ul style="list-style-type: none"> • Corporate plans • Strategy plans • Business plans • Annual reports 	10 years
2.2	The process of preparing business for cross-departmental consideration and making the record of discussion, debate and resolutions	Heads of Service Group Minutes SMT	Destroy 3 years from closure
2.3	The process of preparing business for Unit/Team consideration and making the record of discussion, debate and resolution		2 years

Ref No	Function Description	Examples of Records	Time Period
	Statutory Returns		
2.4	The process of preparing information to be passed on to central government as part of statutory requirements	<ul style="list-style-type: none"> • Reports to central government • Background documents to reports 	Destroy 7 years from closure
	Policy, Procedures Strategy and Structure		
2.5	Activities that develop policies, procedures, strategies and structures for the local authorities	<ul style="list-style-type: none"> • Policy, procedure, precedent, instructions • Organisation charts • Records relating to policy implementation and development • Asset management plan • Community strategy • Community plan • Community safety plan 	10 years
2.6	The process of monitoring and reviewing strategic plans, policies or procedure to assess their compliance with guidelines	<ul style="list-style-type: none"> • Report • Background papers to report 	Destroy 5 years from closure 3 years
	Public Consultation		
2.7	The process of consulting the public and staff in the development of significant policies of the local authority	<ul style="list-style-type: none"> • Local Plan • Consultation in contacts • Gedling 500's • Reports to be kept – not returns 	Destroy 5 years from closure 3 years
2.8	The process of consulting the public and staff in the development of minor policies of the local authority	<ul style="list-style-type: none"> • Consultation for service-based policies • Consultation in contacts 	Destroy 1 year from closure Destroy Returns after administrative use is concluded

Ref No	Function Description	Examples of Records	Time Period
	Information Management		
2.9	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	<ul style="list-style-type: none"> • Classification schemes • Registers • Indexes • Authorised lists of file headings 	Transfer to place of deposit after administrative use is concluded
2.10	The management of collections of records transferred to the archives	<ul style="list-style-type: none"> • Registers of files transferred 	Transfer to place of deposit after administrative use is concluded
2.11	The process that records the disposal of records	<ul style="list-style-type: none"> • Disposal certificates 	Destroy 12 years after last action
	Enquiries and Complaints		
2.12	The management in summary form of enquiries and complaints directed to Council	<ul style="list-style-type: none"> • Indexes • Registers • Leisure Complaints Book 	Destroy 6 years after administrative use is concluded
2.13	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	<ul style="list-style-type: none"> • Reports • Returns • Correspondence 	Transfer to place of deposit after administrative use is concluded
2.14	The management of detailed responses on Council actions, policy or procedure	<ul style="list-style-type: none"> • Reports • Returns • Correspondence • Ombudsman 	Destroy 6 years after administrative use is concluded
2.15	The management of routine responses on Council actions, policy or procedures	<ul style="list-style-type: none"> • Printed material • Form letters 	Destroy 2 years after administrative use is concluded
	Quality and Performance Management		
2.16	The process of assessing monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	<ul style="list-style-type: none"> • Best value review 	Destroy 5 years from end of action plan period

Ref No	Function Description	Examples of Records	Time Period
	Public Relations		
	Publications		
2.17	The process of designing information for publication		Destroy after 2 years from last action
2.18	The published work of the local authority		Destroy after administrative use is concluded
2.19	Process of interaction with the media		Destroy 3 years from closure
2.20	Media publications concerning the Council	<ul style="list-style-type: none"> • Press cuttings • Media reports 	Transfer to place of deposit after Administrative use is concluded
	Marketing		
2.21	The process of developing and promotion of local authorities campaigns event		Destroy 3 years after administrative use is concluded
	Civic and Royal Events		
2.22	The recording of ceremonial events and civic occasions	<ul style="list-style-type: none"> • Audio tapes • Video tapes • Photographs 	Transfer to place of deposit after administrative use is concluded
2.23	The process of organising a ceremonial event or civic occasions		Destroy 7 years after administrative use is concluded
3	Housing Provision		
	The process of the allocation and management of welfare housing by the local authority and the associated issues of homelessness		
3.1	The registration of individuals housing applications	<ul style="list-style-type: none"> • Council housing register 	

Ref No	Function Description	Examples of Records	Time Period
3.2	The process for applying for Council housing (unsuccessful applications only, successful applications will generally be placed on the tenancy file)	<ul style="list-style-type: none"> • Council housing applications forms and supporting material • Application for transfer of tenancy and supporting papers 	Destroy 7 years after closure
3.3	The process for managing the tenancy of an individual tenant	<ul style="list-style-type: none"> • Correspondence re tenancy • Tenancy files • Council housing application forms and supporting material • Application for transfer of tenancy and supporting papers • Application for emergency housing or referral from another agency 	Destroy 12 years after termination of tenancy
4	LEGAL AND CONTRACTS		
	Litigation		
4.1	The process of managing, undertaking or defending for or against litigation on behalf of the local authority	<ul style="list-style-type: none"> • Criminal case file • Civil case file • Correspondence 	Destroy 7 years after last action
4.2	The process of providing legal advice on a point of law		Destroy 3 years after last action
	Agreements		
4.3	Process of agreeing terms between organisations Note: this does not include contractual agreements	<ul style="list-style-type: none"> • Concordat 	Destroy 6 years after agreement expires or is terminated
	Conveyance (see also Property Acquisition and Disposal)		
4.4	The process of changing ownership of land or property	<ul style="list-style-type: none"> • Conveyance files 	Destroy 12 years after closure

