

# AMBER VALLEY BOROUGH COUNCIL

## DOCUMENT RETENTION SCHEDULE

Ref No	Function/ Function Description	Recommended Retention Period	Examples of Records	Notes
	<b>Democratic Process</b>			
	<b>Administration</b>			
	Officers' Declarations of Interest	<b>Keep until 18 months after departure of employee from Council employment</b>	Declaration of Conflict of Interest forms	Common practice
	<b>Election</b>			
	Preparation – summary certification of those eligible to vote	<b>Permanent</b>	Electoral Register	Common practice
	Voting – local elections only	<b>Destroy 6 months from close of poll</b>	Ballot papers	<b>Statutory</b>
	Voting – European Elections	<b>Destroy 12 months from close of poll</b>	Ballot papers, etc	<b>Statutory</b>
	Results – declaration of results	<b>Destroy 6 months from date of election</b>	Consolidated returns of votes received	<b>Statutory</b>
	Election expenses – Parliamentary and Local Government European and Parish	<b>Destroy 24 months from date of election</b> <b>Destroy after 12 months from date of election</b>	Candidate's expenses forms	<b>Statutory</b> <b>Statutory</b>
	<b>Council and committee meetings</b>			
	The formal process of preparing business for Council consideration and making the record of discussion, debate and	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Council minutes</li> <li>• Council agenda and business papers</li> <li>• Council notice papers and proceedings</li> </ul>	<b>Common practice</b>

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	resolutions		<ul style="list-style-type: none"> <li>• Indexes</li> <li>• Committee minutes</li> <li>• Registers of delegations to Special Committees</li> </ul>	
	Minute-taking notes	<b>Destroy 18 months after date of confirmation of the notes and drafts</b>	<ul style="list-style-type: none"> <li>• Draft/rough minutes</li> <li>• Audio tapes</li> </ul>	
	Briefing papers	<b>Destroy after 4 years</b>	<ul style="list-style-type: none"> <li>• Briefing agenda and supporting papers</li> <li>• Briefing minutes</li> </ul>	
	<b>Partnership, Agency and External Meetings</b>			
	The process of preparing business for partnership and agencies consideration and making the record of discussion, debate and resolutions, where we legally <b>own</b> the record	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Agendas</li> <li>• Minutes</li> <li>• Council reports</li> <li>• Recommendations</li> <li>• Supporting documents such as Council briefing papers</li> </ul>	<b>Common practice</b>
	The process of preparing business for external committees' considerations, and making the record of discussion, debate and resolutions where we <b>do not own</b> the record	Destroy 3 years after last action	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers</li> </ul>	<b>Common practice</b>
	<b>Honours and submissions</b>			
	The process of preparing of honours submissions	<b>Destroy 5 years after last action</b>	<ul style="list-style-type: none"> <li>• Honours nomination forms</li> <li>• Covering documentation</li> <li>• Letters of support</li> </ul>	<b>Common practice</b>

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			<ul style="list-style-type: none"> <li>Referral for comment from Lord Lieutenant</li> </ul>	
	<b>Political Parties Papers</b>			
	The process of undertaking representation of the local authority	<b>Destroy 3 years after last action</b>	<ul style="list-style-type: none"> <li>Papers of Leader of Opposition</li> <li>Papers of Leader of Council</li> </ul>	<b>Common practice</b>
	<b>Management and Administration</b>			
	<b>Corporate Planning and Reporting</b>			
	Corporate planning and reporting activities	<b>Permanent</b>	<ul style="list-style-type: none"> <li>Corporate plans</li> <li>Strategy plans</li> <li>Business plans</li> <li>Annual reports</li> </ul>	Common practice
	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions	Permanent	<ul style="list-style-type: none"> <li>Strategic management team minutes</li> </ul>	<b>Common practice</b>
	The process of preparing business for cross departmental consideration and making the record of discussion, debate and resolutions	<b>Destroy 3 years from closure</b>		<b>Common practice</b>
	The process of preparing business for unit or team consideration and making the record of discussion, debate and resolutions	<b>Destroy 3 years from closure</b>	<ul style="list-style-type: none"> <li>Departmental team meeting minutes</li> </ul>	<b>Common practice</b>

