

# **Information Retention Schedule**

**Revised – January 2018**

**Adopted – January 2014**

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Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
<b>Management &amp; Administration</b>					
	Correspondence with the public or external organisations which cannot be linked and stored with other records relating to a specific process e.g. a Case File/Project File/ Initiative File/Request for Information under legislation	Destroy after 1 year if there is no further action or addition		Common Practice	General Correspondence <ul style="list-style-type: none"> <li>- Letters</li> <li>- Emails</li> <li>- Faxes</li> </ul>
<b>individual Councillor Files / Admin</b>					
	Individual District Councillor information which cannot be linked and stored with other records relating to a specific process	Retain in accordance with term as a District Councillor			- General Files

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Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
<b>General Information Files / Miscellaneous Files</b>					
	Files (paper) or Folders (electronic - including e-mail) containing records for which there is no identified process or function in the Retention Schedule	No file should remain open for more than 5 years and may be closed at any time within that period based on monitoring of usage and additions. If closed, and new activity begins, a new volume of the file should be created and the retention period of the old volume be brought in line with the new volume.  Destroy after 1 year from closure if there is no further action or addition.  The limitation period for any contractual matter is 6 years.	5 year rule specified in Code of Practice on Records Management under s46 Freedom of Information Act 2000		- General Files
<b>Statutory Return</b>					
	The process of preparing information to be passed on to central government as part of statutory requirements	Destroy 7 years from closure		Common practice	- Reports to Central Government

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
<b>Policy, Procedures, Strategy and Structure</b>					
	Activities that develop policies, procedures, strategies and structures for the local authorities	<p>Destroy 6 years after approval and implementation of new/updated policy</p> <p>NB. The author of the policy will hold the information for 6 years</p> <p>Only the author to retain draft policy documentation</p>			<ul style="list-style-type: none"> <li>- Policy, procedure, precedent, instructions</li> <li>- Organisation charts</li> <li>- Records relating to policy approval, implementation and development</li> </ul>
<b>Public Consultation</b>					
	The process of consulting the public and staff in the development of significant policies of the local authority	<p>Destroy 5 years from closure</p> <p>NB. Head of Service to determine the status of 'minor' policy</p>		Common Practice	<ul style="list-style-type: none"> <li>- Consultants reports</li> <li>- Questionnaires</li> </ul>
	The process of consulting the public and staff in the development of minor policies of the local authority	Destroy 1 year from closure of the consultation		Common Practice	<ul style="list-style-type: none"> <li>- Customer Focus Group</li> </ul>
<b>Information Management</b>					
	The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively	Retain for 5 years			<ul style="list-style-type: none"> <li>- Classification schemes</li> <li>- Registers</li> <li>- Indexes</li> <li>Authorised lists of file headings</li> </ul>

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
	The management of collections of records transferred to the archives	Permanent – Offer to Archivist  NB. The Archivist refers to the archive section of the Essex Records Office			
	The process that records the disposal of records	Permanent – Offer to Archivist			Disposal certificates
Enquiries & Complaints					
	The management in summary form of enquiries and complaints directed to council	Permanent - Offer to Archivist for review Transfer to Essex Record Office after administrative use is concluded		Common Practice	Indexes / Registers
	The management of enquiries, submissions and complaints which result in significant changes to policy or procedures	Permanent- Offer to Archivist for review Transfer to Essex Record Office after administrative use is concluded		Common Practice	- Reports - Returns Correspondence
	The management of detailed responses on council actions, policy or procedures	Destroy 5 years after administrative use is concluded  NB. Head of Service to determine the status of response (detailed/routine)		Common Practice	- Reports - Returns - Correspondence Ombudsman Decisions
	The management of routine responses on council actions, policy or procedures	Destroy 2 years after administrative use is concluded		Common Practice	- Printed material - Form letters
	The process of investigating complaints	Destroy after 12 months		Common Practice in line with Tech Services Association	- Voice Recordings



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Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
<b>Media Relations</b>					
	Process of interaction with the media	Destroy 3 years from closure		Common Practice	
	Media publications concerning local authorities	Permanent-Offer to Archivist Transfer to Essex Record Office after administrative use is concluded		Common Practice	<ul style="list-style-type: none"> <li>- Press cuttings</li> <li>- Media reports</li> </ul>
<b>Marketing</b>					
	The process of developing and promotion of local authorities campaigns and events	Permanent- Offer to Archivist Transfer to Essex Record Office after administrative use is concluded		Common Practice	<ul style="list-style-type: none"> <li>- Visitors' book</li> <li>- Audio tapes</li> <li>- Video tapes</li> <li>- Photographs</li> </ul>
<b>Legal &amp; Contracts</b>					
	The process awarding of contract or service level agreement	<u>Contracts and Service Level Agreements (less than £50,000)</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal (more than £50,000)</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980		<ul style="list-style-type: none"> <li>- Authority to award the contract (Officer or Portfolio Holder Decision)</li> <li>- Signed contract</li> </ul>

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Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
	Contract Management, Operations and monitoring	Destroy 6 or 12 years after the contract ends (same period as the contract documentation)		Common Practice	- Correspondence between the Contract Manager and the Supplier, including emails
	Variation and amendment of contract	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980		By agreement or correspondence
<b>Evaluation of Tender</b>					
	Summary tender evaluation Criteria	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980		- Evaluation criteria
	Successful tender document	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980		- Complete tender submission
	Unsuccessful tender documents	Destroy 1 year after the date of the Contract		Common Practice	- Tender documents - Quotations

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Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
<b>Pre Contract Advice</b>					
	The process of calling for expressions of interest	Destroy 2 years after contract awarded or not proceeded with		Common Practice	- Expressions of Interest
<b>Specification and Contract Development</b>					
	The process involved in the development and specification of a contract	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired <u>Contracts Under Seal</u> Destroy 12 years after the terms of contract have expired	Limitation Act 1980		- Tender specification * Note: For project files containing drafts leading to a final version these records
<b>Tender Issuing and Return</b>					
	The process involved in the issuing and return of a tender	Destroy 1 year after the date of the Contract		Common Practice	- Opening notice - Tender envelope
<b>Litigation</b>					
	The process of authorising, commencing managing, undertaking or defending litigation on behalf of the local authority	Destroy 7 years after last action or addition Once the litigation has concluded all court paperwork should be with the Legal team (none should be retained by departments)		Common Practice	- Criminal case file - Civil case file - Correspondence

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Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
<b>Document Scanning</b>					
Document Scanning Process	To retain Electronic records	Unless retention action is governed by statutory legislation – see relevant departmental submissions; Keep paper copies for as long as is necessary to verify that scanning has been successful and indexing has taken place	Refer to legal basis for statutory service to identify specific requirements	Common Practice	- Both incoming and outgoing documentation of any type
		Consideration must be given to ensure appropriate destruction method is followed (e.g. confidential waste service)			-
<b>Corporate Planning &amp; Reporting</b>					
	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Permanent - Offer to Archivist Transfer to Essex Record Office after administrative use is concluded (Decisions retained for 6 years)		Common Practice	- Strategic Management Team minutes / agendas - Reports and decisions - Supporting documentation
	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure (Decisions retained for 6 years)		Common Practice	- Reports and decisions - Supporting documentation - Query whether drafts/comments should be held by all departments