Ref No	Function Description	Examples of Records	Time Period
	Specification and Contract Development		
4.5	The process involved in the development and specification of a contract	<ul style="list-style-type: none"> • Tender Specification • Note: For project files containing drafts leading to a final version these records can be destroyed 	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
	Tender Issuing and Return		
4.6	The process involved in the issuing and return of Tender envelope	<ul style="list-style-type: none"> • Opening notice 	Destroy 1 year after start of contract
	Evaluation of Tender		
4.7		<ul style="list-style-type: none"> • Evaluation criteria 	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
	Successful Tender Document		
4.8		<ul style="list-style-type: none"> • Tender Documents • Quotations 	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

Ref No	Function Description	Examples of Records	Time Period
	Post Tender Negotiation		
4.9	The process of negotiation of a contract after a tender is submitted		Destroy 1 year after the terms of the contract have expired
	Awarding of Contract		
4.10	The process of awarding contract	<ul style="list-style-type: none"> • Signed 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
	Contract Management		
4.11	Contract operation and monitoring	<ul style="list-style-type: none"> • Service Level Agreements • Compliance Reports • Performance Reports 	Destroy 2 years after the terms of contract have expired
4.12	Management of contract	<ul style="list-style-type: none"> • Minutes and papers of meetings • Changes to requirements • Variation of contract • Extension of contract • Complaints • Disputes on payment 	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
	Tenancy Agreements		
4.13	The process of awarding tenancies in welfare housing	<ul style="list-style-type: none"> • Signed tenancy agreements 	Ordinary Tenancy Destroy 6 years after the terms of agreement have expired

Ref No	Function Description	Examples of Records	Time Period
5	HUMAN RESOURCES Personnel Administration		
5.1	Summary management systems that allow the monitoring and management of employees in summary form Note: The summary information that this record class attempts to capture: Name Date of Birth Date of Appointment Work history details Position/designation Titles and dates held	<ul style="list-style-type: none"> • Employment Register - Permanent staff - Employment Register - Temporary staff - Employment register - - Casual staff - Registers of personnel files - Personal history - Superannuation history - Salary master record 	Retain until age 85
5.2	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements Records containing superannuation information	<ul style="list-style-type: none"> • Medical clearance • Letter of appointment • Letter of acceptance • Details of assigned duties • Probation reports • Medical examinations • Personal particulars • Educational qualifications • Declaration of Pecuniary Interests • Secrecy undertakings • Employment contracts 	Destroy 6 years from date of last pension payment
5.3	Records relating to staff working with children	<ul style="list-style-type: none"> • Disclosure form • Record of disclosure 	6 months Termination plus 25 years
5.4	All other records		Termination plus 6 years
	Employee and Industrial Relations		
5.5	Identification and development of significant directions concerning industrial matters	<ul style="list-style-type: none"> • Generic agreement and awards • Negotiations • Disputes • Claims lodged 	Currency of policy

Ref No	Function Description	Examples of Records	Time Period
5.6	Liaison processes of minor and routine industrial matters	<ul style="list-style-type: none"> Daily industrial relations management 	Destroy 2 years after administrative use is concluded
5.7	Processing of disciplinary and grievances investigations where proved		Retain until age 85 years unless removed pursuant to disciplinary policies.
5.8	Processing of disciplinary and grievances investigations where unfounded	<ul style="list-style-type: none"> Disciplinary 	Destroy immediately after the grievance has been found to be unfounded; or after appeal
	Equal Employment Opportunities		
5.9	The process of investigation and reporting on specific cases to ensure that entitlements and obligations are in accordance with agreed Equal Employment Opportunities guidelines policies		Destroy 5 years after action completed
	Occupational Health		
5.10	The process of checking and ensuring health of staff	<ul style="list-style-type: none"> Health questionnaire Medical clearance Adjustment to work place Restrictions Recommendations 	Retain until age 85 years
	Recruitment		
5.11	The selection of an individual for an established position	<ul style="list-style-type: none"> Advertisements Applications Referee reports Interview reports Unsuccessful applicants 	Post related information – 5 years after deletion of the post. Personnel information including applications and interview notes for unsuccessful candidates – 6 months

Ref No	Function Description	Examples of Records	Time Period
	Staff Monitoring		
5.12	Performance	<ul style="list-style-type: none"> • Probation reports 	Destroy 2 years after action completed
5.13	Process of monitoring staff leave and attendance	<ul style="list-style-type: none"> • Sick leave • Jury service • Study leave • Special and personal leave • Attendance books • Flexitime sheets • Leave applications • Clock on/off cards • Annual leave 	Destroy 2 years after action completed
5.14	Financial reward		Destroy 7 years after action completed
	Termination		
5.15	The process of termination through voluntary redundancy, dismissal and retirement	<ul style="list-style-type: none"> • Resignation • Redundancy • Dismissal • Retirement 	Retain until age 85 years
	Training and Development		
5.16	Routine staff training processes, not occupational health and safety or children related		Destroy after 40 years
5.17	Training (concerning children)	<ul style="list-style-type: none"> • Course • Individual staff • Training register 	Destroy after 40 years
5.18	Training (occupational health and safety training)	OH&S training register	Destroy 50 years after training completed Individual course assessment records should be destroyed once the training has been renewed every 3 years

