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**Coventry City Council**

**Retention & Disposal Schedule**

**Status/Version: 2.0**

**Information Classification: Official**

**Effective: October 2017**

**Introduction**

Coventry City Council is required by the Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000 to have and to implement a records retention and disposal schedule.

Data Protection, Freedom of Information and the Local Government acts and other laws the Council works to. The following standards also take account of specialist guidance (issued by bodies such as the Information Commissioner's Office) and professional codes of practice.

These standards have been adopted by the Council to meet local needs while providing a consistent approach to record keeping. For detailed guidance on use of the standards, definitions, and related issues, staff should refer to the relevant Appendices.

To ensure legislative compliance:

· Records MUST be destroyed in accordance with the standards; and

· Backup copies stored on alternative media (server/microfilm/paper) should be destroyed.

This retention and disposal schedule applies to all documents defined as records - ‘Information created, received and maintained as evidence and information by an organisation or individual, in pursuance of legal obligations or in the transaction of business' i.e. evidence of CCC's business activities, Decisions made, actions taken, transactions, and agreements made.

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

**Legal Requirements**

Each entry in the retention and disposal schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, CCC Directorates have been consulted to determine the retention requirements that best suit each business activity.

Some overarching legislation requires that records be kept for a certain amount of time and applies to all Directorates and sections of the Council. These include:

The Data Protection Act 2018

**Principle (e) Storage limitation** emphasises the need for organisations not to keep data longer than there is a need.

Article 5(1)(e) of the GDPR states personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Even if you collect and use it lawfully, you cannot keep it for longer than you actually need it.

The Freedom of Information Act 2000

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

The Local Government Act 2000

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

**The Independent Inquiry into Child Sexual Abuse**

On Thursday 12 March 2015 the Home Secretary established a statutory inquiry under the 2005 Inquiries Act with the aim of conducting an overarching national review of the extent to which institutions in England and Wales have discharged their duty of care to protect children against sexual abuse.

The Inquiry is independent of government. It is supported by a Panel, Victims and Survivors Consultative Panel, and other expert advisers.

The Inquiry will cover England and Wales. A wide range of public institutions will be investigated including local authorities, the police, the armed forces, schools, hospitals, children's homes, churches, and charities.

On 2nd July 2015 Justice Goddard wrote to John Henderson, as well as every Chief Executive of a Local Authority in England and Wales, requesting that the organisation:

*'Retain any and all documents; correspondence; notes; emails and all other information - however held - which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word “children " relates to any person under the age of 18.'*

**The Head of Information Governance has been directed by the Chief Executive to lead on the Authority's response to the Goddard Inquiry.**

We must not destroy, and must make available for inspection, all reports, reviews, briefings, minutes, notes and correspondence in relation to –

* Allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation
* Allegations (substantiated or not) of individuals having engaged in sexual activity with, or having sexual interest in, children
* Institutional failures to protect children from sexual abuse or exploitation
* Statutory responsibilities for the care of children in public or private care
* The development of policy on child protection
* The development of legislation on child protection
* The determination of the award or honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.

**All these document types - in whatever format - must be "retained pending further requests from the Inquiry"**

Although Coventry City Council records retention schedules are very clear on the destruction dates of files, the instructions received by the Inquiry constitute a legal hold as defined by section 12.3 of the code of practice issued under Section 46 of the Freedom of Information Act. As such all records that fall within the above categories are retained, and not destroyed, until we are directed otherwise.

For any advice on clarification on whether records can be destroyed or are covered by the Inquiry retention hold, consult the Information Governance Unit at [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

**Review**

IGT, in consultation with the Records Manager, will review the standards annually, or more frequently if required – for example due to changes in legislation or working practices. It is the responsibility of business areas to ensure they have identified legislative or best practice requirements for the retention of their business records.

Any omissions or errors regarding retention periods or records which are identified should be reported to the Information Governance team immediately by emailing [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk).

**Approval of the Standards**

This Retention and Disposal Standard has been authorised by

Information Management Strategy Group (IMSG)

September 2017

**Quick Reference Guide; for full details and guidance please refer to the detailed Retention & Disposal section which contains disposal guides and the authority that determines the retention period of records.**

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| **Adult Social Care** | |
| Vulnerable Adult Protection and Support | 6 years after provision of serviced ends |
| Case Management | 6 years after provision of serviced ends |
| Mental Health Support | 20 years after end of treatment or provision of service or 8 years after death |
| Community Living and Disabilities Support | 6 years after provision of serviced ends |
| Accommodation Support | 6 years after provision of serviced ends |

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| **Children and Families** | |
| Adoptions Management | 100 years from date of adoption order |
| Case Management | Until 25th Birthday of service user |
| Looked after children | Until 75th Birthday of service user |
| Safeguarding | Until 25th Birthday of service user |
| Foster Carer Supervision and Support (Unsuccessful or withdrawn applicants) | 3 years from decision or withdrawal of application |
| Foster Carer Supervision and Support (Successful applicants) | 10 years from termination of approval |
| Children in need and Education Support | Until 25th Birthday of service user |
| SEN Assessment and Support | Until 31st Birthday of service user |
| Targeted Intervention and Support | Until 25th Birthday of service user |
| Youth Offender Supervision and Support | Until 25th Birthday of service user |
| Residential Homes Management and Administration | 15 years from date created |

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| **Democracy** | |
| Civic Offices Support | 6 years after date created |
| Decision Making | 6 years after date created |
| Electoral System Support | 1 years after date created |
| Member Support | 6 years after date created |

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| **Education** | |
| School Capacity Planning | 6 years after review, decision not to proceed or completion of implementation |
| Admissions and Transfers Processing | 6 years after end of academic year |
| Appeals Administration | 6 years after end of appeal process |
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| **Environmental** | |
| Advice Provision | 6 years after date created |
| Complaint Investigation and Enforcement | 6 years after resolution, end of enforcement action or sentence period |
| Historic Enforcement Protection and Improvement | Retain until CCC no longer responsible for function |
| Natural Environment Protection and Improvement | Retain until CCC no longer responsible for function |

