

# Records Management Policy Records Retention

## Retention Schedule

## Appendix 1

Service	Function	Document Description	Retention Period
All Services	Admin	Central Government Circulars	Indefinite
All Services	Admin	General incoming/outgoing correspondence - all issues concluded and no future implications	3 months
All Services	Admin	General incoming/outgoing correspondence with ongoing implications	1 year after issue resolved
All Services	Admin	Handbooks and guides to media/public	Destroy when superseded
All Services	Admin	Policy, guidelines, handbooks, manuals and standards	When superseded
All Services	Admin	Records Retention Disposal Schedules	Indefinite
All Services	Admin	Statutes and Statutory Instruments	Indefinite
All Services	Contracts	Agreed specification	6 years from end of contract
All Services	Contracts	Changes to requirements	6 years from end of contract
All Services	Contracts	Commissioning letter	1 year from end of contract
All Services	Contracts	Disputes over payment	6 years from end of contract
All Services	Contracts	Draft specification	Destroy when specification has been agreed
All Services	Contracts	End user requirement	6 years
All Services	Contracts	Evaluation criteria (incl finance and health & safety checks)	6 years from end of contract
All Services	Contracts	Extensions to contract	6 years from end of contract
All Services	Contracts	Final accounts	6 years from end of contract
All Services	Contracts	Forms of variation	6 years from end of contract
All Services	Contracts	Interview panel - report and notes of proceedings	1 year from end of contract
All Services	Contracts	Invitation to tender	6 years from end of contract
All Services	Contracts	List of approved suppliers	An active document - updated regularly
All Services	Contracts	Minutes and papers of meetings	2 years
All Services	Contracts	Policy on contracts, normally contained in a separate registered file series	2 years
All Services	Contracts	Reports from contractors	2 years from end of contract
All Services	Contracts	Schedules of works	2 years from end of contract
All Services	Contracts	Signed contract	6 years from end of contract
All Services	Contracts	Statements of interest	1 year from start of contract
All Services	Contracts	Successful tender document	6 years from award of contract
All Services	Contracts	Surveys and inspections - buildings	Second review
All Services	Contracts	Surveys and inspections - equipment and supplies	2 years from start of contract
All Services	Contracts	Unsuccessful tender documents	1 year after start of contract
Business & Community Transformation	Community & Regeneration	Correspondence, projects and general operational information - hard copy and electronic form	Specific project info - indefinitely. Remainder to be destroyed in accordance with Retention Policy for general admin files
Business & Community Transformation	Community & Regeneration	Financial records	In accordance with Council policy
Business & Community Transformation	Community & Regeneration	Project documentation	Indefinite - decision to be made at end of life of SRB as to where the documentation will be retained and for how long
Business & Community Transformation	Concessionary Fares	Concessionary Fares	Current year + 3
Business & Community Transformation	Council Tax Billing	Applications for Disabled Relief	Retain until disregard ends in the DDC area

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Service	Function	Document Description	Retention Period
Business & Community Transformation	Council Tax Billing	Applications for SMI Exemption	Indefinite
Business & Community Transformation	Council Tax Billing	Applications for Student Exemption	6 Yrs from commencement of SE
Business & Community Transformation	Council Tax Billing	Batch Billing Extracts	spool manager current year + 1
Business & Community Transformation	Council Tax Billing	C' Exemption Lists	spool manager current year + 1
Business & Community Transformation	Council Tax Billing	Cash Listings (Income)	Current year + 1 then refer to Accountancy records
Business & Community Transformation	Council Tax Billing	Cash Posting (IT)	Current year + 1 then DIP
Business & Community Transformation	Council Tax Billing	Copy of VO's list	DIP - indefinite
Business & Community Transformation	Council Tax Billing	Creditors Listing of Refunds	spool manager current year + 6
Business & Community Transformation	Council Tax Billing	Direct Debit Cash Posting	spool manager current year + 6
Business & Community Transformation	Council Tax Billing	Direct Debit Extract (Dummy)	Delete from spool manager immediately
Business & Community Transformation	Council Tax Billing	Direct Debit Instructions	Paper DD's dip & retain indefinitely
Business & Community Transformation	Council Tax Billing	General Correspondence	DIP - current + 6
Business & Community Transformation	Council Tax Billing	Listings of Write offs	Current year + 6
Business & Community Transformation	Council Tax Billing	Notification of unpaid Direct Debits	Current year + 6
Business & Community Transformation	Council Tax Billing	Notifications from Registrar of Deaths	Current year + 6
Business & Community Transformation	Council Tax Billing	Notifications to VO	Indefinite
Business & Community Transformation	Council Tax Billing	Payment Reminders Extract	spool manager current year + 6
Business & Community Transformation	Council Tax Billing	Reapplications for single person discount	DIP - current + 6
Business & Community Transformation	Council Tax Billing	Refund Application Forms	DIP - current + 6
Business & Community Transformation	Council Tax Billing	Refund Listings (weekly)	Current year + 1 then DIP