Ref No	Function Description	Examples of Records	Time Period
5.19	Training (materials)		Destroy 1 year after course is superseded
5.20	Training (proof of completion)	<ul style="list-style-type: none"> • Certificates • Awards • Exam results 	Destroy after 40 years
5.21	The process of selection of an individual for a statutory position	<ul style="list-style-type: none"> • Vacancies and applications records • Interview notes • Prospective staff records • Registers of applicants • Unsuccessful applications records 	Destroy 2 years after date of appointment
	EMPLOYMENT AND CAREER		
5.22	Written particulars of employment Contracts of employment Changes to terms and conditions		Retain until age 85 years
5.23	Job history - consolidated record of whole career and location details		Retain until age 72 years
5.24	Variation of hours - calculation formula for individual		Destroy after use
5.25	Working Time Directive opt out forms		Destroy 3 years after the opt-out has been rescinded or has ceased to apply
5.26	Record of previous service dates		Retain until aged 85 years
5.27	Qualifications/references		Retain for 6 years
5.28	Annual/Assessment reports		Retain for 5 years
5.29	Annual Assessment reports for the last 5 years of service		Retain until age 72 years

Ref No	Function Description	Examples of Records	Time Period
5.30	Training history		Retain until employment ceases
5.31	Travel and subsistence - claims and authorisation		Retain for 6 years
5.32	Annual leave records		Retain for 2 years
5.33	Recruitment, appointment and selection papers		Retain for 1 year
	HEALTH		
5.34	Health Declaration		Retain until age 85 years
5.35	Health referrals, including medical reports from doctors or consultants, correspondence with the appointed medical advisor		Retain until age 85 years
5.36	Papers relating to any injury at work		Retain until age 85 years
5.37	Medical reports of those exposed to a subsistence hazardous to health, including: Lead (Control of Lead at Work Regulations 1980) Asbestos (Control of Asbestos at Work Regulations 1996) Compressed Air (Work in Compressed Air Regulations 1996) Radiation (Ionising Radiation Regulations 1985)		40 years from date at which entry was made. 40 years after last record. 40 years from date of last entry 50 years from date of last entry
5.38	Medical/Self Certificates - unrelated to industrial injury		Retain for 4 years

Ref No	Function Description	Examples of Records	Time Period
	PAY AND PENSIONS		
5.39	Bank details - current Death Benefit Nomination and Revocation Forms		Retain 6 years after employment has ended Retain until age 85 years
5.40	Death certificates		Retain copy until administrative use is concluded
5.41	Decree Absolutes		Retain until aged 85 years
5.42	Marriage certificate		Retain until aged 85 years
5.43	Unpaid leave periods		Retain for 6 years
5.44	Statutory maternity pay documents		Retain for 6 years
5.45	Other maternity pay documentation		Retain for 18 months
5.46	Overpayment documentation		Retain for 6 years after payment or write-off
5.47	Personal payroll history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave		Retain until age 85 years
5.48	Pension estimates and awards		Retain until age 85 years

Ref No	Function Description	Examples of Records	Time Period
5.49	<p>Full name and date of birth National Insurance Number Pensionable pay at leaving Reckonable service for pension purposes (and actual service where this is different, together with reasons for the difference) Reasons for leaving and new employer's name (where known). Amount and destination of any transfer value paid Amount of any refund of pension contributions All other papers relating to pensionability not listed above (eg papers about pensionability of other employment (including war service); extension of service papers, papers about widow's, widow's children and other dependent's pensions; correspondence with other departments and pension administrator's, or the officer and his/her representatives about pension matters.</p>		Retain until age 85 years
5.50	Added years		Retain until age 85 years
5.51	Additional Voluntary Contributions (AVC)		Retain until age 85 years
5.52	Payroll input forms		Retain for 6 years
5.53	Complete sick absence record showing dates and causes of sick leave		Retain until age 85 years
5.54	Statutory Sick Pay (SSP) forms		Retain for 6 years
5.55	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances		Retain until aged 85 years

Ref No	Function Description	Examples of Records	Time Period
	PERSONAL		
5.56	Welfare papers		Destroy 6 years after last action
6	FINANCIAL MANAGEMENT Accounts and Audit Reporting		
6.1	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	<ul style="list-style-type: none"> • Consolidated annual reports • Consolidated financial statements • Statement of financial position 	Retain for 6 years
6.2	The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	<ul style="list-style-type: none"> • Consolidated monthly and quarterly reports • Consolidated monthly and 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 	Destroy when administrative use is concluded
	Financial Transactions Management		
6.3	Management of the approvals process for purchase, including investigations	<ul style="list-style-type: none"> • Appointments and delegations • Audit investigations 	7 years after last action
6.4	Identification of the receipt, expenditure and write-offs of public monies	<ul style="list-style-type: none"> • Allowances • Work orders • Invoices • Credit card statements 	Destroy 6 years after the conclusion of the financial transaction that the record supports

Ref No	Function Description	Examples of Records	Time Period
		<ul style="list-style-type: none"> • Cash books • Receipts • Cheque counterfoils • Bank statements • Subsidiary ledgers (annual) • Journals (annual) • Vouchers • Evidence and controls Reports for the verification and processing of write-offs for Council Tax, NNDR and Sundry Debts 	Retain for 2 years
6.5	Process involving the provision and support for individuals using public transportation	<ul style="list-style-type: none"> • Applications • Card issues 	Destroy 6 years after the conclusion of the financial transaction that the Record supports
6.6	Processes that balance and reconcile financial accounts	<ul style="list-style-type: none"> • Reconciliation Summaries of accounts • Controls reports and FMS • Reports relating to Council Tax and NNDR • Reconciliation Statements 	Retain for 6 years
6.7	Taxation records	<ul style="list-style-type: none"> • Taxation records • Motor vehicle logs • Fringe benefits tax records 	Retain for 6 years
6.8	Processes involved in the collection of National Insurance Number	<ul style="list-style-type: none"> • Notification and Input records 	Destroy 2 years after the employee ceases employment
6.9	Processes relating to payment of employees	<ul style="list-style-type: none"> • Authority sheets • Payroll deduction authorities • Payroll disbursement • Employee pay records • Employee taxation records 	Retain for 6 years