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| **Health & Safety** | |
| Accident and incident reporting and investigation (Adults) | 3 years after investigation complete |
| Accident and incident reporting and investigation (Children) | 21 years after date of birth |
| Advice Provision | 6 years after date created |
| Hazardous Substances Management | 100 years after date created |
| Health Surveillance and exposure Monitoring (Identifiable individuals) | Until 75th birthday or 40 years after last medical assessment (50 years if exposed to ionising radiation) |
| Health Assessment | 6 years after last assessment |
| Pre-employment health screening | 1 year after date created |
| Risk Assessment | 6 years after assessment superseded |

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| **HR** | |
| Attendance and time recording | 2 years after date created |
| Employment contracts management | 6 years after end of CCC employment  25 years after end of CCC employment for staff working with children & vulnerable adults |
| Disciplinary and grievance Procedures Administration | 6 years after end of CCC employment |
| Disclosure and Barring Service Checking (DBS reports) | 6 months after receipt |
| Disclosure and Barring Service Checking (Records of checking) | 6 years after termination of relevant contract |
| Industrial Relations Management | 10 years after date created or end of agreement |
| Performance Monitoring | 6 years after date created |
| Recruitment and Termination Administration (unsuccessful candidates) | 1 year after recruitment decision |
| Recruitment and Termination Administration (successful candidates) | 6 years after end of CCC employment |
| Sickness Absence Management | 6 years after end of CCC employment |
| Leave Administration | 3 years after end of Financial year |
| Staff Training (individual training records) | 6 years after end of CCC employment |
| Training Provision (course administration) | 6 years after date created |
| Training Provision (Course Content) | 6 years after superseded or course no longer provided |

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| **Management** | |
| Business Planning | 6 years after date created |
| Communications Management and Marketing | 7 years after date created |
| Complaints Management (Service complaints) | 6 years after resolution |
| Consultation and Engagement | 6 years after date created |
| Events Management | 6 years after event |
| Feedback Processing | 2 years after date created |
| Performance Monitoring and Reporting | 6 years after date created |
| Policy and Procedures Development | 6 years after date created |
| Research and Analysis (Raw data) | Out of date and/or no longer required |
| Research and Analysis (processed data, analysis and interpretation) | 6 years after date created |
| Strategic Planning | 6 years after date superseded |
| Transformation and Change Management | 6 years after date created |

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| **Leisure & Culture** | |
| Collections Access Management | 6 years after date created |
| Collection Acquisition (Surveys and unsuccessful bids) | 6 years after decision not to acquire or unsuccessful bid |
| Collection Acquisition (Acquired items) | Lifetime of deposit |
| Collections and Stock Management | Lifetime of deposit or library stock item |
| Reader, Membership and Loans Administration | 1 year after end of membership, account inactive or loan return |

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| **Information Management** | |
| CCTV Recording | 31 days after recording |
| Information Access | 5 years after date created |
| Information Security Management | 3 years after date created |
| Records Storage Management | Lifetime of organisation |
| RIPA Management Central Records | 1 year after inspection. Originals, 6 |
|  | years after prosecution. |
| Voice Call Recording | 6 months after recording |

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| **ICT** | |
| ICT Service Design | 6 years after date created |
| ICT Service Operation | 1 year after date created |
| ICT Service Transition | 6 years after date created |
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| **Planning & Development** | |
| Complaint Investigation and Enforcement (Mineral excavation and waste disposal) | 10 years after resolution, end of enforcement action or sentence period |
| Developer Contribution and Obligation Negotiation | 6 years after funding period or lifetime of development |
| Land and Property Enquiry Processing | 6 years after date created |
| Mineral and Waste Site Inspection and Monitoring | Keep until CCC no longer responsible for function |
| Planning Application Processing | Keep until CCC no longer responsible for function |
| Planning Consultation Processing | 6 years after consultation period |
| Pre-planning Advice Provision | 6 years after date created |

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| **Risk Management** | |
| Audit | 6 years after audit or investigation or legal action |
| Business Continuity Planning | 6 years after superseded |
| Insurance Claims Administration | 6 years after settlement or repudiation but not before claimant reaches age of 24 |
| Insurance Claims Administration (Subsidence claims) | 100 years after settlement or repudiation |
| Insurance Policy Administration (Liability) | 40 years after end of policy |
| Insurance Policy Administration (Non liability) | 10 years after end of policy |

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| **Transport and Infrastructure** | |
| Highway Asset Management | 15 years after end of life of structure |
| Highway Adoption and Dedication | Keep until end of SCC responsibility for function |
| Highway Maintenance | 6 years after date created |
| Highway Scheme Delivery | 15 years after completion or keep until SCC no longer responsible for function |
| Highway Works Regulation | 6 years after expiry of permit, or change to, or removal of licensed structure |
| Passenger Transport Management | 6 years after date created |
| Rights of Way responsible for function | Keep until CCC not responsible for function |
| Traffic Management | 6 years after date created |
| Traffic Regulation | 6 years after extinguishment or expiry of order |

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| **Adult Social Care** |

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| **Case Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after longer in receipt of services | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Management and administration of adult health and care cases including enquiry processing, referral, needs assessment, care and support planning, key information recording | | |

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| **Mental Health Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 20 years after no longer in receipt of services, or 8 years after the patient's death if the patient died while receiving treatment | Destroy | NHS Records Management Code of Practice for Health and Social Care 2016 |
| **Scope:** Mental health case records including psychological assessment records | | |

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| **Vulnerable Adult Protection and Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after no longer in receipt of protection and support services | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Investigation and protection planning, guardianship and receivership administration | | |

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| **Accommodation Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after no longer in receipt of accommodation services | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Placement planning, residential and nursing care, supported accommodation and lodgings provision | | |

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| **Community Living and Disabilities Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after no longer in receipt of community and disability services | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Collection of benefits, day care and meals, administration of personal allowances, housing needs and adaptation support, personal care, occupational therapy, learning disabilities, rehabilitation, provision of equipment and carer support Excluding education support. | | |

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| **Safeguarding** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until service user's 25th birthday (unless Looked After or Adopted, see other entries) | Destroy (See retention advice p. 2-3 | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Child Protection administration, referrals and management, child sexual exploitation investigation, allegations and causes for concern about carers / adopters, medical arrangements, court case preparation and orders, liaison with police and other agencies | | |