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	<b>Statutory Returns</b>			
	The process of preparing information to be passed on to Central government as part of statutory requirement	Destroy 7 years from closure	<ul style="list-style-type: none"> <li>• Reports to Central Government</li> </ul>	<b>Common practice</b>
	<b>Policy, Procedures, Strategy and Structure</b>			
	Activities that develop policies, procedures, strategies and structures	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Policies, procedure, precedent, instructions</li> <li>• Organisational charts</li> <li>• Records relating to policy implementation and development</li> <li>• Asset management plan</li> <li>• Community strategy plan</li> <li>• Community safety plan</li> </ul>	<b>Common practice</b>

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	<b>Public Consultation</b>			
	The process of consulting the public and staff in the development of significant policies	<b>Destroy 5 years from closure</b>		<b>Common practice</b>
	The process of consulting with the public and staff in the development of minor policies	<b>Destroy 2 years from closure</b>		<b>Common practice</b>
	The process of consulting with the public and staff in the development of budgets	<b>Destroy 3 years from closure</b>	<ul style="list-style-type: none"> <li>• Budget consultation papers</li> </ul>	<b>Common practice</b>
	<b>Information Management</b>			
	The activity whereby standards, authorities, restraints and verification are introduced and maintained to manage information effectively	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Classification schemes</li> <li>• Registers</li> <li>• Index</li> <li>• Authorised list of file headings</li> </ul>	<b>Common practice</b>
	The management of collections of records transferred to the archives	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Depositor files</li> <li>• Accession registers</li> </ul>	<b>Common practice</b>
	The process that records the disposal of records	<b>Destroy 12 years after last action</b>	<ul style="list-style-type: none"> <li>• Disposal certificates</li> <li>• Schedule of disposals</li> </ul>	<b>Common practice based on the Limitation Act</b>
	<b>Enquiries and Complaints</b>			
	The management in the summary form of enquiries and complaints directed to the council	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Indices</li> <li>• Registers</li> </ul>	<b>Common practice</b>
	The management of enquiries, submissions and	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Returns</li> </ul>	<b>Common practice</b>

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	complaints which result in significant changes in Policy or procedures		<ul style="list-style-type: none"> <li>• Correspondence</li> </ul>	
	The management of detailed responses on council actions, policy or procedures	<b>Destroy 6 years after administrative use is concluded</b>	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Returns</li> <li>• Correspondence</li> <li>• Ombudsman</li> </ul>	<b>Common practice</b>
	The management of routine responses on council actions, policy or procedures	<b>Destroy 3 years after administrative use is concluded</b>	<ul style="list-style-type: none"> <li>• Printed material</li> <li>• Form letters</li> </ul>	<b>Common practice</b>
	<b>Quality and performance management</b>			
	The process of monitoring or reviewing the quality, efficiency, or performance of our council	<b>Destroy 5 years from closure</b>	<ul style="list-style-type: none"> <li>• Best value review</li> </ul>	<b>Common practice</b>
	The process of assessing the quality, efficiency, or performance of the council or an individual unit	<b>Destroy 5 years from closure</b>	<ul style="list-style-type: none"> <li>• Assessment form</li> </ul>	<b>Common practice</b>
	<b>Public relations</b>			
	<b>Publications</b>			
	The process of design setting information for publication	<b>Destroy 3 years from last action</b>		<b>Common practice</b>
	The published work of the authority	<b>Copies to be sent to Public Archive/ County Archive</b>		<b>Common practice</b>
	<b>Media relations</b>			
	Process of interaction with the media	<b>Destroy 3 years from closure</b>		<b>Common practice</b>