Ref No	Function Description	Examples of Records	Time Period
	Financial Provisions Budgets and Estimates		
6.10	The process of finalising the annual budget	<ul style="list-style-type: none"> • Annual budget 	Retain for 6 years
6.11	The process of developing the annual budget	<ul style="list-style-type: none"> • Draft budgets • Departmental budgets • Draft estimates • Working papers 	Retain for 6 years
6.12	The process of reporting which examines the budget in relation to actual revenue and expenditure	<ul style="list-style-type: none"> • Quarterly statements 	Destroy after 2 years
	Loans		
6.13	The activity of borrowing money to enable the Council to perform its functions and exercise its powers	<ul style="list-style-type: none"> • Loan files 	Destroy 7 years after the loan has been repaid
6.14	Summary management of loans	<ul style="list-style-type: none"> • Loans registers 	Indefinite
	Housing		
	The process of offering financial help with welfare housing provision and maintenance		
6.15	Mortgages	<ul style="list-style-type: none"> • Mortgage agreements • Correspondence 	Last payment + 6 years if signed Last payment + 12 years if under seal
6.16	“Right to Buy”	<ul style="list-style-type: none"> • Sale documents • Agreement concerning sale 	Destroy 12 years after sale of house
6.17	Rent payments	<ul style="list-style-type: none"> • Rent books 	Destroy 7 years after the end of the financial year in which created

Ref No	Function Description	Examples of Records	Time Period
6.18	Home Improvement Grants	<ul style="list-style-type: none"> • Agreement to pay loan • Details of payments • Correspondence relating to loan 	Destroy 6 years after last payment for grants under £50,000, for grants over £50,000 destroy 12 years after last payment
	Council Tax Valuation		
6.19	The valuation of rateable land for the purpose of the making of the rate	<ul style="list-style-type: none"> • Valuation lists • Correspondence • Objections • Reports • Valuation schedules • Tax Base reports 	Valuation lists – Indefinite Other - Destroy after 6 years
	Housing History		
6.20	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property Note: records containing accounting information primarily, and not being a source of property history, should be disposed of according to the appropriate record class within the Accounts and Audit function	<ul style="list-style-type: none"> • Rate books • Rate cards • Register of rateable properties 	Indefinite
	Rates and Local Authorities Tax Correspondence		
6.21	The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remission and other rates-related matters	<ul style="list-style-type: none"> • Notices • Objections • Applications • Correspondence • Rate certificates • Notices of acquisition and disposition • Rate property files 	Destroy 7 years after last action

Ref No	Function Description	Examples of Records	Time Period
	Summary Assets Management		
6.22	See Property Management for real property assets. See Transport Management for vehicle assets		
6.23	Summary management reporting on the overall assets of the Council	<ul style="list-style-type: none"> • Schedule of acquisitions • Consolidated current asset reports • Annual reports • Summary of current assets • Asset registers 	6 years after disposal of item/asset or last one in register
	Asset Monitoring Maintenance		
6.24	Management systems that allow the monitoring and management of assets in summary form	<ul style="list-style-type: none"> • Subsidiary asset registers 	Destroy 7 years after the conclusion of the financial transaction that the record supports
6.25	Process of reporting and reviewing assets status	<ul style="list-style-type: none"> • Routing returns and reports on asset status • Inventories • Stocktaking • Surveys of usage • Acquisition and disposal reports and proposals 	Retain for 2 years
6.26	The process of maintaining assets	<ul style="list-style-type: none"> • Garden maintenance • Cleaning • Painting 	Destroy 7 years after last action
6.27	The process of maintaining plant and equipment	<ul style="list-style-type: none"> • Service records • Plant files 	Destroy 7 years after sale or disposal of assets

Ref No	Function Description	Examples of Records	Time Period
	BANK ACCOUNT RECORDS		
6.28	<p>Cheques and Associated Records</p> <ol style="list-style-type: none"> 1. Cheque book/butts for all accounts 2. Cancelled cheques 3. Dishonoured cheques/dishonoured cheques register 4. Fresh cheques 5. Paid cheques/presented cheques; lists, Statements of presented cheques 6. Stoppage of cheque payment notices 7. Record of cheques opened books 8. Cheque registers 9. Record of cheques drawn for payment <p>Bank Deposits</p> <ol style="list-style-type: none"> 10. Bank deposit books/slips/butts 11. Bank deposit summary sheets. Summaries of daily banking, cheque schedule 12. Register of cheques lodged for collection <p>Bank Reconciliations</p> <ol style="list-style-type: none"> 13. Reconciliations files/sheets 14. Daily list of paid cheques 15. Unpaid cheque records <p>Bank Statements</p> <ol style="list-style-type: none"> 16. Bank statements, periodic reconciliations 17. Bank certificates of balance 		<p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p>