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| **SEN Assessment and Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until end of academic year in which service user's 31st birthday occurs | Destroy (See retention advice p. 2-3 | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and requirements of Children and Families Act 2014 s.46 |
| **Scope:** Special Educational Needs (SEN) assessment and statementing including Education Health Plans (EHC) and education support | | |

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| **Targeted Intervention and Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries) | Destroy (See retention advice p. 2-3 | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Eligibility and assessment records, requests for support, consent, children missing education, intensive prevention | | |

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| **Children and Families** |

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| **Adoptions Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records for 100 years from date of adoption order | Destroy (See page 2-3 for further advice) | Requirement to maintain "Section 56 information" taken from The Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005. |
| **Scope:** Section 56" information that is covered by the 100-year retention rule as being:   * Identifying information about the child, the birth parents, other birth relatives, adoptive parents and any other people involved in the adoption such as foster carers and professionals * Background information including the child's birth and medical history, education, and development * Information supplied by the birth parent and other birth relatives including photographs, and letters * Information supplied by the adoptive parent(s) after the adoption * Information supplied by any foster carer * Information that the adopted person has asked to be kept, this would include their views on any contact * A copy of the child's permanence record (CPR) * The prospective adopters' report * Written record of the proceedings of the adoption panel and the agency decision * Any consent to placement and placement orders and any withdrawal of consent * The Adoption Placement Report * The Adoption Support Plan * The Adoption Placement Plan * Any other information the agency considers necessary to keep in addition * Care leaver support records | | |

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| **Case Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries) | Destroy (retention hold advice p 2-3) | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Management and administration of children & family’s cases, including enquiry processing, referral, needs assessment, care and support planning, key information recording | | |

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| **Children in Need and Education Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until service user's 25th birthday (unless Looked After, SEN, or Adopted - see other entries) | Destroy (See retention hold advice p.2-3) | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 and recommended by the DoH Guidance to Social Services |
| **Scope:** Parent and family education support, childcare provision and monitoring, support of gifted and talented children, post-16 support, physical and sensory disability support, psychological and behavioural support and assessment | | |

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| **Foster Carer Supervision and Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain application and assessment records for unsuccessful applicants 3 years from application withdrawal or refusal | Destroy (See retention hold advice p2-3) | Foster Placement (Children) Regulations 1991 s.14 Fostering Services Regulations 2002 s.32 |
| Retain records of successful applicants 10 years end of last placement is terminated after carer ceases to provide care |  |  |
| **Scope:** Foster carer enquiry, application and assessment records, case files and statutory register maintenance | | |

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| **Looked After Children Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until service user's 75th birthday | Destroy (See retention hold advice p.2-3) | Arrangement for the Placement of Children (General) Regulations 1991 s.9 and Care Planning, Placement and Case Review (England) Regulations 2010 s.50 |
| **Scope:** The Care Planning, Placement and Case Review (England) Regulations 2010 s.50 specifies (in s.49 - "Establishment of Records") that the case records of a Looked After Child, retained until the child's 75th birthday, must include:   * care plan, including any changes made to the care plan and any subsequent plans * reports obtained under regulation 7 * any other document created or considered as part of any assessment of child's needs, or of any review of child's case * any court order relating to c * details of any arrangements that have been made by the responsible authority with any other local authority or with an independent fostering agency under regulation 26 and Schedule 5, or with a provider of social work services, under which any of the responsible authority's functions in relation to care are discharged by that local authority or independent fostering agency or provider of social work services In addition * Care leaver support records | | |

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| **Residential Homes Management and Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 15 years from created | Destroy (See retention hold advice p.2-3) | Children's Homes Regulations 1991 s.17 |
| **Scope:** Management and administration of children's residential homes including records and registers relating to multiple residents Including: records specified within schedule 3 of the regulations - Admission and discharge, accidents, administration of medicinal products, money and valuable deposited for safekeeping, disciplinary records and daily log of events. In addition, record of persons employed by or working at children's home, duty rotas, record of other persons resident at the home and accounts | | |

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| **Community Safety** |

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| **Animal Health and Welfare Inspection and Monitoring** | | | |
| **Retention** | **Disposal** | **Authority** | |
| Retain records 6 years after closure or change of use of site or  SCC no longer responsible for function | Destroy  Transfer to new authority | CCC Business need |
| **Scope:** Animal health and welfare inspection and monitoring Excluding complaint investigation and enforcement, and registration and licensing | | | |

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| **Civil Emergency Planning and Response** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 3 years after date created | Destroy | Based on a 3-year timescale in  which an action can be brought in the case of personal injury or property damage under Limitation Act 1980 s.11 |
| **Scope:** Emergency response planning, exercise planning and operation, incident response and recovery management, and review | | |

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| **Complaint Investigation and Enforcement** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 10 years after resolution, end of enforcement action or sentence period | Destroy | UK Police Information  Management Standards  Criminal Procedure and  Investigations Act 1996  (section 23(1)) Code of  Practice |
| **Scope:** Complaint investigation, investigation operations, intelligence gathering, formal notification and prosecution, property and sample seizure | | |

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| **Fair Trading Inspection and Monitoring** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after closure or change of use of site or  SCC no longer responsible for function | Destroy  Transfer to new authority | Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2 |
| **Scope:** Fair trading monitoring and inspection Excluding, complaint investigation and enforcement, and registration and licensing | | |

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| **Safety Registration and Licensing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after expiry or revocation of licence or registration | Destroy | Based on a 6-year timescale in  which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Registration, licensing and safety certification of sites, sellers, animal movement licensing, animal trainer and exhibitor licensing, public weighbridge operators, sports ground licensing | | |

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| **Sample and Product Testing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | business need based on maintaining records as contractual evidence based on Limitation Act 1980 s.5 or under Limitation Act 1980 s.i4A |
| **Scope:** Testing and analysis of samples and products Including sample receipt, handling and storage, testing and analysis, testing methodologies, reports, sample return or disposal | | |

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| **Democracy** |

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| **Civic Office Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Local Government Act 1985 s.50c (Access to  Information) |
| **Scope:** Provision of support to the Chair and Vice Chair in relation to their civic functions Including: Events arrangement, event attendance administration, civic gift giving and receiving, civic exchanges administration | | |