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
	The process of preparing business for service area / departmental consideration and making the record of discussion, debate and resolutions	Destroy 3 years from closure (Decisions retained for 6 years)		Common Practice	<ul style="list-style-type: none"> <li>- Departmental Team meeting agendas / minutes</li> <li>- Officer decisions</li> </ul>
<b>Partnership, Agency and External Meetings</b>					
Corporate	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where the Local Authority legally owns the record	Permanent Offer to Archivist Transfer to place of deposit after administrative use is concluded		Common Practice	Documents establishing the Committee: <ul style="list-style-type: none"> <li>- Agendas/Minutes</li> <li>- Council Reports</li> <li>- Recommendations and Decisions</li> <li>- Supporting documents</li> <li>- Documents establishing the Committee</li> </ul>
	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	Destroy 3 years after last action		Common Practice	Documents establishing the Committee: <ul style="list-style-type: none"> <li>- Reports</li> <li>- Recommendations and Decisions</li> <li>- Supporting documents, such as briefing and discussion papers</li> </ul>

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Function Description	Purpose / Use	Retention Period	Statutory	Non-Statutory	Example of Records / Format
<b>Performance Management</b>					
Quality & Performance Management	Monitoring or reviewing the quality, efficiency, or performance of the Council or an individual unit	Destroy 3 years from closure Any reports and decisions will be published and retained for 6 years with background material being available for 4 years, the service need only keep documentation dating back 3 years		Common Practice	<ul style="list-style-type: none"> <li>- Performance Reports, those which are reported to Cabinet or Committees, must be kept for 3 years by service only</li> <li>- Departmental Plans</li> </ul>
	The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit	Destroy 2 years from closure		Common Practice	<ul style="list-style-type: none"> <li>- Performance Reports, those which are reported to Cabinet or Committees must be kept for 6 years</li> <li>- Departmental Plans</li> </ul>

# Corporate Services

## Press / Public Relations

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Including the following functions:					
	The process of designing setting information for publication	Destroy 3 years from last action		Common Practice	<ul style="list-style-type: none"> <li>- Draft press releases</li> <li>- Photographs</li> </ul>
	The published work of the local authority	Destroy after administrative use is concluded  Note: 1 copy from the initial print run should go directly to the archive		Common Practice	<ul style="list-style-type: none"> <li>- Press releases</li> </ul>

## IT and Corporate Resilience

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Including the following functions:					
<b>Information Governance</b>					
	Requests for Information dealt with under the provisions of Data Protection Legislation, the Freedom of Information Act 2000 (FOI)   Requests for Information dealt with under the Environmental Information Regulations 2005 (EIR)	The request itself, associated records and any records to which the request applies should not be destroyed until TDC's Data Protection Act (DPA) Officer is satisfied that the requestor does not wish to pursue an appeal or the appeal process has been exhausted The documentation should be closed and then destroyed after 3 years	Data Protection Principles	Common Practice	Access to information requests
<b>Corporate Website</b>					
See <b>Management &amp; Administration</b> Criteria above See <b>Enquires &amp; Complaints</b> criteria above					



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Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
See <b>Information Governance</b> criteria above					
<b>Emergency Planning</b>					
Process to develop the emergency/disaster plan for the local community		All documents will be retained until they are either replaced, superseded or cancelled by the Author		Common practice	- Maps, premises details, military information
Process of recording the results of the test for emergency/disaster plan for the local community		Destroy 7 years after closure		Common practice	
Activities that report on all major incidents in the community		Permanent		Common practice	- Details of all major incidents in the local community, whether the Emergency Plan the Emergency Plan

## Governance & Legal

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Including the following functions:</b>					
<b>Committee Services</b>					
Corporate	The process of preparing business for Council consideration and making the record of discussion, debate and resolutions	Destroy after 6 years Electronic copy kept in archive folder on network through modern.gov or similar software	Section 100c - Local Government Act 1972 and Regulation 8 of the Openness of Local Government Bodies Regulations 2014		<ul style="list-style-type: none"> <li>- Council minutes</li> <li>- Council agenda and business papers Council notice papers and proceedings</li> <li>- Records of executive decisions taken</li> <li>- Cabinet, Committees (including Overview &amp; Scrutiny) Agenda and Minutes</li> <li>- Audio recordings</li> <li>- Officer Decisions including Reports</li> </ul>
Corporate	Background Papers to Council and Committee meetings	Destroy after 4 years when a decision is made in accordance with the legislation	Regulation 8 of the Openness of Local Government Bodies Regulations 2014		<ul style="list-style-type: none"> <li>- Any unpublished document that relates to the subject matter of the decision or, part of the decision, and discloses any facts or matters on which an important part of the decision is based and was relied upon in making the decision.</li> </ul>
Corporate	Minute taking	Destroy after date of confirmation of the minutes		Common Practice	<ul style="list-style-type: none"> <li>- Draft/rough minutes</li> </ul>

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Litigation</b>					
See Litigation Above					
<b>Advice</b>					
Legal Advice	General advice to Departments	Destroy 3 years after the last advice given		Common Practice	<ul style="list-style-type: none"> <li>- Internal e-mails</li> <li>- correspondence with external solicitors and counsel providing advice and opinions</li> </ul>
	External Legal Advice received	Destroy 3 years after advice given with discretion to retain for reference purposes			
<b>Funding or Service Level Agreements</b>					
	Process of negotiating and agreeing terms between public sector organisations	Destroy 6 years after the subject matter of the Agreement and any dispute has expired			<ul style="list-style-type: none"> <li>- Correspondence</li> <li>- authority to enter into agreement</li> <li>- Completed Agreements</li> </ul>

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Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Conveyancing</b>					
	The process of changing ownership of land or property	Destroy 12 years after transaction completed			- Correspondence on files
		Archive in Strong room with Deed Packets until Council's interest in property ceases but retain leases and tenancies where TDC is landlord	Limitations Act 1980		- Leases/Transfers etc.
<b>Contracts &amp; Tendering</b>					
	The process awarding of contract	<u>Ordinary Contracts</u> Destroy 6 years after the terms of contract have expired  <u>Contracts Under Seal</u> destroy 12 years after the terms of contract have expired Reports and published Decision Notices to be kept for 6 years in accordance with 2014 Openness Regulations	Statutory requirement		

## Elections

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Elections/Electoral Registration</b>					
Elections Documentation	Administering an election	Store securely then destroy after 1 year following poll	Representation of the People Act 1983		- Nomination Papers
			European Parliamentary Elections Regulations 2004		- Ballot Papers
			Local Elections (Principal Areas) (England and Wales) Rules 2006		- Statutory Notices
			Local Elections (Parishes and Communities) (England and Wales) Rules 2006		- Marked Registers
			The Local Authorities (Conduct of Referendums) (England) Regulations 2012		- Corresponding Number Lists - Postal Voting Statements

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
UK Parliamentary Election – Candidate’s Home Address Form	Required to be submitted by all Candidates as part of nomination process	Store securely then destroy 21 days following poll	Representation of the People Act 1983  The Political Parties and Elections Act 2009		Form  - Candidate’s Home Address
Declaration of Expenses returns	Required to be submitted by all Candidates following a poll	Store securely and destroy after 1 year	Representation of the People Act 1983		- Declaration of Expenses returns
To check eligibility of Overseas Voter applications	Current Year	Permanent	Representation of the People Acts 1983 and 1985		- Electoral Register
	- For use at any election held in the current year		European (Franchise) Regulations 2001		- Voter Registration Forms/Household Registration Forms
	Past Years		Electoral Administration Act 2006		