Ref No	Function Description	Examples of Records	Time Period
	<p>Electronic Banking and Electronic Funds Transfer</p> <p>Cash transactions, payment instructions, deposits and withdrawals</p> <p>Disposal action should be in line with that for paper records</p>		<p>Destroy after 7 years</p>
	<p>EXPENDITURE RECORDS</p>		
<p>6.29</p>	<p>Cash Books/Sheet</p> <p>18. Expenditure sheets 19. Cash books/sheets</p> <p>Petty Cash Records</p> <p>20. Petty cash records/books/sheets 21. Petty cash receipts 22. Postal cash book/sheets, postage/courier accounts/cash records, register of postage expenditure, postage paid records, postage books/sheets 23. Summary cash books</p> <p>Creditors</p> <p>24. Creditors history records, lists/reports</p> <p>Statements</p> <p>25. Statements of accounts outstanding, outstanding orders 26. Statement of accounts - rendered; statements of accounts - payable</p>		<p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p>

Ref No	Function Description	Examples of Records	Time Period
	<p>Subsidiary Records</p> <p>27. Copies of abstracts and expenditure dissections 28. Credit note books 29. Credit notes 30. Debit note books</p> <p>Vouchers</p> <p>31. Vouchers - includes claims for payment, purchase orders, requisitions for goods and services, accounts payable invoices, invoices received etc 32. Wages/salaries vouchers</p> <p>Copies of Vouchers</p> <p>33. Copies of vouchers (not the main accountable copy) 34. Copies of wages/salaries vouchers</p> <p>Voucher Registers</p> <p>35. Voucher registers</p> <p>Voucher Registration Cards</p> <p>36. Voucher Registration card voucher payments cards</p> <p>Voucher Summaries</p> <p>37. Voucher Summaries 38. Advice/schedule of vouchers despatched, delivery advices</p>		<p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p>

Ref No	Function Description	Examples of Records	Time Period
	<p>Costing Records</p> <p>39. Cost cards 40. Costing records, dissection sheets, etc</p> <p>LEDGER RECORDS</p> <p>General and Subsidiary Ledgers</p> <p>41. General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information 42. Other ledgers (e.g. contracts, costs, purchases, etc) 43. Creditors ledgers</p> <p>Related Records</p> <p>44. Audit sheets - ledger postings</p> <p>Journals</p> <p>45. Journals (prime records for the raising of charges) 46. Journals (routine adjustments)</p> <p>Trial balances and Reconciliations</p> <p>47. Year-end balances, reconciliations and variations to support ledger balances and published accounts</p>		<p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p>

Ref No	Function Description	Examples of Records	Time Period
	<p>RECEIPTS AND REVENUE RECORDS</p> <p>48. Receipt butts/books; office copies of receipts; including cashiers' cash register, fines and costs, sale of publications and general receipt books/butts/records</p> <p>49. Postal remittance books/records</p> <p>50. Receipt books/records for imposts (e.g. stamp duty and VAT receipt book/records</p> <p>51. Irregular remittance books</p> <p>Cash Registers</p> <p>52. Butts/copies of cash register forms</p> <p>53. Cash register reconciliation sheets</p> <p>Rolls</p> <p>54. Cash register audit rolls</p> <p>Summaries/Analysis Records</p> <p>55. Cash register analysis and summary records</p> <p>56. Cash register reading books/sheets</p> <p>Cash Records</p> <p>57. Cashiers' handover books</p>		<p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p>

Ref No	Function Description	Examples of Records	Time Period
	<p>Revenue Records</p> <p>58. Revenue cash books/sheets/records; receipt cash books/sheets</p> <p>59. Daily revenue dissections</p> <p>60. Periodical revenue dissections</p> <p>Debtors Records/Invoices</p> <p>61. Copies of invoices/debit notes rendered on debtors - includes invoices paid and invoices unpaid and registers of invoices - debtors ledgers</p> <p>62. Source documents/records used for raising of invoices/debit notes</p> <p>63. Copies of invoices and copies of source documents</p> <p>Debts/Refunds</p> <p>64. Records relating to unrecoverable revenue, debts and overpayments - including register of debts written off, register of refunds, etc</p> <p>SALARIES AND RELATED RECORDS</p> <p>Salary Records</p> <p>65. Employee pay history records</p> <p>NB: The last 3 years records must be kept for leavers, in either the personnel or the finance records system, for the calculation of pension</p>		<p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p> <p>Destroy after 7 years</p>

Ref No	Function Description	Examples of Records	Time Period
	<p>entitlement</p> <p>66. Salary rates registers</p> <p>67. Salary ledger cards/records</p> <p>68. Copies of salary/wages/payroll sheets</p> <p>STORES AND SERVICES RECORDS</p> <p>Stores Records</p> <p>69. Goods inwards books/records</p> <p>70. Delivery dockets</p> <p>71. Stock/stores control cards/sheets/records</p> <p>72. Stock/stores issue registers/records</p> <p>73. Stocktaking sheets/records - includes inventories, stock reconciliations, stock take reports</p> <p>Purchase Order Records</p> <p>74. Purchase order books/records</p> <p>75. Railway/courier consignment books/records</p> <p>76. Assets/equipment registers/records - registers/records documenting the assets, equipment, furniture, etc</p> <p>Asset Registers</p> <p>77. Assets/equipment registers/records - registers/records documenting the assets, equipment, furniture, etc</p>		<p>Destroy after 7 years</p> <p>Destroy 7 years after administrative use is concluded</p> <p>Destroy 7 years after administrative use is concluded</p> <p>Destroy after 7 years</p>