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| **Council and Committee** | | |
| **Retention** | **Disposal** | **Authority** |
| 6 years from date of meeting/decision  Transfer to place of deposit after administrative use is concluded | Permanent. Offer to Archivist. | Local Government Act 1972 s. 100B |
| **Scope:** Minutes. Records of consideration and decision making. Debate and resolution | | |

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| **Partnership and External Meetings** | | |
| **Retention** | **Disposal** | **Authority** |
| Permanent – Where the Council owns the record  Where the Council does not own the record – 3 years | Transfer to place of deposit after administrative use is concluded  Destroy | CCC Business need |
| **Scope**: Documents establishing the committee, agendas, minutes, Council reports, recommendations, supporting documents such as Council briefing and discussion papers | | |

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| **Honours Submissions** | | |
| **Retention** | **Disposal** | **Authority** |
| 5 years | Destroy | CC Business need |
| **Scope:** Honours nomination forms, Covering documentation, Letters of support, Referral for comment from lord lieutenant | | |

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| **Decision Making** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Transfer  signed  master  copies to  RO  Destroy  duplicate  and  reference  copies | Local Government (Access to information) Act 1985 s. 50c  The Local Authority  ((Referendum)(petitions) (England)) Regulations 2011 s.12 |
| **Scope:** Management, administration and support for the democratic decision making process including administration and support for Council and Cabinet, administration, support for scrutiny and overview function, administration of submission of reports and responses, administration of membership of committees and working groups, recording of appointments to external bodies and petition processing Excluding support for individual Members | | |

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| **Democratic Processes** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain for 10 years | Destroy |  |
| **Scope:** Register of Electors, vote forms, | | |

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| **Electoral System Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 1 year after date created | Destroy | Based on a 1-year timescale in which an action can be brought under the Representation of the People  Act 1983 s.76 |
| **Scope:** Provision of support for the county electoral system including provision of electoral process advice, appointment of returning officers and verification of electoral expenses. Election paperwork. | | |

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| **Member Support** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | CCC Business need |
| **Scope:** Provision of support to Members Including processing of member requests for information, advice and research, maintenance of member information | | |

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| **Education** |

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| **Admissions and Transfers Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after end of academic year | Destroy | Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2 |
| **Scope:** Primary, secondary school admissions and transfers Excluding appeals processing | | |

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| **Appeals Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after end of appeals process | Destroy | Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2 |
| **Scope:** Administration of appeals panels and council case preparation including school exclusions, admissions, Statementing and home-school transport appeals Excluding advocacy and parental support relating to appeals processes | | |

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| **School Capacity Planning** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date of end of review, decision not or proceed or completion of implementation | Destroy | CCC Business need |
| **Scope:** Review of school pleases proposal Inc. development and submission of local authority for expansion or reduction in capacity. Changes to school catchment areas | | |

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| **Environment** |

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| **Provision of Advice** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year period in  which an action can be brought in the case of negligence under Limitation  Act 1980 s.14A |
| **Scope:** Provision of environmental management, protection and improvement advice | | |

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| **Complaint investigation and enforcement** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 10 years after resolution, end of enforcement action or sentence period | Destroy | CCC business need based on UK Police Information  Management Standards |
| **Scope:** Complaint investigation, informal resolution, and enforcement action | | |

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| **Historic Environment Protection and Improvement** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until CCC no longer responsible for function | Transfer to new Authority | CCC Business need |
| **Scope:** Planning, monitoring and review, protection and improvement scheme management, surveying, monitoring and analysis, and historic environment records maintenance Excluding planning application consultation | | |

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| **Natural Environment Protection and Improvement** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until CCC no longer responsible for function | Transfer to new Authority | CCC Business need |
| **Scope:** Protection and improvement scheme management and monitoring Environmental consents, strategic planning, surveying, monitoring and analysis including geological and landscape sites, species and habitat Excluding planning application consultation | | |

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| **Finance** |

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| **Accounting and Reporting** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of the financial year in which records created | Destroy | Companies Act 2006 and  Value Added Tax Act 1994 s.6  and Finance Act 1998 Sch.18  Pt3 |
| **Scope:** Statutory, corporate and management accounts, abstracts, ledgers, budgetary control records | | |

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| **Banking Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of the financial year in which records created | Destroy | Companies Act 2006 and  Value Added Tax Act 1994 s.6  and Finance Act 1998 Sch.18  pt3 |
| **Scope:** Bank accounts administration including instruction and payments, bank deposits, account monitoring and reconciliation | | |

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| **Budget Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of the financial year in which records created | Destroy | Companies Act 2006 and  Value Added Tax Act 1994 s.6  and Finance Act 1998 Sch.18  Pt3 |
| **Scope:** Management of capital and revenue budgets | | |

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| **Charities and Trusts Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain Administrative records 6 years after the end of the financial year in which records created  Retain trust deeds and charity and endowment  instruments until charity, trust or endowment wound  up | Destroy  Transfer records to archives | CCC Business need based on 6-year period for which annual reports and all supporting documents must be retained under Charities Act 2011 s.165  CCC business need |
| **Scope:** Administration of charity, trust and endowment for which SCC acts as trustee including annual reports, deeds, instruments, winding-up records | | |

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| **External Funding Acquisition** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records a minimum of 6 years after the end of funding period unless otherwise specified by external funding body | Destroy | Funding body requirements |
| **Scope:** Identification of funding opportunities and resources, development and submission of bids, management of funding resources, monitoring and reporting of outcomes to funding body Excluding grant funding administration | | |

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| **Financial Planning** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of planning period or strategy superseded | Destroy | Companies Act 2006 and  Value Added Tax Act 1994 s.6  and Finance Act 1998 Sch.18 |
| **Scope: Strategic medium and long-term financial planning** | | |

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| **Grant Funding Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records minimum of 6 years after end of funding or monitoring period or period specified by funding body | Destroy | CCC Business need or funding body requirements |
| **Scope:** Processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting | | |