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Service	Function	Document Description	Retention Period
Business & Community Transformation	Council Tax Billing	Repossessed Properties Lists	DIP - current + 6
Business & Community Transformation	Council Tax Billing	Suspense Listings	spool manager current year + 1
Business & Community Transformation	Council Tax Billing	Updating Lists balancing totals with VO	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Bailiff Payment Schedules	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Bailiff Return Schedules	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Certificates of Posting	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Cleared Special Arrangement Report	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Committal Court Schedules	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Copy Means Enquiry Summonses	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Copy Register of Electors	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Daily Cash Listing (CT List)	spool manager current year + 1
Business & Community Transformation	Council Tax Recovery	General Filing	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Income Support Payment Schedules	Current year + 1 then DIP
Business & Community Transformation	Council Tax Recovery	Liability Order Application List	spool manager current year + 1
Business & Community Transformation	Council Tax Recovery	Negative Cash Listing	spool manager current year + 1
Business & Community Transformation	Council Tax Recovery	SA 2nd Default Report	spool manager current year + 1
Business & Community Transformation	Council Tax Recovery	Special Arrangement Reminder Report	spool manager current year + 1
Business & Community Transformation	Council Tax Recovery	Summons Complaint List	spool manager current year + 1
Business & Community Transformation	Council Tax Recovery	Write-offs	Current year +1 then DIP

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Business & Community Transformation	Housing Benefits	Application forms - live claims and all documents concerning cancelled claim (ie notification letters, letters in and out, photocopies of evidence etc)	Continuous 6 months then DIP
Business & Community Transformation	Housing Benefits	Computer Records (System)	All current relevant live information and archived records held on tape
Business & Community Transformation	Housing Benefits	Finalised Fraud Papers	2 years then DIP
Business & Community Transformation	Housing Benefits	Hard Copy Computer Tabulations	Current year + 1 then DIP (while subsidy claim outstanding)
Business & Community Transformation	Housing Benefits	Reconciliation Records for Rent Allowance Cheques	2 years then DIP
Business & Community Transformation	Housing Benefits	Rent Allowance Cheques	Current year + 2
Business & Community Transformation	Housing Benefits Overpayments	Correspondence concluded	Current year + 1 then DIP
Business & Community Transformation	Housing Benefits Overpayments	Recovery Actions - paid or written off records	Current year + 1 then DIP
Business & Community Transformation	National Non Domestic Rates	Bailiff Payment Schedules	Current year + 1
Business & Community Transformation	National Non Domestic Rates	Bailiff Return Schedules	Current year + 1
Business & Community Transformation	National Non Domestic Rates	Bill Creation Report	spool manager current year + 1
Business & Community Transformation	National Non Domestic Rates	Billing Control Report	spool manager current year + 1
Business & Community Transformation	National Non Domestic Rates	Building Control completions	Current Year + 1
Business & Community Transformation	National Non Domestic Rates	Cash Posting	spool manager current year + 1
Business & Community Transformation	National Non Domestic Rates	Charity Relief Applications	1 year after expiry of relief
Business & Community Transformation	National Non Domestic Rates	Correspondence	Current year + 1
Business & Community Transformation	National Non Domestic Rates	Direct Debit Amendments	Until instruction ends then DIP (until expected paperless system introduced)
Business & Community Transformation	National Non Domestic Rates	Direct Debit Instructions	Until instruction ends then DIP (until expected paperless system introduced)
Business & Community Transformation	National Non Domestic Rates	Liability Order Application List	spool manager current year + 1
Business & Community Transformation	National Non Domestic Rates	Negative Cash Report	spool manager current year + 1

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Service	Function	Document Description	Retention Period
Business & Community Transformation	National Non Domestic Rates	Payment Book Report	Retain until printed books received and checked
Business & Community Transformation	National Non Domestic Rates	Rating Lists	Indefinitely
Business & Community Transformation	National Non Domestic Rates	Reconciliation of RV (VO Data)	Current year + 1 then destroy (if not required by District Auditor)
Business & Community Transformation	National Non Domestic Rates	Reminders Report	Current year + 1 then DIP
Business & Community Transformation	National Non Domestic Rates	Summons Complaint List	spool manager current year + 1
Business & Community Transformation	National Non Domestic Rates	Suppressed Recovery Report	spool manager current year + 1
Business & Community Transformation	National Non Domestic Rates	Void Lists	spool manager current year + 1
Business & Community Transformation	National Non Domestic Rates	Write-offs	Current year + 1
Business & Community Transformation	Rents	Correspondence - non recovery action	Indefinitely - microfiched
Business & Community Transformation	Rents	Recovery Action - current	1 Year following year in which action concluded
Business & Community Transformation	Sundry Debts	Accounts Overdue Report	Current year + 6
Business & Community Transformation	Sundry Debts	Cancellation Reports	Current year + 1
Business & Community Transformation	Sundry Debts	Daily Cash Tabulation	Current year + 1
Business & Community Transformation	Sundry Debts	End of Reminder Sequence Report	Current year + 1
Business & Community Transformation	Sundry Debts	Former Tenant Arrears	Current year + 6
Business & Community Transformation	Sundry Debts	Instalment Report	Current year + 1
Business & Community Transformation	Sundry Debts	List of Reminder Letters Sent	Current year + 1
Business & Community Transformation	Sundry Debts	Periodic Receipts Listing	Current year + 6
Business & Community Transformation	Sundry Debts	Refunds Report	Current year + 1
Business & Community Transformation	Sundry Debts	Sundry Debtor Invoices (including write-offs)	Current year + 6