Ref No	Function Description	Examples of Records	Time Period
7	PROPERTY AND LAND MANAGEMENT		
7.1	Reports to management on overall property of the local authority	<ul style="list-style-type: none"> • Consolidated property and buildings annual reports • Summary of leased property • Summary of local authority's owned property • Site register • Register of leases 	Destroy 7 years after administrative use is concluded
	Property Acquisition and Disposal		
7.2	(See also Conveyance) Management of the acquisition (by financial lease of purchaser) process for real property (see also 21.1.0)	<ul style="list-style-type: none"> • Plans 	Retain for life of property or building plus 12 years
7.3	Management of the disposal (by sale or write-off) process for real property	<ul style="list-style-type: none"> • Legal documents relating to the sale • Particulars of sale documents 	Destroy 15 years after all obligations and entitlements are concluded
	Property Development and Renovation		
7.4	The process of managing and undertaking renovations and development of property		
7.5	Management Buildings and estates	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 	Retain for life of property or building
7.6	The process involved in the development and renovation of property	<ul style="list-style-type: none"> • Work orders • Tender documents • Conditions of contracts 	Destroy 7 years after the conclusion of the transaction that the record supports

Ref No	Function Description	Examples of Records	Time Period
	Leasing and Occupancy		
7.7	The process of managing leased property	<ul style="list-style-type: none"> • Lease agreements • Rental expenditure authorities • Valuation queries • Applications for leases, licences and rental revision 	Destroy 15 years after the expiry of the lease
7.8	The process of managing the occupancy of property	<ul style="list-style-type: none"> • Requests for works, cleaning, etc 	Destroy 7 years after the conclusion of the transaction that the record supports
	Housing Provision		
7.9	The process of managing local authority welfare housing estates	<ul style="list-style-type: none"> • Stock monitoring records 	Destroy 4 years after last action
	Systems Management		
7.10	The internal process to develop or extend the capabilities of a system used to support the activities of the local authority		Retain for life of system then destroy
7.11	The process to implement a system used to support the activities of the local authority	<ul style="list-style-type: none"> • Implementation plan 	Destroy 7 years after last action
7.12	The process to support and administer a system used to support the activities of the local authority		Destroy 5 years after last action
	Transport Management		
7.13	The process of acquisition and disposal of vehicles through lease or purchase	<ul style="list-style-type: none"> • Leases • Contracts • Quotes • Approvals • Fleet authorisation numbers 	Destroy 7 years after the disposal of the vehicle

Ref No	Function Description	Examples of Records	Time Period
7.14	The process of managing allocation and maintenance of vehicles	<ul style="list-style-type: none"> • Allocation and authorisation for vehicles • Maintenance 	Destroy 7 years after the sale or disposal of the vehicle
7.15	The process of recording vehicle usage	<ul style="list-style-type: none"> • Vehicle usage reports 	Destroy 3 years after the sale or disposal of the vehicle
7.16	The process of recording drivers' usage	<ul style="list-style-type: none"> • Vehicle log book 	Destroy 7 years after closure
	Insurance		
	Policy Management		
7.17	The summary management of insurance arrangements	<ul style="list-style-type: none"> • Insurance register 	Destroy after 28 years
7.18	The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage	<ul style="list-style-type: none"> • Insurance policies • Correspondence 	Destroy 7 years after the terms of the policy have expired
7.19	The process of renewing insurance policies	<ul style="list-style-type: none"> • Insurance policy renewal records • Correspondence 	Destroy 5 years after the insurance policy has been renewed
	Claims Management		
7.20	The process that records insurance claims against the local authority or local authority officers	<ul style="list-style-type: none"> • Claims records • Correspondence 	Destroy 7 years after all obligations/ entitlements are concluded (allowing for the claimant to reach 25 years of age)
	Schedules of Known Tenant Alterations		
7.21		<ul style="list-style-type: none"> • Applications and approvals 	Destroy 16 years after surrender, expiry or termination of lease or memoranda of terms

Ref No	Function Description	Examples of Records	Time Period
	Tests and Statutory Certificates		
7.22			Destroy 12 years after expiry or superseded
7.23	Planning Consents and Correspondence		
7.24	a) Alterations to buildings b) New buildings		Retain until property disposed of
	Listed Buildings consents and Correspondence		
7.25		Consents and correspondence	Indefinitely
	Correspondence Consultants and Contractors		
7.26			Destroy 6 years after expiry of contract by hand and 12 years after expiry of contract under seal
	Statutory Authorities		
7.27			Retain until property disposed of
	Utility and Communication Companies		
7.28			Retain until property disposed of
	Photographic Records Albums		
7.29	Catalogues of photographs a) Site photographs		Destroy 12 years after completion of relevant contract Review 12 years after date of last entry

Ref No	Function Description	Examples of Records	Time Period
	<p>b) Works in progress</p> <p>c) Complete works</p> <p>d) Publicity photographs</p>		<p>Review 12 years after project or event</p> <p>Review 12 years after project or event</p> <p>Review 12 years after project or event</p>
	Miscellaneous		
7.30	<p>Publicity literature (ceremonial, official openings, dedications, etc)</p> <p>Historical narratives</p> <p>Any other records relating to buildings not otherwise referred to in the schedules</p>		<p>Destroy 12 years after the event</p> <p>Destroy on issue of replacement copy</p> <p>Destroy 12 years after administrative use is concluded</p>
7.31	Maintenance manuals		Destroy after administrative use is concluded
7.32	Standing instructions		Destroy after administrative use is concluded
7.33	Final accounts		Destroy 12 years after property is disposed of
	Project Team Minutes and Papers		
7.34	<p>a) Agendas</p> <p>b) Minutes</p>		Destroy 12 years after property is disposed of
7.35	Tender and evaluation papers		Destroy 12 years after property disposed
7.36	Claim and arbitration files		Destroy 6 years after settlement