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
To check eligibility of Overseas Voter applications	To check application details and record electors' personal identifiers (signature and date of birth)	Permanent	Representation of the People Acts 1983 and 1985		- Application to Vote by Post, Proxy or Postal Proxy
Absent Vote Application Form and Absent Voter Signature Refresh Forms	To check application details and record electors' personal identifiers (signature and date of birth)	Stored electronically for life of application	Electoral Administration Act 2006		- Absent Voter Signature Refresh Form
			Electoral Administration Act 2006		- Absent Voter Signature Refresh Form
<b>Political Parties Papers</b>					
Corporate	Recording of Signed For Mail	Destroy after 2 years		Common Practice	- Sheets giving details of tracking number and name of recipients
<b>Complaints Against Member's Code of Conduct</b>					
Complaints received against Members' Code of Conduct under standards framework (Localism Act 2011) and Council's arrangements'	Original complaint form and associated correspondence to keep for Elected Members term of office and then destroy both hard copy and electronic copy	Reports and published Decision Notices to be kept for 6 years in accordance with 2014 Openness Regulations	Common Practice	- Complaint forms	- Correspondence

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Councillors Disclosable Pecuniary Interest Forms</b>					
	District and Town and Parish Councillors Disclosable Pecuniary Interest Forms submitted upon election to the District Council or Town/Parish Council	Original form keep for six months after the end of the Elected Members term of office and then destroy both hard copy and electronic copy		Common Practice	<ul style="list-style-type: none"> <li>- Disclosable Pecuniary Interest Form</li> <li>- Correspondence</li> </ul>



## Finance, Revenues & Benefits

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Including the following functions:</b>					
<b>Budget Management / Accountancy</b>					
Statement of Accounts	Final financial position for the year	Permanent		Common practice	- Statement of Accounts
Interim/periodic reporting	Monthly/quarterly reporting/monitoring	Destroy when administrative use is concluded		Common practice	- Excel based reports
Annual Budget	Council approved annual budget	Permanent		Common practice	- Final budget report
Budget support papers	Supports budget preparation, financial modelling etc.	6 years plus current year		Administrative use	- Estimate working papers, government notifications etc.
<b>Payroll, Payments and Income</b>					
Annual accounting records and transactions including VAT and Treasury records	Supports all financial processes including the statement of accounts	Destroy after 6 years plus current year	Limitation Act 1980 and HMRC Guidance		- Financial transactions, working papers and reports to support the final accounts process
<b>Procurement</b>					
Purchasing processes and approval	Purchase of goods and services	Destroy after 7 years plus current year	Statutory as set out in RGLA		- Purchase orders/approvals, goods receipt records and records relating to the linking up to public sector contracts

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Internal Audit</b>					
Internal Auditing	Audit reporting and supporting evidence	Destroy after 6 years plus current year		Current practice	<ul style="list-style-type: none"> <li>- Audit Reports</li> <li>- Audit Working Papers</li> <li>- Audit Scopes</li> <li>- Follow ups</li> </ul>
	Internal Audit Planning	Destroy after 6 years plus current year		Current practice	<ul style="list-style-type: none"> <li>- Internal Audit Plans</li> <li>- Internal Audit Plan working papers</li> </ul>
	Operational manuals and Charter	Destroy 1 year after superseded or obsolete			<ul style="list-style-type: none"> <li>- Internal Audit Charter</li> <li>- Internal Audit Manual</li> <li>- Internal Audit Procedure Guides / Notes</li> </ul>
Consultancy and Advice	Advice to departments	Destroy once superseded or obsolete			<ul style="list-style-type: none"> <li>- Exchange of emails</li> <li>- Procedure notes</li> </ul>
<b>Insurance</b>					
Employers Liability	Advice to Staff / Departments	Retain for 40 years from date of issue	The Employers' Liability		<ul style="list-style-type: none"> <li>- Insurance liability documents</li> </ul>
Insurance Policy Documentation	Advice to Staff / Departments	Destroy after 7 years		Common Practice	<ul style="list-style-type: none"> <li>- Insurance Schedules</li> </ul>
The schedule of liability orders for recovery of non-payment and overpayments		Paper copies to be kept 6 years + current year – more is subject to continuing recovery action		Common Practice	

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Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
		Electronic data including DIP to be retained subject to archiving in line with software restrictions			
<b>Council Tax</b>					
All data relating to the collection of Council Tax		Electronic data including DIP to be retained subject to archiving in line with software restrictions	Retention Guidelines for Local Authorities		<ul style="list-style-type: none"> <li>- Notifications, bills, correspondence, objections, reports</li> <li>- Notices, applications, notices of acquisition and disposition, rate property files</li> </ul>
The valuation of rateable land within a municipal district for the purpose of the Making of the rate		Permanent  Offer to archivist after the end of administrative use and destroy any duplicates	Retention Guidelines for Local Authorities 721		<ul style="list-style-type: none"> <li>- Valuation Office Agency Rating List</li> </ul>

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Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>National &amp; Non-Domestic Rates</b>					
The recording of information for non-domestic properties identifying the person or company rated, including details of the rateable value of the property		Electronic data including DIP to be retained subject to archiving in line with software restrictions		Common practice	List - Valuation Office Agency Rating
The activity of corresponding with rate payers in relation to all matters including valuations, charges, objections, appeals, rate relief & other rates related matters		Electronic data including DIP to be retained subject to archiving in line with software restrictions		Common practice	- Letters, direct debit instructions, application forms, financial statements etc.
The schedule of liability orders for recovery of non-payment and overpayments and any preceding judicial list or document relevant to the action'		Electronic copy to be retained in IDOX for 6 years + current year – more subject to continuing recovery action		Common practice	
<b>Benefits</b>					
Allocation and management of income related benefit by local authority		Electronic data including DIP to be retained subject to archiving in line with software suppliers recommendations		Common practice	- Notices, documents from outside agencies, applications, correspondence, personal details including income & capital



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Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
The registration of individuals income related benefits applications		Electronic data including DIP to be retained subject to archiving in line with software restrictions		Common practice	- Notices, documents from outside agencies, applications, correspondence, personal details including income & capital
<b>Fraud Investigations</b>					
Prosecution	The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Destroy 7 years from last action		Common Practice	- Prosecution/sanction files
<b>Health &amp; Safety</b>					
Health and Safety	Records of injuries, accidents and exposure to harmful substances such as asbestos	Kept indefinitely	Health & Safety at Work etc. Act 1974 and associated legislation made under the Act		- Accident records

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Health and Safety – equipment inspection records	To record equipment safety inspections	Kept indefinitely	Health & Safety at Work etc. Act 1974 and associated legislation made under the Act		- Inspection of grass cutting equipment
Health and Safety risk assessments	To record the risk assessment of activities	Kept indefinitely	Health & Safety at Work etc. Act 1974 and associated legislation made under the Act		- Risk assessment of grass cutting machinery
Health and Safety monitoring checks	To record checks made of equipment	Kept indefinitely	Health & Safety at Work etc. Act 1974 and associated legislation made under the Act		- Fridge temperatures, legionella checks, swimming pool checks

## Property Services

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Including the following functions:</b>					
<b>Corporate Asset Management</b>					
	Reports to management on overall property of the local authority	Permanent Offer to Archivist Transfer to place of deposit after administrative use is concluded		Common Practice	<ul style="list-style-type: none"> <li>- Consolidated property and buildings annual reports</li> <li>- Summary of leased property</li> <li>- Summary of local authority's owned property</li> <li>- Site register of leases</li> </ul>
<b>Asset Monitoring &amp; Maintenance</b>					
	Management systems that allow the monitoring and management of assets in summary form	Destroy 7 years after the conclusion of the financial transaction that the record supports		Common Practice	<ul style="list-style-type: none"> <li>- Subsidiary asset registers</li> </ul>



TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
	Process of reporting and reviewing assets status	Destroy 2 years after administrative use is concluded	Any reports and decisions will be published and retained for 6 years with background material being available for 4 years, with the Service holding information for 3 years only	Common Practice	<ul style="list-style-type: none"> <li>- Routine returns and reports on asset status</li> <li>- Inventories</li> <li>- Stocktaking</li> <li>- Surveys of usage</li> <li>- Acquisition and disposal reports and proposals</li> </ul>
<b>Asset Acquisition &amp; Disposal</b>					
	Management of the acquisition (by financial lease or purchase) and disposal (by sale or write off) process for assets	If under £50,000 Destroy 6 years If over £50,000 Destroy 12 years After all obligations/entitlements are concluded	Statutory		<ul style="list-style-type: none"> <li>- Legal documents relating to the purchase/sale</li> <li>- Particulars of sale documents</li> <li>- Board of survey</li> <li>- Leases</li> <li>- Applications for leases, licences and rental revision</li> <li>- Tender documents</li> <li>- Conditions and contracts</li> <li>- Certificates of approval</li> </ul>

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Asset Leasing &amp; Occupancy</b>					
	The process of managing leased property	Destroy 15 years after the expiry of the lease		Common Practice	<ul style="list-style-type: none"> <li>- Lease agreements</li> <li>- Valuation queries</li> <li>- Applications for leases, licences and rental revision</li> </ul>
	The process of managing the occupancy of the property	Destroy 7 years after the conclusion of the transaction that the record supports		Common Practice	<ul style="list-style-type: none"> <li>- Rent reviews, requests for works etc.</li> </ul>

## People, Performance & Projects

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Including the following functions:</b>					
<b>Personal Administration</b>					
PPP	<p>Summary Management Systems that allow the monitoring and management of employees in summary form</p> <p>Note: The summary information that this record class attempts to capture is:-</p> <ul style="list-style-type: none"> <li>Name</li> <li>DOB</li> <li>Date of Appointment</li> <li>Work History Details</li> <li>Position/designation</li> <li>Titles &amp; dates held</li> </ul>	Destroy after 6 years	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Employment Register</li> <li>- Permanent Staff Employment Register</li> <li>- Temporary Staff Employment Register</li> <li>- Casual Staff Registers of personnel files</li> <li>- Personal History cards</li> <li>- Salary master record</li> </ul> <p>Source documents must be retained under the rules of court of tribunal procedure</p>

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
PPP Financial Services	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements Records containing superannuation information	Destroy 6 years from termination date	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Medical clearance</li> <li>- Letter of appointment</li> <li>- Letter of acceptance</li> <li>- Details of assigned duties</li> <li>- Probation reports</li> <li>- Medical examinations</li> <li>- Personal particulars</li> <li>- Educational qualifications</li> <li>- Declarations of pecuniary interests</li> <li>- Secrecy undertakings</li> <li>- Employment contracts</li> </ul> <p>Source documents must be retained under the rules of court of tribunal procedure</p>

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
PPP	Records relating to staff working with children	Destroy 6 years from termination date	Section 5 Limitation Act 1980 and current Data Protection Legislation		Source documents must be retained under the rules of court of tribunal procedure
All Departments	All other records	Destroy 6 years from termination date  A job description will be always be reviewed If there is a significant change this will then be put forward for Job Evaluation	Section 5 Limitation Act 1980 and current Data Protection Legislation		- Job Descriptions Source documents must be retained under the rules of court of tribunal procedure
<b>Employee &amp; Industrial Relations</b>					
PPP	Identification and development of significant directions concerning industrial matters  Claims Lodged	Retain until superseded  Destroy after issue resolved	Section 5 Limitation Act 1980 and current Data Protection Legislation		- Generic agreements and awards - Negotiations - Disputes - Claims lodged Source documents must be retained under the rules of court of tribunal procedure
All Departments Lead by PPP	Liaison processes of minor and routine industrial matters	Destroy 2 years after administrative use is concluded	Section 5 Limitation Act 1980 and current Data Protection Legislation		- Daily industrial relations management Source documents must be retained under the rules of court of tribunal procedure

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
All Departments Lead by PPP	Processing of disciplinary and grievances investigations where proved	<u>Oral warning</u> - 6 months <u>Written Warning</u> - 1 year <u>Final Warning</u> - 1 Year The above warnings to be removed and destroyed after the relevant time have 'spent' Warnings involving Children- Placed on personal file permanently	Section 5 Limitation Act 1980 and current Data Protection Legislation		- Disciplinary Source documents must be retained under the rules of court of tribunal procedure
All Departments Lead by PPP	Processing of disciplinary and grievances investigations were unfounded	Destroy immediately after the grievance has been unfounded; or after appeal	Section 5 Limitation Act 1980 and current Data Protection Legislation		- Disciplinary Source documents must be retained under the rules of court of tribunal procedure
<b>Equal Employment Opportunities</b>					
All Departments Lead by PPP	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 Destroy 6 months after recruitment finalised	Section 5 Limitation Act 1980 and current Data Protection Legislation		- Interview assessment form Source documents must be retained under the rules of court of tribunal procedure

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Occupational Health</b>					
PPP	The process of checking and ensuring the health of staff	Destroy 6 years from termination date	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Health questionnaire</li> <li>- Medical clearance</li> </ul>
<b>Recruitment</b>					
All Departments Lead by PPP	The Selection of an individual for an established position	Destroy 6 months after recruitment finalised	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Advertisements</li> <li>- Applications</li> <li>- Referee reports</li> <li>- Interview reports</li> <li>- Unsuccessful applicants</li> </ul> <p>Source documents must be retained under the rules of court of tribunal procedure</p>
<b>Staff Monitoring</b>					
All Departments	Performance	Destroy 6 years after action termination (formal warnings given under the Capability Procedure will be removed and destroyed after 2 years satisfactory performance)	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Probation Reports</li> <li>- Personal Action Plans</li> </ul> <p>Source documents must be retained under the rules of court of tribunal procedure</p>

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
All Departments	Process of monitoring staff leave and attendance	Destroy 6 years from termination date	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Sick leave</li> <li>- Jury service</li> <li>- Study leave</li> <li>- Special and personal leave</li> <li>- Attendance books</li> <li>- Flexitime sheets</li> <li>- Leave applications</li> <li>- Clock on/off cards</li> <li>- Annual leave</li> </ul> <p>Source documents must be retained under the rules of court of tribunal procedure</p>
<b>Termination</b>					
All Departments lead by PPP	<p>The process of termination of staff through voluntary redundancy, dismissal and retirement</p> <p>This will relate to Ill Health Retirement Not all payments are final and could potentially be reviewed depending on which tier the individual retires on</p>	Destroy 6 years after termination date	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Resignation</li> <li>- Redundancy (section 188)</li> <li>- Dismissal</li> <li>- Death</li> <li>- Retirement</li> </ul> <p>Source documents must be retained under the rules of court of tribunal procedure</p>



TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Training</b>					
All Departments	Routine Staff training processes, not occupational health and safety or children related	Destroy 6 years termination date	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Course individual staff assessment</li> <li>- MDPP's</li> </ul>
All Departments	Training (Concerning children)	Destroy 35 years after training completed, or last entry	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Course individual staff assessment</li> <li>- Training register</li> </ul> <p><b>Source documents must be retained under the rules of court of tribunal procedure</b></p>
All Departments	Training (occupational health and safety training)	Destroy 50 years after training completed  Individual course Assessment records should be destroyed once the training has been renewed every 3 years	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- OH &amp; S training register</li> </ul> <p><b>Source documents must be retained under the rules of court of tribunal procedure</b></p>
All Departments lead by PPP	Training (materials)	Destroy after course is superseded	Section 5 Limitation Act 1980 and current Data Protection Legislation		<p><b>Source documents must be retained under the rules of court of tribunal procedure</b></p>