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Chief Executive	Leadership Support Policy	Community Strategy - working papers	Life of Strategy + 2 years
Chief Executive	Leadership Support Policy	Corporate Projects	Life of Project + 1 year
Chief Executive	Leadership Support Press & publicity	DDC News	Indefinite
Chief Executive	Leadership Support Press & publicity	Local Newspapers (retained by Press & Publicity on behalf of DDC)	6 months
Chief Executive	Leadership Support Press & publicity	National newspapers (retained by Press & Publicity on behalf of DDC)	1 month
Chief Executive	Leadership Support Press & publicity	Press Cuttings - since Nov 1997 - electronic from April 2001	Indefinite
Chief Executive	Leadership Support Press & publicity	Press enquiries	1 year
Chief Executive	Leadership Support Press & publicity	Press Releases (from February 1989)	Indefinite
Chief Executive	Transport	Temporary Road Closures	Indefinite
Chief Executive	Transport	Traffic Orders - Current	Indefinite
Chief Executive	Transport	Traffic Orders - Rescinded	Indefinite
Development & Public Protection	Building Control	Building Control Files	Information retained for all applications received on or after 1.11.1991. w.e.f 23/09/2009, due to available storage space, for applications received between 1.11.1992 and 1.1.1994 and for which a completion certificate has subsequently been issued, only key documents, the decision notice (i.e. notice of passing of plans, rejection notice, building notice acceptance) and the completion certificate/regularisation certificate, are retained - remainder destroyed.
Development & Public Protection	Building Control	Register of Building Regulations	Indefinite (accuracy cannot be guaranteed)
Development & Public Protection	Conservation	Grant applications	10 years
Development & Public Protection	Conservation	High Hedge complaints	Indefinitely
Development & Public Protection	Conservation	Informal Listed Building/Conservation Area and Tree enquiries	10 years
Development & Public Protection	Conservation	Tree Preservation Orders	Indefinite
Development & Public Protection	Environmental Health	Complaints	Retain electronic copies indefinitely
Development & Public Protection	Environmental Health	Contaminated Land	Retain electronic records indefinitely and hard copies reports in library

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Development & Public Protection	Environmental Health	General	Current year + 5
Development & Public Protection	Environmental Health	Non complaints	Retain electronic records indefinitely and hard copies
Development & Public Protection	Environmental Health	Notices	Retain electronic version indefinitely and hard copies current
Development & Public Protection	Environmental Health	Pest Control	Retain electronic copies indefinitely + hard copies 1 year
Development & Public Protection	Environmental Health	Planning consultations	Retain electronic records indefinitely and hard copies current year + 3 years
Development & Public Protection	Environmental Health	Property	Retain microfiche indefinitely and hard copies until matter completed
Development & Public Protection	Environmental Health	Statistical Returns	Retain electronic version indefinitely + working papers 2 years
Development & Public Protection	Environmental Protection	EPA Pollution & Prevention Control	Act dictates retention period
Development & Public Protection	Environmental Protection	Pollution monitoring	Retain electronic records indefinitely and hard copies destroyed when notes field updated
Development & Public Protection	Environmental Protection	Public Health Burials	Retain electronic records indefinitely + hard copies kept indefinitely
Development & Public Protection	Public Protection	Byelaws / Port Health Constitution	Act dictates retention period
Development & Public Protection	Public Protection	Food Hygiene - Courses	Retain hard copies current year +
Development & Public Protection	Public Protection	Food hygiene - Training	Retain hard copies indefinitely
Development & Public Protection	Public Protection	Food Safety	Retain electronic records indefinitely + hard copies 5 years - 8 years if simple caution issued
Development & Public Protection	Public Protection	Food Sampling	Retain electronic records indefinitely + hard copies 5 years - 8 years if simple caution issued
Development & Public Protection	Public Protection	Health & Safety at Work	Retain electronic records indefinitely + hard copies 5 years - 8 years if simple caution issued
Development & Public Protection	Public Protection	Infectious Disease Control	Retain electronic records indefinitely + hard copies 5 years (Officers may keep prosecution info for a longer period for precedents)
Development & Public Protection	Public Protection	Port Health	Electronic records retained indefinitely + hard copies Import data - 2 years De-ratting exemptions - 5 years, EU emails - 1 year
Finance & ICT	Accountancy	Audit Rolls (Bundles)	Current year + 1
Finance & ICT	Accountancy	Bank Balances Report	Current year (electronic)
Finance & ICT	Accountancy	Bank Paying-in Slips	Current year + 1
Finance & ICT	Accountancy	Bank Reconciliation Reports	Current year + 1 (if audit certified)
Finance & ICT	Accountancy	Bank Statements	2 years