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| **Income Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of the financial year in which records created | Destroy | Companies Act 2006 and  Value Added Tax Act 1994 s.6  and Finance Act 1998 Sch.18  p.3 |
| **Scope:** Processing income received for supply of goods and services, posting slips, tabulations, income records, receipt books, debtor accounts, cash books, till rolls | | |

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| **Loans and Leasing Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after end lease period or settlement of loan | Destroy | CCC Business need |
| **Scope:** Processing of staff loan and leasing applications, administration of loans, repayments and leasing | | |

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| **Payroll Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of the financial year in which records created | Destroy | Taxes Management Act 1970  s.34 |
| **Scope:** Transactional HR records including expenses and allowances claims, changes to pay, increments, loss of earnings, statutory and non-statutory payments and deductions, additional hours claims redundancy payments, income tax and national insurance records | | |

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| **Pension Fund Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records6 years after the end of scheme | Destroy | The Retirement Benefits Scheme (Information Powers) Regulations 1995 s.15 |
| **Scope:** CCC pension fund management records including fund management strategy, policy and guidance influencing decision excluding accounting and reporting | | |

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

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| **Procurement** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain unsuccessful tenders 1 year after contract award decision  Retain awarded contract records  6 years (signed - 'simple contracts')  12 years (under seal)  15 years (conveyancing) after end of contract, substantial completion, or end of overage or clawback period as applicable | Destroy | Retention of unsuccessful tenders - CCC business need  The authority for awarded contracts depends on the nature or value of contract Limitation Act 1980 s.5 or Limitation Act 1980 s.8 or Limitation Act 1980 s.14B |
| **Scope:** Pre-tender planning, tender process, contract award and contract management including pre-qualification questionnaires, requests for information, invitations to tender, tender evaluation, tender negotiation, supplier approval, bids and correspondence | | |

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| **Purchasing and Payment Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of the financial year in which records created | Destroy | Companies Act 2006 and  Value Added Tax Act 1994 s.6  and Finance Act 1998 Sch.18  Pt3 |
| **Scope:** Orders, credit notes, creditor invoices, delivery notes, payment records, records of advances | | |

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| **Taxes Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after the end of the tax year to which records relate | Destroy | Taxes Management Act 1970 |
| **Scope**: Payment of collected taxes and National Insurance contributions to H.M. Revenue and Customs and claims and negotiation of refunds for e.g. overpayment Excluding transactional HR records | | |

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| **Health & Safety** |

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| **Accident and Incident Reporting and Investigation (Adults)** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 3 years after end of investigation | Destroy | Social Security (Claims and  Payments) Regulations 1979,  Rea. 25(3)  Reporting of Injuries, Diseases |
| **Scope:** Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving adults | | |  | **and Dangerous Occurrences**  **Regulations 1995, Reg. 7.** |

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| **Accidents and Incident Reporting and Investigation (Children)** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 21 years after date of birth | Destroy | Social Security (Claims and  Payments) Regulations 1979,  Reg. 25(3)  Reporting of Injuries, Diseases  and Dangerous Occurrences  Regulations 1995, Reg. 7. |
| **Scope:** Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving children | | |

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| **Advice Provision** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year period in  which an action can be brought in the case of negligence under Limitation  Act 1980 s.i4A |
| **Scope:** Provision of Health & Safety advice and support | | |

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| **Hazardous Substances Control** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 100 years after date created  Retain records until  disposal or  demolition of affected premises or end of operations involving hazardous substances | Destroy  Transfer copy to new owner of premises at point of disposal | Based on a period in which an action can be brought in the case of negligence under Limitation Act 1980 s.i4A and  Control of Substances  Hazardous to Health  Regulations 2002 Reg. 10 (5)  Control of Lead at Work  Regulations 2002 Reg.10.  Control of Asbestos  Regulations 2012 Reg.22  Ionising Radiations  Regulations 1999 Reg. 24 |
| **Scope:** Surveying, testing, identification, monitoring, risk assessment,  management plans, records of control measures plan of work, licenses,  notifications of works and remediation or demolition works including work  operations and processes involving hazardous substances Excluding individual health surveillance and exposure monitoring | | |

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| **Health Surveillance and Exposure Monitoring** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain identifiable individual's records until 75th birthday or 40 years after last medical assessment or exposure monitoring period (50 years if working with or exposed to ionising radiation) | Destroy  Should CCC cease to exist monitoring records should be provided to HSE | Control of Substances  Hazardous to Health Regulations 2002 Reg. 10 (5)  Control of Lead at Work  Regulations 2002 Reg.10,  Control of Asbestos  Regulations 2012 Reg.22  Ionising Radiations  Regulations 1999 Reg. 24 |
| **Scope:** Health and exposure monitoring of employees (identifiable individuals) working with or exposed to substances hazardous to health | | |

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| **Health Assessment** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after last assessment | Destroy | Based on a 6-year period in which an action can be brought in the case of negligence under Limitation  Act 1980 s.14A |
| **Scope:** Manager referred and self-referred employee health assessment | | |

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| **Pre-Employment Health Screening** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 1 year after date created | Destroy | CCC business need |
| **Scope:** Pre-employment health screening assessment | | |

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| **Risk Assessment** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after assessment has been superseded | Destroy | Based on a 6-year period in  which an action can be brought in the case of negligence under Limitation  Act 1980 s.i4A |
| **Scope:** Identification, assessment of, and planning to mitigate risks including operational activities, individual or groups of employees, service users, first aid, machinery and equipment, premises and plant, service users and health and safety audits Excluding hazardous substances | | |

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| **Human Resources** |

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| **Attendance and Time Recording** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 2 years after date created | Destroy | Working Time Regulations  1998. Road Transport (Working Time) Regulations  2005 Reg.11 |
| **Scope:** Timesheets, Drivers log cards | | |

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| **Employment Contracts Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after end of  CCC employment  Retain 25 years after termination of employment for staff working with children and vulnerable adults | Destroy  Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5  Limitation Act 1980  Retention Guidance for Local Authority 2013 |
| **Scope:** Individual employees' terms and condition of employment, job description, personal specification, pay grade, change of role and record of changes to individuals' employment contracts | | |

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| **Disciplinary and Grievance Procedures Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after end of CCC employment | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Administration of formal disciplinary and grievance processes including tribunal cases | | |