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	Media publications concerning the Council	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Press cuttings</li> <li>• Media reports</li> </ul>	<b>Common practice</b>
	<b>Marketing</b>			
	The process of developing and promotion of Council campaigns and events	<b>Permanent</b>		<b>Common practice</b>
	<b>Civic and Royal events</b>			
	The recording of ceremonial events and civic occasions	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Visitors books</li> <li>• Audio tapes</li> <li>• Video tapes</li> <li>• Photographs</li> </ul>	<b>Common practice</b>
	The process of organising a ceremonial event or civic occasion	<b>Destroy 7 years after administrative use is concluded</b>		<b>Common practice</b>
	<b>Client Management</b>			
	<b>Housing Provision</b>			
	<b>The process of the allocation and management of welfare housing by the Council and the associated issues of homelessness</b>			
	The registration of individuals' housing applications	<b>Permanent</b>	Council housing register	<b>Common practice</b>
	The process for applying for Housing Association Housing Applicants who are housed by AVH Ltd have their applications kept in the house file. Applicants	<b>Destroy 7 years from closure</b>	<ul style="list-style-type: none"> <li>• Application forms and supporting material of the Housing Register</li> </ul>	<b>Common practice</b>

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	housed by other RSLs are kept separately			
	The process for managing the tenancy of an individual tenant	<b>Destroy 15 years after termination of tenancy</b>	Correspondence re tenancy <ul style="list-style-type: none"> <li>• Tenancy files</li> <li>• Council housing application forms and supporting material</li> <li>• Application for transfer of tenancy and supporting papers</li> <li>• Application for emergency housing or referral from another agency</li> </ul>	<b>Common practice</b>
	The process of managing homeless applications:  Applicants who are housed by AVH Ltd have their applications kept in the house file. Applicants housed by other RSLs kept separately	<b>Destroy seven years from closure</b>	Homeless applications and supporting material	
	<b>Legal and Contracts</b>			
	<b>Litigation</b>			
	The process of managing, undertaking or defending for or against litigation on the Council's behalf	<b>Major litigation – kept permanently. Minor litigation - destroy 7 years after last action</b>	Criminal case files <ul style="list-style-type: none"> <li>• Civil case files</li> <li>• Correspondence</li> </ul>	<b>Common practice</b>
	<b>Advice</b>			
	The process of providing legal advice on a point of law	<b>Destroy 3 years after last action</b>		<b>Common practice</b>
	<b>Agreements</b>			
	Process of agreeing terms between organisations –	<b>Destroy 6 years after agreement expires or is</b>	Concordat	<b>Common practice Depends on value of</b>



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	this does <b>not</b> include contractual agreements	<b>terminated</b>		<b>agreement, mainly to do with agreements between public bodies, not in regard to contracts</b>
	<b>Conveyance</b>			
	The process of changing ownership of land or property	<b>Destroy 12 years after closure</b>		<b>Statutory</b>
	<b>Local Land Charges</b>			
	The process of providing comprehensive searches on land and property for prospective purchasers within the Borough.	<b>Varies depending on statutory provision</b>  <b>12 years</b>	Register of Local Land Charges  Searches	<b>Statutory</b>
	<b>Contracts and Tendering</b>			
	<b>Pre Contract Advice</b>			
	The process of calling for expressions of interest	<b>Destroy 3 years after contract let or not proceeded with</b>	Expressions of Interest	<b>Common practice</b>
	<b>Specification and Contract Development</b>			
	The process involved in the development and specification of a contract	<b>Ordinary Contract: destroy 6 years after the terms of contract have expired.</b> <b>Contracts Under Seal : destroy 12 years after the terms of the contract have expired</b>	Tender specification	<b>Statutory</b>
	<b>Tender Issuing and Return</b>			