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Service	Function	Document Description	Retention Period
Finance & ICT	Accountancy	Budget Book	Indefinite
Finance & ICT	Accountancy	Capital Asset Register	Indefinite on database + year end hard copy
Finance & ICT	Accountancy	Capital Returns (COR)	Current year + 6 (electronic). Current year + 2 (hard copy)
Finance & ICT	Accountancy	Car Loans redeemed files	5 years after redemption
Finance & ICT	Accountancy	Cash Receipting Control Sheet	Current year + 1
Finance & ICT	Accountancy	Cashiers Daily Returns and Adjustments	Current year + 1
Finance & ICT	Accountancy	Charity Accounts	Indefinite
Finance & ICT	Accountancy	Cheque Alteration Authorities	Current year + 6
Finance & ICT	Accountancy	Coast Protection files	Indefinite
Finance & ICT	Accountancy	Collection and Deposit Records	6 years electronic
Finance & ICT	Accountancy	Creditor Batch Reports	Current year + 6
Finance & ICT	Accountancy	Estimate Working Papers	Current year + 2
Finance & ICT	Accountancy	Euro Development Fund Projects	3 years from settlement and closure of programme
Finance & ICT	Accountancy	Grants to Voluntary Organisations	Current year + 2 (database)
Finance & ICT	Accountancy	Housing Act Advances (MIRAS)	Current year + 5
Finance & ICT	Accountancy	Housing Association Correspondence	Period of the mortgage + 2 years
Finance & ICT	Accountancy	Housing Subsidy Claims (including working papers)	Current year + 6 (hard copy)
Finance & ICT	Accountancy	Income Waybills	Current year + 1
Finance & ICT	Accountancy	Interface Daily Reports	Current year + 1
Finance & ICT	Accountancy	Journal Transfer Sheets	Current year + 1
Finance & ICT	Accountancy	Leased Car Tax	For the duration of employees employment or minimum of 6 years
Finance & ICT	Accountancy	Leased Flat Reconciliations	Current year + 5
Finance & ICT	Accountancy	Monthly Budget Monitoring Reports	Current year 1
Finance & ICT	Accountancy	Mortgages (Housing Associations)	5 years after redemption
Finance & ICT	Accountancy	Mortgagors redeemed files	2 years after redemption
Finance & ICT	Accountancy	Petty Cash	Current year + 6
Finance & ICT	Accountancy	Rechargeable Works Completed	Current year + 2
Finance & ICT	Accountancy	Recharges (Internal General)	Current year + 1
Finance & ICT	Accountancy	Remittance Advices	Current year + 2
Finance & ICT	Accountancy	Revenue anticipated (RA) Forms	Current year + 6 (electronic). Current + 2 (hard copy)
Finance & ICT	Accountancy	Revenue out-turn (RO) Forms	Current year + 6 (electronic). Current + 2 (hard copy)
Finance & ICT	Accountancy	Stamp Imprest	Current year + 2
Finance & ICT	Accountancy	Statement of Accounts	Indefinite
Finance & ICT	Accountancy	Temporary Loans Register	Current year + 6
Finance & ICT	Accountancy	Travel Warrants	Current year + 1
Finance & ICT	Accountancy	Unpaid Cheque Records	Current year + 1
Finance & ICT	Accountancy	VAT Returns and Correspondence	Current year + 6
Finance & ICT	Accountancy	VAT/Sub Contractors CIS	Current year + 6
Finance & ICT	Accountancy	Year End Working Papers	Indefinite (electronic) + year end hard copy
Finance & ICT	ICT	Helpdesk - record of logged calls	Initially records to be kept for training purposes - long term statistics only to be retained
Finance & ICT	ICT	Project files - paper based and electronic	Indefinite