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
All Departments lead by PPP	Training (proof of completion)	Destroy 6 years from termination date	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Certificates Awards</li> <li>- Exam results</li> </ul>
<b>Appointment of Statutory Officers</b>					
Corporate	The appointment of an individual for a position of a Statutory Officer	Reports to Council are retained for 6 years, with background papers being available for 4 years	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Appointment files</li> <li>- Monitoring Officer</li> <li>- Section 151 Officer</li> <li>- Chief Executive(Head of Paid Service)</li> </ul>
Corporate	The process of selection of an individual for an statutory position (Head of Paid Service)	Destroy 2 years after date of appointment	Section 5 Limitation Act 1980 and current Data Protection Legislation		<ul style="list-style-type: none"> <li>- Vacancies &amp; applications records</li> <li>- Interview notes</li> <li>- Prospective staff records</li> <li>- Registers of applicants</li> <li>- Unsuccessful</li> <li>- Applicants records</li> </ul>

# Operational Services

## Housing

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Private Sector Housing</b>					
Home Improvement Loans	The process of the application for and allocation of loans	Destroy once repaid and land charge removed. Basic file kept for minimum 6 years after certified date. Database retained in archive	Regulatory Reform (Housing Assistance) (England and Wales) order 2002		- All loan paperwork
Disabled Facilities Grants (DFGs)	The process of the application for and allocation of grants	Without Land Charge destroy 6 years after certified date. - With Land Charge destroy once charge removed only if after 6 years from certified date or after 10 years from certified date if not repaid. Hard or scanned paperwork. Except cases with attached DFA see below	The Grants, Construction and Regeneration Act 1996		- All paperwork relating to DFG applications

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Disabled Facilities Assistance (DFAs)	The process of the application for and allocation of loans in conjunction with DFGs	To be kept with appropriate DFG file - to destroy when repaid if after 6 year retention period. Partner DFG must be kept as long as loan is live	The Grants, Construction and Regeneration Act 1996		- All paperwork relating to DFA applications
Notices	Formal enforcement in accordance with primary & secondary legislation	Original and scan destroyed after 7 years from case closed. Uniform module records retained for 10 years once closed	Legislation enforced as per officers' authorisations		- Notices served on properties and premises
Prosecutions	To record prosecutions	Hard copy retained while live and then scanned onto IDOX - destroyed after 10 years of closure	Legislation enforced as per officers' authorisations		- Prosecutions in line with legal service

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<i>House in Multiple Occupation (HMO) public register</i>	Record of licensed HMOs	Permanent updated live hard copy available for public view	Housing Act 2004 Part 7 Section 232 (1a)		
HMO licensing	Licensing of HMO's	Hard copy to be scanned and retained for duration of licence. Uniform records as per residential premises and service requests above	Housing Act 2004 Part 2		- Paperwork
Residential Premises details	Details of all premises (non-commercial) in our district	Stored on Uniform Module as permanent changing live record			- premises details
<b>Housing Provision</b>					
'Right to Buy'	The process of the application for the sales of council properties	Destroy 12 years after sale of house		Common practice	- Sales documents, agreement concerning sales
Unsuccessful applications for council housing and Housing Options' assistance	The process of the allocation and management of welfare housing and associated issues of homelessness	Destroy 1 year after closure		Common Practice	Council housing application forms and supporting material and Housing Options' notes Applications for transfer of tenancy and supporting papers
Process of allocation, nomination and managing the tenancy of an individual tenant in social housing	The process of the allocation and management of social housing and associated issues of homelessness	Destroy 1 years after termination of tenancy		Common Practice	Correspondence, tenancy files, council housing application, forms and supporting material Mutual Exchanges

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Process of offering financial help through Housing Options and Homeless applications	The process of the allocation and management of social housing and associated issues of homelessness	Destroy 6 years after the end of the financial year	Housing Act 1996 (as amended)		Application of transfer, application of emergency housing from another agency, deposit guarantees, DHP's and formal Homeless decisions
Gas certificates	To be compliant with statutory requirement and national good practice	2 years and current	Regulation 36, of Gas Safety (installation and use) Regulations 1998	Statutory	Gas certificates need to be undertaken yearly of all Council owned properties
Electrical certificates	To be compliant with British standard and good practice	Current year certificate and Part P certificates are kept permanently	BS7671 2008 Amendment 3, 2015 (17th edition)		Electrical safety certificates need to be undertaken 10 years (or on change of tenancy) of all Council owned properties
Contract, tender and quotation documentation	For the purpose of repair and maintenance of Council owned housing stock	Signed contracts to be held for the length of their contractual time plus 6 years after. Contracts under seal - to be retained for the duration of that contract plus 12 years	Limitation Act 1980	Statutory	All documentation for the purposes of letting a contract or entering into an agreement for the provision of services. In line with the Corporate retention actions
Rent Payments		Destroy 7 years after the end of the financial year in which it was created	Housing Act 1996 (as amended)		- Rent books, correspondence concerning payments, requests for payments
Pumping Stations	Maintenance	Asset records indefinitely Maintenance records destroy after 7 years		-	- Spreadsheets/photos - Orders/invoices

<b>Tenancy Management</b>					
<b>Function Description</b>	<b>Purpose / Use</b>	<b>Retention Action</b>	<b>Statutory</b>	<b>Non-Statutory</b>	<b>Example of Records / Format</b>
Anti-Social Behaviour/Nuisance complaints		Retained for 6 years from the resolution of the complaint		Common practice	<ul style="list-style-type: none"> <li>- Nuisance forms and witness diaries</li> <li>- Correspondence</li> </ul>
Garage Rental Agreements		Retain for 1 year after the agreement expiry date		Common practice	<ul style="list-style-type: none"> <li>- Signed garage agreements</li> </ul>
DVLA checks	To establish vehicle ownership details	Maintain record in hard copy or scanned form retain for 3 years	Statutory as directed by DVLA		<ul style="list-style-type: none"> <li>- Written statement and print out</li> </ul>
<b>Environmental Health</b>					
<b>Including the following functions:</b>					
Notices served on owners, occupiers and businesses under various legislation	Formal enforcement in accordance with primary and secondary legislation	Original scanned and stored on IDOX system indefinitely Hard copy only retained until notice is complied with	The power to serve the notice is in the legislation highlighted in the officers' authorisations		Abatement Notice Improvement notice Prohibition notice Notice of entry Warrant
Application for permits	To record applications and associated correspondence	Recorded and stored indefinitely on Uniform/IDOX system Where made hard copies of notes are scanned on closing the case	Environmental Protection Act Local Government (Miscellaneous Provisions) Act 1976 for special treatments, Animal Welfare legislation		<ul style="list-style-type: none"> <li>- Names/addresses of complainants and alleged offenders and details of visits and work undertaken in respect of that case</li> </ul>

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Prosecution files and paperwork	To record prosecutions	Permanent/ Hard copy retained whilst case is "live" then scanned and held on IDOX system	The legislation enforced is highlighted in the officers authorisations		<ul style="list-style-type: none"> <li>- Prosecution of food premises or for failure to comply with abatement notice Failure to pay fixed penalty notices</li> <li>- Contaminated land inspections</li> <li>- Pollution / Waste related accumulations or filthy and verminous premises inspections</li> </ul>
Premises inspection notes	To record and administer premises inspections	Notes held on Uniform / IDOX system Paper records scanned and destroyed after the case file is closed	The legislation enforced is highlighted in the officers authorisations		<ul style="list-style-type: none"> <li>- Food and Health &amp; Safety premises inspections</li> </ul>
Accident and food poisoning investigations	To administer and record investigations	Notes held on Uniform / IDOX system Paper records scanned and destroyed after the case file is closed	Food Safety Act 1990 and associated legislation made under the Act		