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	The process involved in the issuing and return of a tender	<b>Destroy 3 years after start of contract</b>	Opening notice <ul style="list-style-type: none"> <li>• Tender envelope</li> </ul>	<b>Common practice</b>
	<b>Evaluation of Tender</b>			
	Successful tender document	<b>Ordinary Contract: destroy 6 years after the terms of contract have expired Contracts Under Seal : destroy 12 years after the terms of the contract have expired</b>	Tender documents <ul style="list-style-type: none"> <li>• Quotations</li> <li>• Evaluation criteria</li> </ul>	<b>Statutory</b>
	Unsuccessful tender documents	<b>Destroy 3 years after start of contract</b>	Tender documents <ul style="list-style-type: none"> <li>• Quotations</li> </ul> Evaluation criteria	<b>Common practice</b>
	<b>Post Tender Negotiation</b>			
	The process in negotiation of a contract after a preferred tender is selected	<b>Destroy 3 years after the terms of contract have expired</b>	Clarification of contract <ul style="list-style-type: none"> <li>• Post-tender negotiation minutes</li> </ul>	<b>Common practice</b>
	<b>Awarding of Contract</b>			
	The process of awarding of contract	<b>Ordinary Contract: destroy 6 years after the terms of contract have expired Contracts Under Seal : destroy 12 years after the terms of the contract have expired</b>	Signed contract	<b>Statutory</b>
	<b>Contract Management</b>			
	Contract operation and monitoring	<b>Destroy 3 years after the terms of the contract have expired</b>	Service Level Agreements <ul style="list-style-type: none"> <li>• Compliance reports</li> <li>• Performance reports</li> </ul>	<b>Common practice</b>
	Management and	<b>Ordinary Contract:</b>	Minutes and papers of meetings	<b>Statutory</b>

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	amendment of contract	<b>destroy 6 years after the terms of contract have expired</b> <b>Contracts Under Seal :</b> <b>destroy 12 years after the terms of the contract have expired</b>	<ul style="list-style-type: none"> <li>• Changes to requirements</li> <li>• Variation forms</li> <li>• Extension of contract</li> <li>• Complaints</li> <li>• Disputes on payments</li> </ul>	
	<b>Tenancy Agreements</b>			
	The process of awarding tenancies in welfare housing	<b>Ordinary Tenancy:</b> <b>destroy 6 years after the terms of contract have expired</b> <b>Tenancy Under Seal :</b> <b>destroy 12 years after the terms of the contract have expired</b>	Signed tenancy agreements Sealed tenancy agreements	<b>Statutory</b>
	<b>Financial Management</b>			
	<b>Accounts and Audit</b>			
	<b>Reporting</b>			
	The process that consolidates financial transactions on an annual basis for corporate reporting purposes	<b>Permanent</b>	Consolidated annual reports <ul style="list-style-type: none"> <li>• Consolidated financial statements</li> <li>• Statement of financial position</li> <li>• Operating statements</li> <li>• General ledger</li> </ul>	<b>Common practice</b>
		<b>Destroy 7 years after the end of the financial year in which the records were created</b>	Public Display accounts	<b>Common practice</b>
	The process that supports and consolidates financial transactions on a periodic basis, superseding those from the previous period.	<b>Destroy 3 years after statement of accounts has been closed and audited for the year.</b>	Consolidated monthly and quarterly returns <ul style="list-style-type: none"> <li>• Consolidated monthly and quarterly financial statements</li> <li>• Working papers for the</li> </ul>	<b>Common practice</b>