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Finance & ICT	Payroll	Added years	Indefinitely on microfiched records
Finance & ICT	Payroll	Additional Voluntary Contributions (AVC)	Indefinitely on microfiched records
Finance & ICT	Payroll	Bank details - current	Confirmed current on current database only
Finance & ICT	Payroll	Complete sick absence record showing dates and causes of sick leave	Current year + 2 years on paper files
Finance & ICT	Payroll	Death Benefit Nomination and Revocation Form	Indefinitely on microfiched records
Finance & ICT	Payroll	Death Certificates	Indefinitely on microfiched records
Finance & ICT	Payroll	Decree Absolutes	Indefinitely on microfiched records
Finance & ICT	Payroll	Marriage Certificate	Indefinitely on microfiched records
Finance & ICT	Payroll	Mileage Claim Forms	Current year + 4/5
Finance & ICT	Payroll	Other maternity pay documentation	Current year + 2
Finance & ICT	Payroll	Overpayment documentation	Current year + 2
Finance & ICT	Payroll	Payroll input forms	Current year + 2
Finance & ICT	Payroll	Pensions estimates and award	Indefinitely on microfiched records
Finance & ICT	Payroll	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	Only payroll output, not details on microfiche or disc. Paper records current + 2 years
Finance & ICT	Payroll	Sickness Returns	Current year + 2
Finance & ICT	Payroll	Statutory maternity pay documents	Current year + 2
Finance & ICT	Payroll	Statutory Sick Pay (SSP) forms	Current year + 2
Finance & ICT	Payroll	Travel and subsistence - claims and authorisation	Current year + 2
Finance & ICT	Payroll	Unpaid leave periods (maternity leave etc)	Indefinitely on microfiched records
Finance & ICT	Procurement	Delivery dockets/goods received notes	2 years
Finance & ICT	Procurement	Income from coffee/refreshment machines	Current year
Finance & ICT	Procurement	Invoices	Current year + 6
Finance & ICT	Procurement	Purchase orders	Current year + 5
Finance & ICT	Procurement	Requisition Records	2 years
Finance & ICT	Procurement	Stock control cards	2 years
Finance & ICT	Procurement	Stocktaking records and inventories	2 years
Finance & ICT	Procurement	Travel Warrants	2 years
Finance & ICT	Procurement/FSD	Cheque Listings	Current year + 1
Finance & ICT	Procurement/FSD	Creditor Payment Lists	Current year + 1
Finance & ICT	Procurement/FSD	Creditor Payment Slips	Current year + 1
Finance & ICT	Procurement/FSD	Invoices (Creditors)	Current year + 6
Finance & ICT	Procurement/FSD	Lease company paperwork	After accounts for year in which car has been returned have been audited
Finance & ICT	Procurement/FSD	Leased Cars - Allocations	Current year + 2
Governance	Dem Support	Agendas and Reports to Committee signed	Indefinite
Governance	Dem Support	Chairman's correspondence	Current year + 1
Governance	Dem Support	Chairman's engagements	Current year + 3
Governance	Dem Support	Code of Conduct declarations of interest	Indefinite
Governance	Dem Support	Council and Committee Minutes signed	Indefinite
Governance	Dem Support	Declarations of Acceptance of Office	Indefinite
Governance	Dem Support	Leader's correspondence	Current year + 1
Governance	Dem Support	Members Allowances/Mileage Claims	Current year + 1
Governance	Dem Support	Notices of Motion	Current year + 4
Governance	Dem Support	Petitions	Current year + 5
Governance	Dem Support	Questions to Council	Current year + 4
Governance	Dem Support	Standing Disclosures of Interest	Indefinite

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### Records Retention

Service	Function	Document Description	Retention Period
Governance	Electoral Registration	District and Parish Council Election Material	Current year + 6 mths
Governance	Electoral Registration	Electoral Registration	Current year + 1
Governance	Electoral Registration	Parliamentary Election Material	Current year + 1
Governance	Electoral Registration	Register of Electors - Bound Copy	Indefinite
Governance	Health & Safety	Accident Investigation Reports	Indefinite
Governance	Health & Safety	General files	To be determined
Governance	Health & Safety	Health & Safety Inspection Reports (held as evidence for HSE)	3 Years
Governance	Health & Safety	Reportable injuries, diseases and dangerous occurrences (as appendix to Accident Investigation Report and sent to HSE)	Indefinite
Governance	Health & Safety	Social Security (Claims and Payments) Regulations 1979 - Accident Book (Form B1 510)	3 Years from date of last entry
Governance	Health & Safety	Transfer entry re: Environment Protection (Duty of Care) Regulations 1991 - consignment note (controlled waste) to Environmental Health/Property Services as relevant	2 years from issue
Governance	Health & Safety	Violence at Work Register	Record removed from register and held as electronic archive once person ceases to be relevant
Governance	Human Resources	Annual Appraisal Reports - held by divisions	3 years
Governance	Human Resources	Annual leave records - held by divisions	2 years
Governance	Human Resources	Authorisation for deputising, substitution allowance and/or overtime/travel time claim - held on Personnel file	6 Years
Governance	Human Resources	Current address details - up-to-date details held on CHRIS system	Indefinite on CHRIS system
Governance	Human Resources	Health referrals, including medial reports from doctors and consultants, correspondence with the appointed medical adviser - held on Personnel files	Indefinitely/microfiche once staff leave the Council
Governance	Human Resources	Ill Health Declaration - kept by Health Advisor	Until age 72
Governance	Human Resources	Job applications - unsuccessful (complaint to tribunal)	6 months
Governance	Human Resources	Job history - consolidated record of whole career and location details (paper or electronic) CHRIS/personal file	6 years after employment has ended
Governance	Human Resources	Medical/Self Certificates	4 years (papers relating to any injury on duty - indefinitely)
Governance	Human Resources	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances	6 years after employment has ended
Governance	Human Resources	Qualifications/references	6 years after employment has ended
Governance	Human Resources	Resignation, termination and/or retirement letters	6 years after employment has ended
Governance	Human Resources	Training history	6 years
Governance	Human Resources	Variation of hours - calculation formula for individual - personal file	6 years after employment has ended
Governance	Human Resources	Written particulars of employment, contracts of employment, including the Certificate of Qualification or its equivalent and changes to terms and conditions	6 years after employment has ended
Governance	Internal Audit	Correspondence	3 years
Governance	Internal Audit	Final Audit reports, including Terms of Reference	5 years
Governance	Internal Audit	Manuals and guides relating to departmental procedures	When superseded