Ref No	Function Description	Examples of Records	Time Period
	Architectural		
7.37	Master copy		Destroy 12 years after property disposed of
7.38	Structural engineering		Destroy 12 years after property disposed of
7.39	Mechanical and electrical engineering		Destroy 12 years after property disposed of
7.40	Drainage services		Destroy 12 years after property disposed of
7.41	Building condition surveys		Destroy 12 years after property disposed of
7.42	Fire precautions and services		Destroy 12 years after property disposed of
7.43	Buildings, records, maps, plans and drawings Site surveys		Destroy 12 years after building disposed of
7.44	Measured surveys		Destroy 12 years after building disposed of
7.45	Archaeological records		Destroy 12 years after building disposed of
7.46	Design drawings		Destroy 12 years after building disposed of
7.47	Perspective drawings		Destroy 12 years after building disposed of

Ref No	Function Description	Examples of Records	Time Period
7.48	Consultants and contractors drawings and associated records		Destroy 12 years after building disposed of
7.49	"As built" or "as installed" drawings		Destroy 12 years after building disposed of
7.50	Presentation records, include drawings, photographs, models, etc		Destroy 12 years after building disposed of
7.51	Competition drawings		Destroy 12 years after building disposed of
7.52	Feasibility studies, preliminary designs and other proposals not implemented		Destroy 12 years after building disposed of
7.53	Computer-aided design (CAD) records		Destroy 12 years after building disposed of
7.54	Maintenance schedules		Destroy 12 years after administrative use is concluded
7.55	Maintenance logs or diaries		Destroy 12 years after administrative use is concluded
7.56	Installation surveys (plant and services)		Destroy 12 years after administrative use is concluded
7.57	Incident reports		Review 5 years after action or if a claim is made, 6 years after claim settled
7.58	Maintenance programme		Destroy 12 years after administrative use is concluded

Ref No	Function Description	Examples of Records	Time Period
7.59	Maintenance and operational manuals		When equipment disposed of destroy or transfer to new owner
7.60	Health and safety inspection reports		Destroy 12 years after administrative use is concluded
7.61	Plant and equipment condition surveys		Destroy 12 years after administrative use is concluded
7.62	Maintenance contracts and related correspondence		Destroy 12 years after administrative use is concluded
	Meetings with contractors		
7.63	Agenda, minutes, etc Record set		Destroy 6 years after contract concluded
7.64	Forward maintenance register (FMR)		Destroy 12 years after administrative use is concluded
7.65	Asbestos registers (S1 1992, No 3068)		Destroy 40 years after date of last entry
7.66	Asbestos incidents - correspondence, reports and papers		Destroy 40 years after date of last entry
7.67	Title deeds and other documents relating to freehold property - not public records		Transfer to new freeholder on disposal or destroy on registration
7.68	Leases (signed copies)		Destroy 16 years after expiry
7.69	Memoranda of terms		Destroy 16 years after expiry
7.70	Sub-letting agreements		Destroy 12 years after termination

Ref No	Function Description	Examples of Records	Time Period
7.71	Wayleave agreements		Destroy 12 years after expiry or termination
7.72	Landlord's consents		Destroy 16 years after surrender, expiry or termination of lease or memoranda of terms
7.73	Licences		Destroy 16 years after surrender, expiry or termination of lease
8	GENERAL PUBLIC SERVICES		
	Health and Safety		
	Inspections and Assessments		
8.1	Process of inspecting equipment to ensure it is safe	<ul style="list-style-type: none"> Equipment inspection records 	Destroy 6 years from destruction of the equipment
8.2	Process of carrying out monitoring to ensure that a process is safe	<ul style="list-style-type: none"> Monitoring results 	Destroy 3 years from last action
8.3	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos	<ul style="list-style-type: none"> Property asbestos files 	Destroy 40 years from last action
8.4	Process of monitoring of areas where employees and persons are likely to have come in contact with radiation	<ul style="list-style-type: none"> Radon monitoring 	Destroy 50 years from date of last entry
8.5	Process to ensure safe systems at work		Retail until superseded or process ceases + 3 years
8.6	Process to assess the level of risk	<ul style="list-style-type: none"> Risk assessment 	Destroy 3 years from last assessment

Ref No	Function Description	Examples of Records	Time Period
8.7	Processes that permit work		Destroy 3 years from last action
8.8	Process that records injuries to adults	<ul style="list-style-type: none"> • Accident books 	Destroy 3 years from closure
8.9	Process that records injuries to children	<ul style="list-style-type: none"> • Accident books 	Destroy 25 years from closure
	Emergency Planning		
8.10	Process to develop the emergency/disaster plan for the local community	<ul style="list-style-type: none"> • Major incident plan 	Destroy 6 years after administrative use is concluded
8.11	Process of recording the results of the test for emergency /disaster plan for the local community		Destroy 6 years after administrative use is concluded
	Major Incident		
8.12	Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not		Destroy 6 years after administrative use is concluded
8.13	Activities that report on all minor incidents in the local community		Destroy 6 years after administrative use is concluded
	Enforcement Certification and Prosecution		
	Registration, Certification and Licensing		
8.14	The administration of applications, registration, certification and licences in relation to the Council's registration requirements	<ul style="list-style-type: none"> • Applications for animal registration • Applications for registration of a business premises • Application for release of animals impounded • Registers • Certificates of registration of: • taxi drivers 	Destroy 6 years after registration expires