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| **Disclosure and Barring Service Checking** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain disclosure  reports 6 months  after receipt  Retain records of  checking 6 years  after termination of  relevant contract | Destroy | Home Office Code of Practice  For Registered Persons and  other recipients of disclosure Information  The Information  Commissioner's Office,  Employment Practices Code  (data protection)  Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Record of routine Disclosure and Barring Service (DBS) (formerly Criminal  Records Bureau - CRB) checks having been made during employment where  required by nature of job role | | |

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| **Industrial Relations Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 10 years after date created or agreement ceases to be effective | Destroy | CIPD Recommendation |
| **Scope:** Management of relationship between CCC, trade unions or employee representative organisations | | |

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| **Performance Monitoring and Review** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Individual target setting to meet business plan requirements, mid-year and end of year formal review of performance against targets | | |

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| **Recruitment and Termination Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records of unsuccessful applicants 1 year after recruitment decision  Retain records of successful applicants (employees) 6 years after end of CCC employment | Destroy | National Archives Guidance  Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Recruitment planning, application processing and assessment, interview administration and candidate assessment, pre-employment vetting and checks, contract offer administration, planning and management of employee probationary period and administration of employment termination processes Excluding transactional HR payments administration | | |

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| **Sickness Absence Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after end of  CCC employment | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Formal sickness absence management processes including sickness absence records, self-certification, fit notes, occupational health referrals and reports, return to work documentation, formal absence process records | | |

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| **Leave Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 3 years after end of financial year in which records created | Destroy | Statutory Sick Pay (General)  Regulations 1982 reg. 13  Statutory Maternity Pay  (General) Regulations 1986  reg.26  Statutory Paternity and  Statutory Adoption Pay (Administration) Regulations  2002 reg.9 |
| **Scope:** Maternity and paternity leave and non-statutory leave e.g. contractual leave and unpaid leave | | |

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| **Staff Training (Individual training records)** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after end of  CCC employment | Destroy | CIPD Guidance |
| **Scope:** Training and development records relating to attendance and achievement of individual employees Excluding records of training for work with hazardous substances | | |

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| **Training Provision** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain course  administration records 6 years after date created  Retain course  content and supporting materials until superseded or course no longer provided | Destroy | CCC business need |
| **Scope:** Development and provision of training and courses including e-learning courses, course content and supporting materials, records of completion and attendance Excluding individual staff training records | | |

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| **Information and Communications Technology (ICT)** |

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| **ICT Service Design** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year timescale in  which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** ICT architecture management, capacity and availability management, design coordination, service catalogue maintenance | | |

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| **ICT Service Operation** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 1 year after date created | Destroy | CCC business need |
| **Scope:** ICT systems access management, application management, event and incident management, operations control, problem management, request fulfilment, technical management | | |

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| **ICT Service Transition** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year timescale in  which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Application development, change evaluation, release and deployment management, service validation and testing, service asset and configuration management, transition planning and support | | |

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| **Information Management** |

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| **CCTV Recording** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain recordings  for 31 days after  recording | Destroy | Home Office National CCTV  Strategy report 2007 |
| **Scope:** CCTV recordings from CCC owned, operated or commissioned cameras or surveillance equipment | | |

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| **Information Access Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | CCC business need based on National Archives Guidance |
| **Scope:** Information access request processing, data publication re-use and licensing. | | |

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| **Information Security Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 3 years after date created | Destroy | CCC business need based on Computer Misuse Act 1990, s.11 |
| **Scope:** Incident response and investigation, compliance audit | | |

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| **Records Storage Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records for lifetime of organisation | Destroy | SCC business need based on Freedom of Information Act s. 46 Code of Practice |
| **Scope:** Records transfer processing, retrieval, disposal Excluding equipment and premises | | |

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| **Regulation of Investigatory Powers Act (RIPA) Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain central record for 1 year after inspection.  Retain originals 6 years after end of prosecution. | Destroy  Destroy | CCC business need |
| **Scope:** RIPA application forms and approvals for directed surveillance and access to communications data. | | |

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| **Voice call Recording** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain 6 months after recording | Destroy | SCC business need based on Financial Services Authority  Telephone Recording:  recording of voice  conversations and electronic communications, Policy statement 08/1 |
| **Scope:** Recordings of content of telephone calls | | |

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| **Leisure and Culture** |

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| **Collections Access Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | CCC business need |
| **Scope:** Administration public access to library, museum and archive collections and resources, provision of outreach services, research services Excluding member and reader administration Excluding reader and membership administration, and library loans administration | | |

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| **Collection Acquisition** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain survey and unsuccessful bid records 6 years after decision not to  acquire or bid outcome  Retain acquisition records during lifetime of deposit or ownership | Destroy  Transfer records to new owner of depositor | CCC business need |
| **Scope:** Surveying, assessment and acquisition of archive, museum and art items or  collections, legal transfer of ownership and loan agreements Excluding financial transaction records | | |

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| **Collections and stock Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until disposal of item or collection  Retain until disposal of library stock item | Return to depositor or transfer to new owner or responsible body  Destroy | CCC business need |
| **Scope:** Archive, artwork and museum collection cataloguing, conservation, restoration, display, loan, de-accessioning and disposal records and library stock management records | | |

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| **Reader, Membership and Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 1 years after end of membership, account inactive or  loan returned | Destroy | CCC business need |
| **Scope:** Administration of library membership, archive service reader cards, library loans and requests | | |

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| **Management** |

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| **Corporate Planning** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created  Working papers and drafts to be retained for 1 year  Records of discussions and resolutions retain for 3 years | Destroy | CCC business need |
| **Scope:** Corporate planning to achieve operational service delivery priorities based on corporate priority outcomes, and management of SCC's relationships with, and planning of joint and 'joined up' service delivery with other local authorities, partnership, private and third sector (voluntary) organisations including joint service delivery planning, monitoring and review | | |

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| **Communications Management and Marketing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6  years after date created | Destroy | CCC business needs  National Archives Guidance |
| **Scope:** Management of the council's engagement with both its external and internal audience including media monitoring and media relations management, marketing Excluding consultation and engagement, events management | | |