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Governance	Internal Audit	Programmes/plans/strategies	Current year + 3
Governance	Internal Audit	Report papers used in the course of a fraud investigation	5 years after legal proceedings have been completed
Governance	Internal Audit	Working papers	2 years
Governance	Land Charges	Local Land Charges Registers	Indefinite
Governance	Land Charges	Requisitions for Searches and Enquiries	Current year + 6
Governance	Legal	All England Law Reports and historic Times Cuttings	Retain until AER bound version received and Times reports appear on Lawtel
Governance	Legal	Contracts - Legal Correspondence Files	Current year + 12
Governance	Legal	Contracts - Strongroom Register	Indefinite
Governance	Legal	Conveyance Agreements (Leases, Licences, etc) (current and expired)	Indefinite
Governance	Legal	Conveyance Certificates of Title (Improvement Grants)	Current year + 6
Governance	Legal	Conveyance Completion Register - Right to Buy Sales	Indefinite
Governance	Legal	Conveyance Correspondence Files: Leases (current and expired)	Life of Lease + 6
Governance	Legal	Conveyance Correspondence Files: Mortgages (redeemed and unredeemed)	Retain for life of mortgage + period TBA
Governance	Legal	Conveyance Correspondence Files: <i>Purchases (x-ref Hsg Mgt)</i>	Indefinite
Governance	Legal	Conveyance Correspondence Files: Sales	Current year + 6
Governance	Legal	Conveyance Register of Council House Sales (x-ref Hsg Mgt)	Indefinite
Governance	Legal	Conveyance Register of Title Deeds (Mortgages)	Indefinite
Governance	Legal	Conveyance Title Deeds	Indefinite
Governance	Legal	Litigation Correspondence Files: Civil Litigation	Current year + 12
Governance	Legal	Litigation Correspondence Files: Criminal Litigation	Current year + 12
Governance	Legal	Litigation Court Register	Indefinite
Governance	Legal	Litigation Excess Charge Tickets (General) Numbered	Current year + 12
Governance	Legal	Litigation Sundry Debtors and Overpaid Housing Benefits	Current year + 12
Governance	Legal	Litigation Sundry Debtors and Overpaid Housing Benefits	Current year + 3
Governance	Legal	Local Government Magazines and Circulars	Current year + 1
Governance	Legal	Pastoral Measures - Correspondence	Current year + 5
Governance	Legal	Pastoral Measures - Final Orders	Indefinite
Governance	Legal	Planning Agreements	Indefinite
Governance	Legal	Planning Correspondence Files	Current year + 6
Governance	Legal	Planning Enforcement Notice Register	Indefinite
Governance	Legal	Planning General	Current year + 12
Governance	Legal	Planning Statutory Orders, Directions, etc	Indefinite
Governance	Legal	Tree Preservation Contract Documents	Indefinite
Governance	Legal	Tree Preservation Orders (current and rescinded)	Indefinite
Governance	Licensing	Annual Hackney/Private Hire	Current + 2
Governance	Licensing	Caravan site licensing	Register (indefinite) Licences (destroyed when change of proprietor or licence revoked)
Governance	Licensing	Other licences	Current + 2
Governance	Licensing	Returns for lotteries, door to door collections, street collections	6 years
Governance	P&R - Insurance	Claims records and correspondence	Indefinite for all claims except standard routine repairs
Governance	P&R - Insurance	Incident reports	Until recorded in Logotech system retain indefinitely. Any report concerning a child to be retained until they reach the age of 21
Governance	P&R - Insurance	Internal returns for insurance history	6 Years
Governance	P&R - Insurance	Personal injury claims	Indefinite
Governance	P&R - Insurance	Premium renewal data	6 years

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Governance	P&R - Insurance	Review of insurance provision - Register of paid insurance premiums	20 Years
Governance	P&R - Insurance	Special and non-routine insurance cover	Minimum 6 years - Policy to be retained indefinitely
Governance	P&R - Insurance	Standard routine housing repairs	Until claim settled + 1 year
Governance	P&R - Insurance	Standard routine repairs to leased cars	Lease period of car + 1 year
Governance	P&R - Performance	Freedom of Information Requests	Current year + 4
Governance	P&R - Performance	Performance Management output documents (eg MIR)	Available on intranet for last 6 years
Governance	P&R - Performance	Performance Management working papers	Current year + 1
Governance	P&R - Performance	Statistical returns (retained on behalf of DDC)	6 years
Governance	P&R - Performance	Surveys	3 years
Governance	P&R - Professional Standards	Correspondence and papers	7 years
Governance	P&R - Professional Standards	Investigations/final reports	7 years
Housing, Culture & Community Safety	Admin support	Grants	Life of grant + no. of yrs conditions extant. PSO officers to retain info from file where necessary
Housing, Culture & Community Safety	ASB	Case records	Current year + 6
Housing, Culture & Community Safety	Careline	Tapes of call	6 months then taped over
Housing, Culture & Community Safety	Dover VIC	Accommodation booking forms	Current year + 6
Housing, Culture & Community Safety	Dover VIC	Waybills	Current year + 6
Housing, Culture & Community Safety	Management	General - TV Licence Records	3 years
Housing, Culture & Community Safety	Management	Sale of Council Houses - correspondence relating to dwellings sold or leased	Indefinite
Housing, Culture & Community Safety	Management	Sale of Council Houses - Right to Buy claims withdrawn	6 years
Housing, Culture & Community Safety	Management	Tenancy Agreements	Indefinite
Housing, Culture & Community Safety	Museum	Records and artifacts	Indefinite
Housing, Culture & Community Safety	Needs	Homelessness applications and reports	Current year + 2
Housing, Culture & Community Safety	Needs	Housing applications and transfers	Current year + 1
Housing, Culture & Community Safety	Needs	Miscellaneous housing advice	Current year + 2
Housing, Culture & Community Safety	Private Sector Housing	Empty Properties - Records	Retain electronic copies indefinitely. Hard copy files retained for one year after case closed.
Housing, Culture & Community Safety	Private Sector Housing	Grants Assistance	Keep electronic copies indefinitely. Destroy hard copies once grant conditions expire plus one year. Minimum period seven years with any application whether approved or not.