Ref No	Function Description	Examples of Records	Time Period
		<ul style="list-style-type: none"> • beauty therapists • animal movement licences • gaming • disabled parking permits • registration to sell poison 	
8.15	The process involved in licensing sites for the holding or use of toxic or hazardous substances, (including petroleum, agricultural chemical products or herbicides)	<ul style="list-style-type: none"> • Health and Safety licensing • Hazardous substances • Contaminated land register/pollution 	Indefinite
	Notification		
8.16	The process of issuing notices to citizens with respect to particular responsibilities		Destroy 2 years after the matter is concluded
	Investigation, Inspection and Monitoring		
8.17	The process of investigation, monitoring or inspection laws in the responsibility of the Council		Destroy 7 years from last action
	Prosecution		
8.18	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	<ul style="list-style-type: none"> • Prosecution files 	Destroy 7 years from last action
	Bye-Laws		
	Enactment		
8.19	The process of making byelaws	<ul style="list-style-type: none"> • Master set of bye-laws • Policy development documents • Correspondence • Submissions 	Destroy after administrative use is concluded

Ref No	Function Description	Examples of Records	Time Period
	Administration and Enforcement		
8.20	The process of administering and enforcing bye-laws	<ul style="list-style-type: none"> • Applications and certificates • Permits • Licences • Correspondence 	Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased
	Cemeteries and Crematoria		
8.21	Summary management systems that record the location of burials and identity of deceased individuals	<ul style="list-style-type: none"> • Register of interments • Cemetery register • Cemetery plans 	Indefinite
8.22		<ul style="list-style-type: none"> • Correspondence 	6 years after administrative use is concluded
	Waste Management		
	The provision of hard waste removal, destruction and waste reduction services by the local authority to ratepayers		
	Collection		
8.23	Arranging the collection or transportation of household waste		Destroy 2 years after last action
8.24	Arranging the collection or transportation of other controlled waste		Destroy 6 years after last action
	Disposal of Waste		
8.25	The process involved in managing the use, type and amount of waste to be disposed at a specific site	Agreements	6 years after expiry of agreement

Ref No	Function Description	Examples of Records	Time Period
9	PLANNING AND LAND USE		
	Planning Scheme Development and Amendment		
9.1	The activity of developing vision and strategic directions regarding existing and future land use within the Local Authority and the development of local and town centre plans to ensure the implementation of the Structure Plan	<ul style="list-style-type: none"> • Local Plan • Town centre plans 	Destroy once Plan is superseded
9.2	The activity of consultation to gain approval for the Structure Plan (Unitary Development Plans) or Local Plans	<ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of public • Public Inquiry documents 	Destroy 1 year after Plan adopted
9.3	The activity of recording information on historical buildings, monuments and ecology at a specific site	<ul style="list-style-type: none"> • Sites and monuments • Ecological records • Species records • Historically listed buildings • Definitive map • Commons registration 	Indefinite
9.4	The activity of establishing planning scheme controls and provided for them to be amended	<ul style="list-style-type: none"> • Successful waste • Planning application • Successful mineral • Planning applications • Amendments to definitive map • Mineral register • Applications for mineral extraction • Land use surveys 	Destroy after administrative use is concluded
9.5	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	<ul style="list-style-type: none"> • Waste planning application consultation • Mineral planning • Applications consultation • Objections 	Destroy after administrative use is concluded

Ref No	Function Description	Examples of Records	Time Period
		<ul style="list-style-type: none"> • Inquiries - Public, etc • Archaeological: • Advice/conditions 	
9.6	The process of controlling development through applications for planning permission	<ul style="list-style-type: none"> • Planning application files and plans • Correspondence relating to any objections • Committee papers • Planning application register 	Indefinite
9.7	The process of maintaining the countryside and developing open spaces for public amenity	<ul style="list-style-type: none"> • Tree preservation orders • Country parks and nature reserves • Development plans and correspondence • Land purchase agreements 	Refer all files relating to policy to the Archivist Destroy other files 7 years after administrative use is concluded
	Planning Scheme Regulation		
9.8	The summary management of planning scheme regulation	<ul style="list-style-type: none"> • Building control registers 	Indefinite
9.9	The process of regulating the planning use of land or buildings		Indefinite
9.10	The process of approving building applications in relation to listed or other significant buildings	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates 	Indefinite
9.11	The process of approving building applications, for all other buildings	<ul style="list-style-type: none"> • Building files • Plans • Specifications • Correspondence • Applications • Permits • Certificates • Objections 	Destroy 15 years after construction completed

Ref No	Function Description	Examples of Records	Time Period
9.12	The process of inspecting building work for the purpose of insuring compliance	<ul style="list-style-type: none"> • Certificate of final inspection • Building inspection records • Diaries 	Destroy 10 years after the issue of a certificate of final inspection
10	INFRASTRUCTURE AND TRANSPORT		
	Infrastructure Management and Maintenance		
10.1	The activity of providing municipal services in relation to infrastructure within the local authority	<ul style="list-style-type: none"> • Street files • Street records • Requests for: • Hedge clipping • Tree planting • Naming of streets • Numbering of houses • Street signs • Bus shelters • Applications to dig up footways and carriageways • Advice/comment • Level crossings • Right of ways • Roundabouts • Traffic calming • Street lighting 	Destroy 7 years after last action
	Road Maintenance		
10.2	The activity of maintaining and repairing roads, streets, bridges, bridle paths, rights of way and tunnels		Destroy 12 years after action completed