## Building and Engineering

Facilities					
Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Office Accommodation Property Data		Destroy after 7 years		Common practice	Maintenance sheets, electrical inspection sheets etc.
Engineering					
Engineering Services Operations	Operational activities	Destroy after 7 years		Common practice	Quotes / Job Tickets
Street Scene					
Campaigns activity	To record and plan campaigns	Hard copies destroyed after 1 year from creation or until campaign end, as appropriate (see procurement)			- Tidy Tending and "Feel Good About Recycling"
Fixed penalty notices and associated paperwork	To record and administer the issue and payment of fixed penalty notices	Permanent/ Electronic record made on Uniform system Paperwork scanned and held on IDOX system	The legislation enforced is highlighted in the officers authorisations		- Dog fouling / litter fixed penalty notices

TDC Information Retention Schedule

<b>Coastal Protection</b>					
<b>Including the following functions:</b>					
<b>Function Description</b>	<b>Purpose / Use</b>	<b>Retention Action</b>	<b>Statutory</b>	<b>Non-Statutory</b>	<b>Example of Records / Format</b>
Capital Coast Protection Projects	Scheme Documents	Ordinary Contracts 6 years after terms of contract expired Technical records to be retained			- Contract Documents, Technical Reports/ Drawings
Coastal	General correspondence	Destroy after 3 years			- Letters
Street Naming & Numbering	Property addresses/ new developments/ address changes	Destroy after 10 years	The Towns Improvement Clauses Act 1847 and The Local Government Act 1985		- Correspondence Plans/ reports/ Numbering Notices
Private Street Lighting	Maintenance	Destroy after 3 years Asset records indefinitely			- Correspondence/ orders/ invoices

## Sport & Leisure

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Training including children	Includes compliance with Royal Life Saving Society (RLSS) Guidelines for Leisure Attendants	Destroy 35 years after training completed or last entry		Common Practice and in line with RLSS Guidelines	Training Register showing courses attended (Inc. relevant Continuing Professional Development (CPD))
Process involving documenting Leisure Centre customer records including "Join up at Home" software		Permanent and retained on specific ICT database and file server		Common practice	All membership details and supporting information including membership agreements are scanned and retained
Process involving entering of Princes Theatre customer records		Permanent - although data continually amended and revised in response to notification of change of personal details given  Retained on I Cloud database		Common practice	Customer names and addresses for mail outs whether manually or electronically
Process involving event organisation (including Air Show)		Destroy after 3 years		Common practice and for reference	Recording event applications, organisers and traders personal information, supporting documentations and plans

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Seafronts</b>					
Seafront Events	All events held on beaches (seafronts)	Destroy after 3 years		Common practice and for reference	Recording event applications, organisers and traders personal information, supporting documentations and plans
Seafronts Beach Patrol and Seafront rangers	Seafront incidents	Destroy report sheets and diaries after 10 years in case of claims at later dates		Non Statutory	All seafront incidents are recorded by each beach patrol / seafront rangers (First Aid reporting sheets and diaries with daily records)
Beach Huts	Hire/private ownership (ground rent)	Contact details of current hirer and immediate pre-hirer details kept only		Non Statutory	All contact details of current hirers but also the pre-owners (as these are included on transfer documentation) and also those on waiting list

## Customer & Commercial

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
The process of the assessment, equipment allocation and management of Careline Service Users by the local authority and associated issues	On-going needs assessments	Destroy 2 years after cancellation of the service		Common Practice in line with Telecare Services Association	<ul style="list-style-type: none"> <li>- Contract</li> <li>- Serious incident reports</li> <li>- Calls history</li>   <li>- Personal details</li> </ul>
The process of recording and downloading CCTV footage	For the benefits of crime prevention and detections by the local authority to provide evidence for judicial decisions	Automatically overwritten after 30 days. Footage retained for other purposes will be either destroyed on completion of the investigation or provided to law enforcement agencies. This then ceases to be the local authorities' property and therefore deleted	Regulations of Investigatory Powers Act 2000 and The national framework for the use of public space CCTV systems		<ul style="list-style-type: none"> <li>- CCTV footage</li> </ul>

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
The process of documenting entering of the Control Centre		7 years/Permanent	The archiving of information in general is 7 years although in cases containing information relating to a murder then it should be kept indefinitely in line with statutory legal requirements		<ul style="list-style-type: none"> <li>- Control Centre Visitors Book</li> <li>- Creation Log Book</li> <li>- Proforma</li> </ul>
The process identifying CCTV footage passed to the Police or other agencies		7 years/Permanent	Details for footage taken by the police for identification purposes will fall under Data Protection guidelines although in cases containing information relating to a murder then it should be kept indefinitely in line with statutory legal requirements		

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
The process of identifying CCTV request outcomes		7 years/Permanent	All CCTV footage seized by the police, whether for id purposes or for the investigation of a crime, fall within the current DPA Legislation or in the case of a murder should be kept permanently In relation to a serious crime. Where a long sentence is given then the footage should be kept where it is likely that an appeal against the sentence is forthcoming		<ul style="list-style-type: none"> <li>- Proforma</li> <li>- Non executed log</li> </ul>
The process of identifying camera functionality		Permanent	The national framework for the use of public space CCTV systems		<ul style="list-style-type: none"> <li>- Camera Log Book</li> </ul>

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Provision and support of individuals using public transport by providing codes on behalf of rail provider for Senior Rail Passes	Subsidised travel for older people	Destroy 2 years after conclusion of transaction (previous and current year)		Common practice	A record of names and addresses to whom travel codes have been provided
<b>Courier</b>					
Corporate	Recording of Signed For Mail	Destroy after 2 years		Common Practice	- Sheets giving details of tracking number and name of recipients
Corporate	Recording of Incoming Signed For Mail	Destroy after 2 years		Common Practice	- Book showing item received and signature of recipient
<b>Licensing</b>					
Licensing	All HC/PH Driver	Records stored on Uniform/IDOX. 6 years live files (except for medical information to be retained for 2 renewal periods and DVLA driver consent forms for 7 years)	Local Government (Miscellaneous Provisions) Act 1976		Hackney Carriage and Private Hire - Application and renewal of licence records and complaints



TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Licensing	All HC Vehicle	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years after the current renewal	Local Government (Miscellaneous Provisions) Act 1976		Hackney Carriage (HC) - Application and renewal of licence records and complaints
Licensing	All PH Vehicle	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years after the current renewal	Local Government (Miscellaneous Provisions) Act 1976		Private Hire (PH) - Application and renewal of licence records and complaints
Licensing	All PH Operator	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years after the current renewal	Local Government (Miscellaneous Provisions) Act 1976		Private Hire - Application and renewal of licence records and complaints

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Licensing	Premises Licence and Club Premise Licence	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed A hard copy of the plans to be kept whilst the premises is live + 6 years	Licensing Act 2003		All records relating to Premises Licence and Club Premise Licence
Licensing	Personal Licences	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived (all live records for 10 years and 2 years "dead" records	Licensing Act 2003		Personal Licences - Application and Variation Records, and complaints