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Housing, Culture & Community Safety	Private Sector Housing	HMO Registration	Destroy all records April 2012
Housing, Culture & Community Safety	Private Sector Housing	HMO licensing	Destroy licence records on property six years after it ceases to be a licencable HMO
Housing, Culture & Community Safety	Private Sector Housing	Loans assistance	Keep electronic copies indefinitely. Destroy hard copies once grant conditions expire plus one year. Minimum period seven years with any application whether approved or not.
Housing, Culture & Community Safety	Private Sector Housing	Notices	Retain electronic records indefinitely and hard copies for five years after notice complied or withdrawn. Some notices such as prohibition will be retained indefinitely.
Housing, Culture & Community Safety	Private Sector Housing	Planning consultations	Retain electronic records indefinitely and hard copies current year + 3 years
Housing, Culture & Community Safety	Private Sector Housing	Requests for service	Retain electronic copies indefinitely. Hard copy files retained for one year after case closed.
Housing, Culture & Community Safety	Private Sector Housing	Statistical Returns	Retain electronic version indefinitely + working papers 3 years
Housing, Culture & Community Safety	Private Housing	Requests for Service	Notice kept indefinitely remainder of records kept for 1 year once complied with
Housing, Culture & Community Safety	Repairs and maintenance	Correspondence relating to alterations	Indefinite
Housing, Culture & Community Safety	Repairs and maintenance	Documentation in respect of specialised equipment	Indefinite
Housing, Culture & Community Safety	Repairs and maintenance	Plans and working drawings relating to alterations etc on Council-owned housing accommodation	Indefinite
Housing, Culture & Community Safety	Repairs and maintenance	Sheltered accommodation - correspondence relating to	6 years
Housing, Culture & Community Safety	Strategy	Partnership details/minutes	Indefinite
Housing, Culture & Community Safety	Strategy	Strategy research and policy information	Indefinite
Housing, Culture & Community Safety	Street Scene	Concluded correspondence	5 years
Housing, Culture & Community Safety	Street Scene	Original Demolition Orders, Closing Orders, Undertakings, formal Notices: where completed or revoked	5 years
Housing, Culture & Community Safety	Street Scene	Original Demolition Orders, Closing Orders, Undertakings, formal Notices: where still in operation	Indefinite
Property, Leisure & Waste Services	Burials	Books, Registers, Grave sale/purchase records	Indefinite (if spreadsheets held electronically can records be destroyed?)
Property, Leisure & Waste Services	Car Parks & CCTV	Car Parks Income	Current year + 3
Property, Leisure & Waste Services	Car Parks & CCTV	CCTV Logs/Records	Current year + 4
Property, Leisure & Waste Services	Car Parks & CCTV	PCN's and correspondence	Current year + 3