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	Does <b>not</b> include journals and subsidiary ledgers and cash books		preparation of the above <ul style="list-style-type: none"> <li>• Monthly accrual statements</li> <li>• Cash flow statements</li> <li>• Creditor listings and reports</li> <li>• Debtor listings and reports</li> </ul>	
	<b>Financial Transactions Management</b>			
	Management of the approvals process for purchases, including investigations	<b>Destroy 7 years after the end of the financial year in which the records were created</b>	Appointments and delegations <ul style="list-style-type: none"> <li>• Audit investigations</li> <li>• Arrangements for the provision of goods and/or services</li> </ul>	<b>Statutory</b>
	Identification of the receipt, expenditure and write offs of public monies	<b>Destroy 6 years after the conclusion of the financial transaction that the record supports</b>	Allowances <ul style="list-style-type: none"> <li>• Invoices</li> <li>• Credit card statements</li> <li>• Cash books</li> <li>• Cheque counterfoils</li> <li>• Bank statements</li> <li>• Subsidiary ledgers – annual</li> <li>• Journals – annual</li> <li>• Vouchers</li> <li>• Periodic payment records</li> <li>• Creditor notes</li> </ul>	<b>Statutory - however, this period may be reduced with the agreement of Customs &amp; Excise and/or the Inland Revenue</b>
		<b>3 years + current year or 3 years after year of audit, whichever is the longer period.</b>	Work Orders <ul style="list-style-type: none"> <li>• Delivery notes</li> <li>• Imprest documentation</li> <li>• Petty cash</li> <li>• Receipts</li> <li>• Records of receipt books issued</li> <li>• Registrar’s quarterly returns</li> <li>• Sales records</li> <li>• Periodic income records</li> </ul>	<b>CIPFA</b>

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			<ul style="list-style-type: none"> <li>Income posting slips and tabulations</li> <li>Debtor accounts – <b>non-current</b> records</li> </ul> Income correspondence	
	Process involving the provision and support for individuals using public transport	<b>Destroy 6 years after the conclusion of the financial transaction that the record supports</b>	Applications <ul style="list-style-type: none"> <li>Card issues</li> <li>Rail warrants</li> </ul>	<b>Statutory</b>
	Processes that balance and reconcile financial accounts	<b>Destroy 3 years after administrative use is concluded</b>	Reconciliation <ul style="list-style-type: none"> <li>Summaries of accounts</li> </ul>	<b>Common practice</b>
	Taxation records	<b>Destroy 7 years after the end of the financial year in which the records were created</b>	Taxation records <ul style="list-style-type: none"> <li>Motor vehicle logs</li> <li>Fringe benefits tax records</li> <li>Group certificates</li> </ul>	<b>Statutory</b>
	Processes involved in the collection of National Insurance Numbers	<b>Destroy 3 + current year after the employee ceases employment</b>	Notification and input records	<b>Common practice</b>
	<b>Payroll</b>			
	Accountable processes relating to payment of employees	<b>Destroy 10 years after the conclusion of the financial transaction that the record supports</b>	<ul style="list-style-type: none"> <li>Payroll deduction authorisations</li> <li>Payroll disbursements</li> <li>Employee pay records</li> <li>Employee taxation records</li> </ul>	<b>Statutory</b>
	<b>Non-accountable</b> processes relating to payment of employees	<b>Destroy 3 years after conclusion of the end process when this has been completed and audited</b>	Summary employee pay reports	<b>Common practice</b>
	<b>Financial Provisions</b>			
	<b>Budgets and Estimates</b>			

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	The process of finalising our annual budget	<b>Permanent</b>	Annual budget	<b>Common practice Only one version of the annual budget needs to be kept</b>
	The process of developing our annual budget	<b>Destroy 3 years after annual budget adopted</b>	Draft budgets Departmental budgets Draft estimates	<b>Common practice</b>
	The process of reporting which examines the budget in relation to actual revenue and expenditure	<b>Destroy after next years' annual budget has been adopted and that years accounts have been audited and closed</b>	Quarterly statement	<b>Common practice</b>
	<b>Treasury Management</b>			
	<b>Loans</b>			
	The activity of borrowing money to enable the Council to perform its functions and exercise its powers	<b>Destroy 7 years after the loan has been repaid</b>	Loan files	<b>Statutory</b>
	Summary management of loans	<b>Permanent</b>	Loans registers	<b>Common practice</b>
	<b>Housing</b>			
	<b>The process of offering financial help with welfare housing provision and maintenance</b>			
	Mortgages	<b>Last payment + 6 years if signed. Last payment + 12 years if sealed.</b>	Mortgage agreements Correspondence	<b>Statutory</b>
	'Right to Buy'	<b>Destroy 12 years after sale of house</b>	Sale documents Agreement concerning sales	<b>Common practice</b>
	Rent payments	<b>Destroy 7 years after</b>	Rent books	<b>Statutory</b>