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Licensing	Temporary Event Notices	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived (1 calendar year for live records and 5 years "dead" records	Licensing Act 2003		Temporary Event Notices
Licensing	Gambling Premises	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed A hard copy of the plans to be kept whilst the premises is live + 6 years for "dead" records	Gambling Act 2005		All records relating to Gambling Premises Licences
Licensing	Gaming Machine Permits and Gaming Permits	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed ten years after the current renewal and 2 years "dead" records	Gambling Act 2005		Gaming Machine Permits and Gaming Permits and automatic entitlement to 2 machines for alcohol licensed premises

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Licensing	Small Society Lotteries	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years (including current year)	Gambling Act 2005		Small Society Lotteries - application and financial return records
Licensing	Temporary Use Notices and Occasional Use Notices	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived (1 calendar year live records and 5 years "dead" records)	Gambling Act 2005		Temporary Use notices and Occasional Use Notices - Application records

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Licensing	Sex Establishment Licences	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed. Retained 10 years as live file records	Local Government (Miscellaneous Provisions) Act 1982		Application and renewals records and complaints - Sex Establishment Licences (Sex Shops/Sexual Entertainment Venues/Sex Cinemas
Licensing	Scrap Metal Dealers – Sites and Collectors	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years after the current renewal	Scrap Metal Dealers Act 2013		Applications, financial records, enforcement and inspection records
Licensing	Boats and Boatsman	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years after the current renewal	Public Health Amendments Act 1907 and Local Government (Miscellaneous Provision) Act 1976		Applications and renewals for boats and boatsman's licences

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Licensing	Street Trading	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years after the current renewal	Local Government (Miscellaneous) Provisions Act 1982		Applications and renewal records
Licensing	Street collection and house to house collections	Records stored on Uniform/IDOX Once scanned, paper records can be destroyed and records can be totally removed/archived six years after the current renewal	Police, Factories (Miscellaneous Provisions) Act 1916 and House to House Collections Act 1939 and Regulations 1947		Applications for street collection and house to house collection permits and licences and financial return records

## Public Realm

Bereavement					
Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Including the following functions:</b>					
Bereavement Services	Summary management systems that record the location of burials and identify of deceased individuals	Permanent Offer to Archivist Transfer to place of deposit after administrative use is concluded	Local Authorities' Cemeteries Order (LACO) Reg 1977		Register of interments  Cemetery register Cemetery plans
Bereavement Services	Confirmation of Lawful Register of death	Minimum 15 years but intention is to permanently keep	Cremation Regulations 2008		Certificate of Burial or Cremation / Coroners certificate. Transfer of burial rights. Application for Cremation, medical certificates plus authorisation of medical referee
Bereavement Services	The process of regulation of burials and cremations	Permanent		Non - Statutory	Notice of Interment / Instructions / Receipt of Release or Operators card  Memorial order forms plus Consent & Transfer including Renewals
	The process of regulation of burials and cremations	5 Years		Non - Statutory	Application for Memorials or Inscriptions
	The process of regulation of burials and cremations	1 Year		Non - Statutory	Preliminary application for Cremation

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Open Space</b>					
Open Space	The activity of providing municipal services in relation to infrastructure within the local authority	Destroy 7 years after last action		Non - Statutory	<ul style="list-style-type: none"> <li>- Street files</li> <li>- Street records</li> <li>- Requests for:</li> <li>- Hedge clipping</li> <li>- Tree planting</li> <li>- Roundabouts</li> </ul>
Open Space	The process of acquisition and disposal of vehicles through lease or purchase	Destroy 7 years after the last disposal of the vehicle		Non - Statutory	<ul style="list-style-type: none"> <li>- Leases</li> <li>- Contracts</li> <li>- Quotes</li> <li>- Approvals</li> <li>- Fleet authorisation</li> <li>- Numbers</li> </ul>
Open Space	The process of managing allocation and maintenance of vehicles	Destroy 7 years after the sale or disposal of the vehicle		Non - Statutory	<ul style="list-style-type: none"> <li>- Approvals as drivers</li> <li>- Allocations and authorisations for vehicles</li> <li>- Maintenance</li> </ul>
Open Space	The process of recording vehicle usage	Destroy 3 years after the sale or disposal of the vehicle		Non - Statutory	<ul style="list-style-type: none"> <li>- Vehicle usage reports</li> </ul>
Open Space	The process of recording drivers usage	Destroy 7 years after the closure		Non - Statutory	<ul style="list-style-type: none"> <li>- Vehicle log book</li> </ul>
Nature Conservation	To claim & receive Grant funding	Destroy after 10 years		Non - Statutory	Grant applications, agreements & conditions
Play Areas	To provide evidence of inspections & repairs re insurance claims	Destroy after 20 years		Non - Statutory	Computerised inspections & repairs carried out at TDC Play Areas



TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Roundabout Sponsorship	To review data on Sponsorship	Destroy after 5 years		Non - Statutory	Sponsorship agreements & costs computerised
<b>Parking</b>					
Parking Services	Maintenance & improvement schemes	Maintenance records destroy after 7 years Asset improvements indefinitely			- Plans/photos/ spreadsheets
Parking Services	PCN information	5 years – after which time for report purposes retain PCN contravention and payment data but all references to vehicle and owner to be removed		Non Statutory	- Electronic Data held for processing of Penalty Charge Notices (PCN)
Parking Services	Permit Applications	Destroy after 1 year		Non Statutory	- Paper and Electronic information relating to applying for a permit
Memorial Benches	Applications	Destroy after 10 years unless renewed or relates to permanent applications		Non Statutory	10 year licence given to applicants
Highways Local Services	Maintenance Ranger Service	Destroy after 7 years Asset records indefinitely			- Orders/ invoices/ correspondence/ photos/spreadsheets

# Planning & Regeneration

## Planning Policy

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Record Format Legislation etc.
Production of Planning Policy Documents	<ul style="list-style-type: none"> <li>- Local Plan</li> <li>- Supplementary Planning Guidance</li> </ul>	Permanent	Town & Country Planning Act 1990		Electronic and hardcopy
Consultation to gain approval for Planning Policy documents	<ul style="list-style-type: none"> <li>- Consultations documents and replies</li> <li>- Enquiries &amp; Objections Examinations in Public</li> </ul>	5 Years After Adoption of Plan	Town & Country Planning Act 1990		Electronic and hardcopy
The process of controlling development of areas through applications for planning permission (The Planning Application process is currently under review. Part of this process will address how we deal with letters of objection/support and past applications – retention guidelines will be updated once this process is complete)	<ul style="list-style-type: none"> <li>- Planning Application files and plans</li> <li>- Correspondence relating to any objections</li> <li>- Hearing papers</li> <li>- Planning Application Register</li> <li>- Appeals</li> <li>- Associated documents</li> </ul>	Permanent	Town & Country Planning Act 1990		<ul style="list-style-type: none"> <li>- Electronic format and fiche</li> <li>- Hard copy disposed of after decision &amp; scanning</li> </ul>

## TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Record Format Legislation etc.
Pre-Application Enquiries	- Pre-application discussions and documents	Permanent		Common Practice	- Electronic Hard copy disposed of after decision
The process of Planning Enforcement	- Enforcement Notices	Permanent Hardcopy document destroyed after 3 years	Town & Country Planning Act 1990		- Electronic format