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| **Complaints Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after complaint resolution | Destroy | Based on a 6-year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2 |
| **Scope:** Processing and investigation of, and response to complaints against SCC concerning decision making, service provision or staff, including statutory, ombudsman, and non-statutory complaints processes and legal defence case preparation | | |

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| **Consultation and Engagement** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | CCC business need |
| **Scope:** Community and stakeholder consultation and engagement including surveys, questionnaires, display materials | | |

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| **Complaints** | | |
| **Retention** | **Disposal** | **Authority** |
| 10 years after complaint closed | Destroy | CCC business need |
| **Scope:** Management of information and records of complaints, actions and correspondence | | |

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| **Events Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6  years after event | Destroy | CCC business need |
| **Scope:** Management of communications, marketing, engagement and training events to promote CCC, partner organisations, supported organisations and their services, and management of business events including development of programmes of events, event planning, delegate, event delivery and evaluation | | |

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| **Feedback Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 2 years after date created | Destroy | CCC business need |
| **Scope:** Processing of customer feedback and comments Excluding complaints management processes | | |

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| **Information Requests** | | |
| Data Protection Act (DPA) | | |
| **Retention** | **Disposal** | **Authority** |
| Where disclosure is made - Retain records 3 years after disclosure  Where no disclosure made – 1 year | Destroy | CCC business need |
| **Scope:** Requests received under Subject Access Rights under DPA where a disclosure is made | | |
| Freedom of Information Act/Environmental FOI/EIR | | |
| **Retention** | **Disposal** | **Authority** |
| Monthly transfer to the Council's Internet Disclosure Log  Destroy data store copies 2 years from issue of response | Destroy | CCC business need |
| **Scope:** Requests and responses relating to FOI/EIR information requests | | |
| Internal Reviews | | |
| **Retention** | **Disposal** | **Authority** |
| 3 years from date of final report | Destroy | CCC business need |
| **Scope:** Reports and correspondence relating to internal investigations into compliance with information legislation | | |

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| **Performance Monitoring and Reporting** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | CCC business need |
| **Scope:** Performance monitoring, bench marking, collection and analysis of performance data, reporting to external agencies, partner organisations and internally within CCC | | |

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| **Policy and Procedure Development** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6  years after superseded | Destroy | CCC business need |
| **Scope:** Development and review of SCC corporate and operational policy, development and review of safe, efficient and effective business processes, methods of work and quality assurance measures and compliance monitoring | | |

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| **Public Consultation** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 5  years after closure | Destroy | CCC business need |
| **Scope:** Information collated for non-statutory surveys, non-statutory survey returns | | |

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| **Research and Analysis** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain raw datasets until out of date and/or no longer required  Retain processed data, analysis and interpretation 6 years from date processed or created | Destroy | CCC business need |
| **Scope:** Primary data collection, secondary source raw data, data processed for specific purposes, data analysis and interpretation | | |

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| **Regulation of Investigatory Powers Act (RIPA)** | | |
| **Retention** | **Disposal** | **Authority** |
| 3 years after date of last authorisation | Destroy | Statutory: Home Office Covert Surveillance Code of Practice  Authorisations-Criminal Procedures Investigations Act 1996 ("CPIA") |
| **Scope:** Records created in fulfilment of Coventry City Council's obligations under the Regulation of Investigatory Powers Act 2000 ("RIPA"): register of Authorisations. | | |

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| **Statutory Returns** | | |
| **Retention** | **Disposal** | **Authority** |
| **7 years** | Destroy | CCC Business need |
| **Scope:** Information to be passed on to Central Government: Reports to central government (OFSTED), Information collated for statutory surveys, Statutory Survey returns, Statutory returns (e.g. RAP, NIS etc.), Statutory returns working data | | |

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| **Strategic Planning** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after superseded  Retain working papers and drafts for  1 year after strategy adoption | Destroy | CCC business need |
| **Scope:** Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes | | |

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| **Transformation and Change Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created  Retain working papers and drafts to be retained for 1 year after implementation completed | Destroy | CCC Business need |
| **Scope:** Planning and management of change, oversight of major projects to achieve strategic aims and objectives and improve business delivery | | |

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| **Physical Assets and Property** |

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| **Equipment Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after disposal of equipment, fixed plant or system | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.i4A |
| **Scope:** Portable equipment, plant, fixed equipment and systems defects reporting and repair, routine inspection, testing, servicing and maintenance, transport and storage | | |

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| **Facilities Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 1 year after date created | Destroy | CCC business need |
| **Scope:** Visitors books and signing-in sheets, venue and resources enquiries and booking | | |

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| **Land Access Agreements and Licensing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after expiry of agreement or license | Destroy | Based on a 6-year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Land and premises access rights giving and taking | | |

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| **Land and Premises Acquisition and Disposal** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 15 years after CCC ceases to own or lease site or premises | Destroy | Based on a 15 yearlong stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b |
| **Scope:** Land and Premises Acquisition | | |

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| **Land Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 12 years after CCC no longer responsible for site | Transfer to new owner/organisation | CCC business need based on a 12-year timescale in which an action can be brought in the case of a land dispute under Limitation Act 1980 s.15 |
| **Scope:** Management of access land, open spaces and common land including Maintenance and improvement, pest and invasive species control, animal management, plant and wild animal disease control Excluding premises sites and management of environmental protection and improvement schemes | | |

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| **Land Reclamation Scheme Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 15 years after CCC no longer responsible for site | Destroy | Based on a 15 yearlong stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b |
| **Scope:** Identification of potential sites suitable for reclamation to create economic and/or environmental sites, management of land reclamation schemes Excluding procurement, funding acquisition, outcome monitoring and reporting and tenancies management | | |

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| **Premises Design and Construction Supervision** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 15 years after completion  Retain as built records until CCC no longer responsible for premises, site or Structure | Destroy  Transfer to new owner of Authority | SCC business need based on a 15 yearlong stop in which an action can be brought in the case latent damage under Limitation 1980 s.14b |
| **Scope:** SCC business need based on a 15 yearlong stop in which an action can be brought in the case latent damage under Limitation | | |

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

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| **Planning and Development Control** |

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| **Complaint Investigation and Enforcement** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 10 years after resolution, end of enforcement action or sentence period | Destroy | CCC business need |
| **Scope:** Investigation of complaints, enforcement action relating to unauthorised mineral extraction and waste deposit | | |