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		<b>the end of the financial year in which it was created</b>	Correspondence concerning payments Requests for payment	
	Home Improvements Grants	<b>Destroy 6 years after last payment for grants under £50K. Grants over £50K destroy 12 years after last payment</b>	Agreement to pay loan Details of payments Correspondence relating to loans	<b>Statutory</b>
	<b>Council Tax Valuation</b>			
	The valuation of rateable land within a municipal district for the purpose of the making of the rate	<b>Permanent</b>	Valuation lists Correspondence Objections Reports	<b>Common practice</b>
	<b>Property History</b>			
	The recording of information for rateable properties identifying the person or company rated, including details of the value of the property	<b>Permanent</b>	Rate books Rate cards Registers of rateable properties	<b>Common practice</b>
	<b>Rates and Local Authority Tax Correspondence</b>			
	The activity of corresponding with ratepayers in relation to valuations, rates and charges, objections, submissions, appeals, rate remissions and other rates related matters	<b>Destroy 7 years after last action</b>	Notices Objections Applications Correspondence Rate certificates Notices of acquisitions and disposition Rate property file	<b>Common practice</b>
	<b>Asset monitoring and</b>			

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	<b>maintenance</b>			
	Summary management reporting on the overall assets of our authority	<b>Permanent</b>	Schedules of acquisition Consolidated current asset reports Annual reports Summary of current assets Asset registers	<b>Common practice</b>
	Management systems that allow the monitoring and management of assets in summary form	<b>Destroy 7 years after the conclusion of the financial transaction that the record supports</b>	Subsidiary asset registers	<b>Common practice</b>
	Process of reporting and reviewing assets status	<b>Update annually after administrative use is concluded</b>	Routine returns and reports on asset status Inventories Stocktaking Surveys of usage Acquisition and disposal reports and proposals	<b>Common practice</b>
	The process of maintaining assets	<b>Destroy 6 years after final action contracts executed under hand and 12 years after final action contracts executed under seal</b>	Garden maintenance Cleaning Painting Servicing	<b>Common practice</b>
	The process of maintaining plant and equipment	<b>Destroy 7 years after last action</b>	Service records Plant files	<b>Common practice</b>
	<b>Asset Acquisition and Disposal</b>			
	Management of the acquisition – by financial purchase or lease – and disposal – by sale or write off – process for assets	<b>Destroy 6 years if under £50K, 12 years if over £50K, after all obligations/entitlements are concluded</b>	Legal documents relating to the purchase/sale Particulars of sale documents Board of summary Leases Applications for leases, licences and	<b>Statutory</b>



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			rental revision Tender documents Conditions of contracts Certificates of approval	
	<b>Property and Land Management</b>			
	Reports to management on overall property of the authority	<b>Permanent</b>	Consolidated property and buildings annual reports Summary of leased property Summary of local authorities owned property Site register Register of leases	<b>Common practice</b>
	<b>Property Acquisition and Disposal</b>			
	Management of the acquisition process – by financial lease or purchase - for real property	<b>Retain for life of property + 12 years</b>	Plans	<b>Common practice</b>
	Management of the disposal process – by sale or write off – for real property	<b>Destroy 15 years after all obligations and entitlements are concluded</b>	Legal documents relating to the sale Particulars of sale documents Board of summary Tender documents Conditions of contracts	<b>Common practice</b>
	<b>Property Development and Renovation</b>			
	<b>The process of managing and undertaking renovations and development of property</b>			
	Management – buildings and estates of 'special interest'	<b>Permanent</b>	Project specifications Plans Installation/operating manuals	<b>Common practice</b>