## Building Control

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Record Format Legislation etc.
The process of issuing Building Regulation decisions	- Building Files, specifications, plans, correspondence, applications, decision notices and certificates	Permanent	Building Act 1984 & Building Regulations 2000		- Electronic
The process of inspecting building work for the purpose of compliance with Building Regulations	- Completion Certificates - Building Inspection Records - Diaries	Permanent	Building Act 1984 & Building Regulations 2000		- Electronic and hardcopy
The maintenance of the Competent Persons Register	- Competent Persons Register	Permanent	Building Act 1984 & Building Regulations 2000		- Electronic
The process of enforcing Building Regulations	- Contravention Notices	Permanent	Building Act 1984 & Building Regulations 2000		- Electronic

## Support & Development

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Record Format Legislation etc.
National Target Data	- PS and PS2 Return	Destroy after 5 years		Common Practice	- Electronic
Approved Procedures, Policies and Guidance Manuals	- Approved Guidance Manuals - Approved Policies - Approved Procedure Notes	Destroy when replaced with updated version		Common Practice	- Electronic

## Land Charges

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Record Format Legislation etc.
The process of producing an Official Local Authority Search result	- In response to official request for information - Maintenance of Statutory Register	Permanent	Land Charges Act 1975		- Permanent land charges search records both electronic and hard copy
The retention of Local Authority search results and information provided by other departments and external organisations	- Verification purposes for insurance requirements - Answering of enquiries and queries	Destroy after 6 Years	Land Charges Act 1975		- Part hard copy, part electronic format

TDC Information Retention Schedule

Function Description	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Record Format Legislation etc.
Guidance Manuals, Policies and Procedure Notes	- Policies and Procedures relating to the registering of information and the subsequent production of an Official Local Authority Search	Permanent		Common Practice	- Approved procedure notes
Monthly return of search statistics	- To report and monitor numbers and income within Land Charges section to comply with fee setting regulations	Destroy after 6 years		Common Practice	- Information held electronically and hard copy
Agreements made with suppliers	- To enable obligations to be laid down and ensure statutory return times are met	Records held for the duration of the validity of the agreement		Common Practice	- Service Level Agreement with Essex County Council – hard copy kept

## Regeneration

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Inward Investment &amp; Growth</b>					
<b>Including the following functions:</b> Inward Investment, Enterprise & Business Support, Skills Development, Community Projects, Town Centres and the work of the Jaywick Neighbourhood Team Tending Regeneration Limited					
Meeting agendas (including reports) and minutes	To record meetings	Retain for 1 year			- Minutes, reports and agendas
Procurement	To record the procurement and decision making processes leading to the award of contract	Electronic and Hard Copy documents (of successful and unsuccessful contractors) stored in accordance with established guidelines			- Pre-qualification questionnaires and invitations to tender documents, contractor tenders, tender evaluation & interview assessment documents, portfolio holder concurrence, award of contract, and outcome notification letters

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Third Party Grant & Loan Funding	To record details of applications for third party funding and to record details of Funding Agreements entered into by the Council	Records of applications and associated funding agreements to be kept for six years following the close of projects for which funding has been awarded		Non-Statutory	<p>Third party applications and approvals for bids such as: Coastal Communities Fund, Growing Places Fund, Local Growth Fund, European Social Fund, European Regional Development Fund, and other such funding that is from time-to-time made available</p> <p>To record:            Applications for funding made to third party organisations;            Authority to enter into a funding agreements and to commit resources;            Funding agreements;            The commencement and termination dates of third party agreements;            All records to be audit compliant</p>
Funding Agreements	To record details of Funding Agreements entered into by the Council	Retain for 6 years		Non-Statutory	<ul style="list-style-type: none"> <li>- Authority to enter into agreements</li> <li>- Funding Agreements</li> </ul>

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Big Society Funding	To record applications seeking funding via the Council's Big Society Fund	Retain for 2 years from the close of projects for which funding has been awarded		Non-Statutory	<p>Details of the Scheme as approved by Cabinet</p> <p>Details of applications received and submitted to the Member Panel for determination</p> <p>Details of the Panel's decision and authority to commit funding</p> <p>Details of funding agreements between the Council and the grant recipient</p>
Small Grants Scheme	To record applications seeking grants via the Council's Scheme to support small businesses	Retain for 2 years from the close of projects for which funding has been awarded		Non-Statutory	<p>Applications received evaluation records and decision notices</p> <p>Details of authority to commit funding and enter into a funding agreement</p>
Small and medium-sized enterprises (SME) Growth Fund	To record applications seeking funding via the Council's SME Growth Fund	Retain for 2 years from the close of projects for which funding has been awarded		Non-Statutory	<p>Details of the Scheme as approved by Cabinet</p> <p>Details of applications received and submitted to the Grants Panel for determination</p> <p>Details of the Panel's decision</p> <p>Details of authority to commit funding and enter into a funding agreement</p> <p>Details of funding agreements between the Council and the grant recipient</p>



TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
Pop-up Shops	To record applications seeking access to the Council's Pop-up Shop Scheme (operated on a periodic basis)	Retain for 2 years		Non-Statutory	- Applications received, evaluation and assessment records and formal notification
Asset Files	To record details of client occupancy of land and premises	Recorded and stored indefinitely or client terminates lease  If under £50,000 Destroy 6 years If over £50,000 Destroy 12 years After all obligations/ entitlements are concluded			- Licence Agreements
Business Support Requests	To record a detail of support required	Recorded and retained for 5 years			- Commercial Property Enquiry
Client and Company Databases	To record local company information	Recorded and stored for 5 years or until request for removal			- Online business directory

TDC Information Retention Schedule

Service Area	Purpose / Use	Retention Action	Statutory	Non-Statutory	Example of Records / Format
<b>Jaywick Neighbourhood Team</b>					
Generic administrative issues (i.e., Health and Safety, complaints, etc. ) recorded as above	As Above	As Above	As Above	As Above	- As Above
<b>Tendring Regeneration Limited – dissolved on 8<sup>th</sup> September 2015</b>					
Meeting agendas (including reports) and minutes	To record meetings	Retain for 3 years	Her Majesty's Revenue and Customs (HRMC)		- Minutes, reports and Agendas
Annual returns to Companies House	Records of annual submissions	Retain for 3 years	HRMC		- Copy of Annual Return submitted via Companies House website portal
Directors and Officers Insurance	Records of annual policies	Retain for 6 years	HMRC		- Copy of Insurance Policy
Annual Accounts	Records of Annual Financial Statement(s)	Retain for 6 years	HMRC		- Annual Accounts

# Leadership Support and Community

<b>Community Safety</b>				
<b>Purpose / Use</b>	<b>Retention Action</b>	<b>Statutory</b>	<b>Non-Statutory</b>	<b>Example of Records / Format</b>
Community Safety Initiatives	Reviewable Destroy records as they become obsolete or are no longer required		Common Practice	<ul style="list-style-type: none"> <li>- Action Plans</li> <li>- Audit of Crime documentation</li> <li>- Handbooks</li> </ul>
<b>Members</b>				
<b>Purpose / Use</b>	<b>Retention Action</b>	<b>Statutory</b>	<b>Non-Statutory</b>	<b>Example of Records / Format</b>
Individual District Councillor information which cannot be linked and stored with other records relating to a specific process	Retain in accordance with term as a District Councillor			<ul style="list-style-type: none"> <li>- Members Allowances</li> <li>- Members Mileage</li> <li>- General Files</li> </ul>
<b>Honours and Submissions</b>				
<b>Purpose / Use</b>	<b>Retention Action</b>	<b>Statutory</b>	<b>Statutory</b>	<b>Example of Records / Format</b>
The process of preparing of submission	Destroy 5 years after last action		Common Practice	<ul style="list-style-type: none"> <li>- Covering documentation</li> <li>- Letters of Support</li> <li>- Referral for comment from Lord Lieutenant</li> </ul>