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| **Developer Contribution and Obligation Negotiation** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after expiry of funding period or lifetime of development | Destroy or transfer to new authority | CCC business need based on requirements of Town and Country Planning Act 1990  s.106 and Highway Act 1980 s.278 |
| **Scope:** Negotiation and management of developer contributions and obligations for developments impacting on for e.g. highways and school places including Assessment of impact of proposed developments, negotiation, agreements and engrossment of contributions and obligations, monitoring of compliance and developer funding contribution expenditure monitoring | | |

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| **Land and Property Enquiry Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year period in  which an action can be brought in the case of negligence under Limitation  Act 1980 s.14A |
| **Scope:** Processing of land and property search enquiries including common land, highway extent, mineral and waste sites and developments, petroleum storage sites and rights of way searches | | |

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| **Mineral and Waste Site Inspection and Monitoring** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until SCC is no longer responsible for function | Destroy | CCC business need |
| **Scope:** Inspection and monitoring of mineral extraction and waste sites | | |

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| **Planning Application Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until CCC is no longer responsible for function | Destroy | CCC business need |
| **Scope:** Processing of mineral and waste development planning applications including appeals and public inquiry processes including post-application advice | | |

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| **Planning Consultation Processing** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after consultation period | Destroy | Based on a 6-year period in which an action can be brought in the case of negligence under Limitation  Act 1980 s.14A |
| **Scope:** Processing, co-ordination and submission of planning application consultation responses in relation to applications made to other decision-making authorities for which CCC is the statutory consultee or development may impact  CCC interests | | |

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| **Pre-Planning Application Advice Provision** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain pre­ application advice records 6 years after date created | Destroy | CCC business need based on maintaining records in case of negligence under Limitation Act 1980 s.14A |
| **Scope:** Provision of pre planning advice, documents, consultations, assessment, Regulation 21 statements | | |

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| **Risk Management and Insurance Administration** |

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| **Audit** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after audit, investigation or legal action | Destroy | CCC business need |
| Scope: Audit of financial management, administration, systems, and transactions to identify and prevent fraud and misappropriation, prevention or investigation of alleged fraud and / or misappropriation | | |

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| **Business Continuity Planning** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after superseded | Destroy | CCC business need |
| **Scope:** Identification of, and planning to mitigate risks and response to, and recovery from, incidents affecting business activities including emergency incident planning, operation and review of emergency exercises, incident response and recovery management, post incident review records | | |

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| **Insurance Claims Administration** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after from settlement or repudiation (but not before the child / claimant reaches the age of 24)  Retain subsidence claims 100 years | Destroy | Based on a 6-year period in which an action can be brought in the case of negligence under Limitation  Act 1980 s.14A |
| **Scope:** Administration of liability and non-liability insurance claims | | |

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

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| **Transport and Infrastructure** |

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| **Highway Asset Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 15 years after end of life of structure or asset no longer part of highway | Destroy or transfer to new authority | Based on a 15 yearlong stop in which an action can be brought in the case latent damage under Limitation Act 1980 s.14b |
| **Scope:** Traffic and asset data management, dispute resolution | | |

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| **Highway Adoption and Dedication** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until CCC no longer responsible for function | Transfer to new authority | CCC business need |
| **Scope:** Administration of developer agreements (Highways Act 1980 s38), Adoption of road by CCC (as Highway Authority), dedication of land as public highway | | |

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| **Highway Maintenance** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year period in  which an action can be brought in the case of negligence under Limitation  Act 1980 s.14A or in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Processing of fault reports and requests for service, safety and condition inspection, maintenance works scheduling and maintenance operations | | |

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| **Highway Scheme Delivery** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 15 years after scheme completion  Retain as built records until CCC no longer responsible for premises, site or structure | Destroy  Transfer to new authority | Based on a 15 yearlong stop  in which an action can be brought in the case latent damages under Limitation Act 1980 s.14b |
| **Scope:** Delivery of highway schemes including programme management, scheme brief development, site investigations and feasibility study, public consultation, scheme design, scheme delivery planning and monitoring Excluding procurement and contract management, and ongoing asset management | | |

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| **Highway Work Regulation** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after expiry of permit or licence, or from change to, or removal of, licensed structure | Destroy | **B**ased on a 6-year period in which an action can be brought in the case of negligence under Limitation  Act 1980 s.i4A |
| **Scope:** Regulation and co-ordination of works on the highway including licensing and issue of permits for access crossings, cattle grids, cellars and openings, cranes and booms, excavation, licensing of amenities and facilities, tree planting, fencing, minor local improvements, private apparatus and structures, skip and deposit, temporary traffic signals, and Inspection of sites and third party works on or affecting the highway | | |

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| **Passenger Transport Provision** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | Based on a 6-year period in which an action can be brought in the case of negligence under Limitation  Act 1980 s.i4A or in the case of a simple contract under Limitation Act 1980 s.5 |
| **Scope:** Public transport provision of community, voluntary and provision of public, school, special needs and social care transport provision Including route planning, capacity management and scheduling Excluding procurement, contract management and complaint investigation | | |

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| **Rights of Way Network Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records until CCC no longer responsible for function | Transfer to new accountable  body | CCC business need |
| **Scope:** Created, establishment, modification or extinguishment of rights of way, licensing of structures and permissive paths including landowner declarations (Highways Act 1980 s 31) | | |

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| **Traffic Management** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain records 6 years after date created | Destroy | CCC business need |
| **Scope:** | | |

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| **Traffic Regulation** | | |
| **Retention** | **Disposal** | **Authority** |
| Retain TROs 6 years after extinguishment or expiry of order | Destroy | CCC business need |
| **Scope:** Traffic Regulation Orders (TROs) including temporary orders | | |

**Document Control:**

**Version History**

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| --- | --- | --- | --- | --- |
| Version | Status | Date | Author | Summary of Changes |
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**Reviewers**

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| Name | Role | Business Area |
| Sue Gilbert | Information Governance Officer | Information Governance |
| Lisa Gaucher | Information Governance Officer | Information Governance |

**Management Approval**

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| --- | --- | --- |
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