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			Certificates of approval	
	Management – all other buildings and estates	<b>Retain for life of property or building</b>	Project specifications Plans Installation/operating manuals Certificates of approval	<b>Common practice</b>
		<b>Permanent</b>	Asbestos records	<b>Common practice</b>
	The action process involved in the development and renovation of property	<b>Destroy 3 years after the conclusion of the transaction that the record supports</b>	Work orders Tender documents	<b>Common practice</b>
		<b>Destroy 6 years after final action contracts executed underhand and 12 years after final action contracts executed under seal</b>	Final accounts Conditions of contract	<b>Common practice</b>
	<b>Leasing and Occupancy</b>			
	The process of managing leased property	<b>Destroy 15 years after the expiry of the lease</b>	Lease agreements Rental expenditure authorities Valuation queries Applications for leases, licences and rental revision	<b>Common practice</b>
	The process of managing the occupancy of property	<b>Destroy 7 years after the conclusion of the transaction that the record supports</b>	Requests for works, cleaning	<b>Common practice</b>
	<b>Housing provision</b>			
	The process of managing any welfare housing	<b>Destroy 4 years after last action</b>	Stock monitoring records	<b>Common practice</b>
	<b>Systems Management</b>			
	The internal process to develop or extend the capabilities of a system	<b>Retain for life of system then destroy</b>		