## Records Management Policy

### Records Retention

Service	Function	Document Description	Retention Period
Property, Leisure & Waste Services	Car Parks & CCTV	Permits	Current year + 1
Property, Leisure & Waste Services	Car Parks & CCTV	Somerfield returned tickets (provided invoice is checked and signed)	6 months from receipt
Property, Leisure & Waste Services	Car Parks & CCTV	Test Tickets and Cash Pull tickets+C235	Current year + 1
Property, Leisure & Waste Services	Car Parks & CCTV	Waivers	Current year 2
Property, Leisure & Waste Services	Home Energy Conservation	Energy - HECA matters	Retain until 2011 (gov target for energy savings)
Property, Leisure & Waste Services	Home Energy Conservation	HMOs	Indefinitely (until property demolished)
Property, Leisure & Waste Services	Leisure & Recreation	Correspondence files	Current year + 5
Property, Leisure & Waste Services	Leisure & Recreation	Deal Pier Fishing Ticket stubs and copy waybill	Current financial year. Destroy annually in May as records kept by Financial Services.
Property, Leisure & Waste Services	Leisure & Recreation	Deal Pier Maintenance Records	Current year + 20
Property, Leisure & Waste Services	Leisure & Recreation	Deal Pier time sheets and sickness forms	Current year + 5
Property, Leisure & Waste Services	Leisure & Recreation	Fish of the Month Competition	Current year + 1
Property, Leisure & Waste Services	Leisure & Recreation	Leisure Centre Lease, Dover Town Hall Lease	Life of Lease + 6
Property, Leisure & Waste Services	Leisure & Recreation	Play area inspection sheets	Indefinite
Property, Leisure & Waste Services	Leisure & Recreation	Playscheme registration forms	Current year + 2
Property, Leisure & Waste Services	Leisure & Recreation	Sport & Recreation Strategy, Playing Pitch Strategy, Play Areas Strategy, Open Space Improvement Programme, Parks and Open Spaces Strategy	Life of Strategy + 2 years
Property, Leisure & Waste Services	Leisure & Recreation	Sports Council Grants Applications	Current year + 2
Property, Leisure & Waste Services	Property Services	Adaptations - physically handicapped - orders for adaptations, purpose built accommodation and related correspondence	6 Years
Property, Leisure & Waste Services	Property Services	Agreements with contractors and consultants	Review 12 years after date of final paper
Property, Leisure & Waste Services	Property Services	Asset Management registers	Review 12 years after date of last entry
Property, Leisure & Waste Services	Property Services	Bills of Quantity	Review 12 years after completion
Property, Leisure & Waste Services	Property Services	Bills of quantity (building contracts)	12 years from the last entry in the associated contract
Property, Leisure & Waste Services	Property Services	Drawings	Indefinitely
Property, Leisure & Waste Services	Property Services	Installation surveys (plant and services)	Review 12 years after date of survey
Property, Leisure & Waste Services	Property Services	Maintenance and operational manuals	Continuously updated and always retained
Property, Leisure & Waste Services	Property Services	Maintenance contracts and related correspondence	Review 12 years after end of contract
Property, Leisure & Waste Services	Property Services	Maintenance diaries or logs	Destroy 12 years after final entry
Property, Leisure & Waste Services	Property Services	Maintenance programme	Review 12 years after superseded
Property, Leisure & Waste Services	Property Services	Maintenance schedules	Review 12 years after superseded

## Records Management Policy Records Retention

Service	Function	Document Description	Retention Period
Property, Leisure & Waste Services	Property Services	Meeting with contractors - agendas, minutes	Review 12 years after date of meeting
Property, Leisure & Waste Services	Property Services	Plant and equipment condition surveys	Review 10 years after date of survey
Property, Leisure & Waste Services	Property Services	Specifications	12 years from the last entry in the associated contract
Property, Leisure & Waste Services	Property Services	Surveys and inspections - reports - master set	Indefinite
Property, Leisure & Waste Services	Property Services	Surveys and inspections, reports and other copies	Destroy 2 years after issue retain drawings indefinitely
Property, Leisure & Waste Services	Valuation	Beaches and Boat Plots	Current year + 6
Property, Leisure & Waste Services	Valuation	Disposal of land & property files	Destroy 6 years after date of sale
Property, Leisure & Waste Services	Valuation	General Correspondence	6 years from end of correspondence
Property, Leisure & Waste Services	Valuation	Lease files	Retain for period of lease + 6 years
Property, Leisure & Waste Services	Valuation	Terrier Maps and Indexes - computerised	Indefinite
Property, Leisure & Waste Services	Waste Services	Abandoned Vehicles Records	electronic (indefinite) - hard copy (6 mths from date of removal)
Property, Leisure & Waste Services	Waste Services	Cesspools Sita Returns	Current year + 5
Property, Leisure & Waste Services	Waste Services	Cesspools Standing Orders	Active forms kept
Property, Leisure & Waste Services	Waste Services	Clinical Waste Exemptions	Hard copy kept until collection no longer required
Property, Leisure & Waste Services	Waste Services	Composite Heriditaments	Current year + 1
Property, Leisure & Waste Services	Waste Services	Fly-tipping	electronic (indefinite) - hard copy not kept
Property, Leisure & Waste Services	Waste Services	Job tickets (Refuse/Street Sweeping/Public Conveniences/Grounds Maintenance)	Current year + 2
Property, Leisure & Waste Services	Waste Services	Missed Bin Tickets (kept by Customer Services)	electronic (indefinite)
Property, Leisure & Waste Services	Waste Services	Recharge forms (internal and Sita)	Current year + 1
Property, Leisure & Waste Services	Waste Services	Recharges from CONFIRM System (Refuse/Street Sweeping/Public Conveniences/Grounds Maintenance)	Current year + 1
Property, Leisure & Waste Services	Waste Services	Recycling credit claims	Current year + 5
Property, Leisure & Waste Services	Waste Services	Request for additional recycling containers	Electronic (indefinite) Current year
Property, Leisure & Waste Services	Waste Services	Special Collections	Current year + 1
Property, Leisure & Waste Services	Waste Services	Weighbridge tickets (recycling)	Current year + 5
Property, Leisure & Waste Services	WCCP	All records and project documentation	Indefinite - after 3 years archived at Connaught stores