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	used to support the activities of our authority			
	The process to implement a system used to support our activities	<b>Destroy 7 years after last action</b>	Implementation plan	
	The process to support and administer a system used to support our activities	<b>Destroy 5 years after last action</b>		
	<b>Transport Management</b>			
	The process of acquisition and disposal of vehicles through lease or purchase	<b>Destroy 7 years after the disposal of the vehicle</b>	Leases Contracts Quotes Approvals Fleet authorisation numbers	<b>Common practice</b>
	The process of managing allocation and maintenance of vehicles	<b>Destroy 7 years after the sale or the disposal of the vehicle</b>	Approvals as drivers Allocations and authorisations for vehicles Maintenance	<b>Common practice</b>
	The process of recording vehicle mileage	<b>Destroy 3 years after the sale or the disposal of the vehicle</b>	Vehicle usage reports	<b>Common practice</b>
	The process of recording driver usage	<b>Destroy 7 years after the sale or the disposal of the vehicle</b>	Vehicle log book	<b>Common practice</b>
	<b>Insurance</b>			
	<b>Policy management</b>			
	The summary management of insurance arrangements	<b>Permanent</b>	Insurance register	<b>Common practice</b>
	The process of insuring officer, property, vehicles and equipment against negligence, loss or damage	<b>Permanent</b>	Insurance policies Correspondence	<b>Common practice</b>
	The process of renewing	<b>Destroy 5 years after</b>	Insurance policy renewal records	<b>Common practice</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	insurance policies	the insurance policy has been renewed	Correspondence	
	<b>Claims management</b>			
	The process that records insurance claims against the Council or officers	<b>Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)</b>	Claims records Correspondence	<b>Statutory</b>
	<b>General Public Services</b>			
	<b>Health and Safety</b>			
	<b>Inspections and Assessments</b>			
	Process of inspecting equipment to ensure it is safe	<b>Destroy 6 years from destruction of the equipment</b>	Equipment inspection records	<b>Statutory</b>
	Process of carrying out monitoring to ensure that the process is safe	<b>Destroy 3 years from last action</b>	Monitoring results	<b>Statutory</b>
	Process of monitoring of areas where employees and persons are likely to have become in contact with <b>asbestos</b>	<b>Destroy 40 years from last action or age 75 years whichever is the greater</b>	Property asbestos files	<b>Common practice based on Statutory</b>
	Process of monitoring of areas where employees and persons are likely to have come in contact with <b>radiation</b>	<b>Destroy 50 years from last action or at age 75 years which ever is the greater</b>	Radon monitoring	<b>Common practice based on Statutory</b>
	Process to ensure safe systems of work	<b>Retain until superseded or process ceases 3 year</b>	Method statements Departmental precedures	<b>Common practice</b>
	Process to asses the level of risk	<b>Destroy 3 years from last assessment</b>	Risk assessment	<b>Statutory</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	Process to assess the level of risk to young persons	<b>Destroy 3 years from person becoming 18 years of age</b>	Young persons risk assessments	
	Processes that permit work	<b>Destroy 3 years from last action</b>		<b>Common practice</b>
	Process that records injuries to adults	<b>Destroy 3 years from closure</b>	Accident books Investigation reports	<b>Statutory</b>
	Process that records injuries to children	<b>Destroy 25 years from closure</b>	Accident books	<b>Basted on Statute</b>
	Recording of Accidents	<b>Permanent</b>	Accident Book	<b>Statutory</b>
	COSH	<b>Permanent</b>	Advice Sheets	<b>Statutory</b>
	RIDDOR	<b>Permanent</b>	Occurrence Reports	
	Health & Safety Correspondence	<b>21 years</b>	Agenda Minutes Council Reports Recommendations Supporting documents such as Council briefing papers	<b>Case Law</b>
	Risk Management	<b>21 years</b>	Risk Assessments	<b>Case Law</b>
	Amenity Land Management – Chemical Application – Record of use of herbicides, insecticides etc	<b>Permanent</b>	Pesticide Register	<b>Statutory</b>
	<b>Emergency Planning</b>			
	Process to develop the emergency/disaster plan for the local community	<b>Permanent</b>	Major incident plan	
	Process of recording the results of the test emergency/disaster plan for the local community	<b>Destroy 10 years after closure</b>		
	The process of recording request for assistance from the AVBC Duty Officer	<b>Destroy 7 years after last action</b>	Duty records	<b>Common practice</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	<b>Major Incident</b>			
	Activities that report on all major incidents in the local community, whether the Emergency Plan has been invoked or not	<b>Permanent</b>		
	Activities that report on all minor incidents in the local community	<b>Destroy 7 years from closure</b>		
	<b>Enforcement Certification and Prosecution</b>			
	<b>Registration, Certification and Licensing</b>			
	Summary management systems that allow the monitoring and management of registration, certification and licences registration requirements in summary form	<b>Permanent</b>	Visual impairment register	<b>Common practice</b>
	The administration of applications, registration, certification and licences in relation to the authorities registration requirements	<b>Destroy 3 years after registration or entitlement lapses</b>	<ul style="list-style-type: none"> <li>• Applications for animal registration</li> <li>• Applications for registration of a business premises</li> <li>• Applications for release of animals impounded</li> <li>• Registers</li> <li>• Certificates of registration of: <ul style="list-style-type: none"> <li>○ door supervisors</li> <li>○ taxi drivers</li> <li>○ beauty therapists</li> </ul> </li> </ul>	<b>Statutory</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
			<ul style="list-style-type: none"> <li>• Animal movement licences</li> <li>• Gaming</li> <li>• Fire certification</li> <li>• Disabled parking permits</li> <li>• Blue badge</li> <li>• Registration to sell poison</li> </ul>	
	The process involved in licensing sites for the holding or use of toxic or hazardous substances – petroleum, agricultural chemical products or herbicides	<p><b>Permanent</b></p> <p><b>Permanent for currently operational sites</b></p>	<ul style="list-style-type: none"> <li>• Diesel licences</li> <li>• Petroleum licences</li> <li>• Health and safety licensing</li> <li>• Hazardous substances</li> <li>• Pollution Control Registers for authorisations/permits</li> </ul>	<p><b>Common practice</b></p> <p><b>Inspection/monitoring records removed from register when over 4 years old</b></p>
	<b>Benefits Investigations</b>			
	The process of investigating benefits claims	<b>Destroy 3 years following date of conviction</b>	<ul style="list-style-type: none"> <li>• Prosecution files</li> <li>• Tapes</li> </ul>	<b>Common practice</b>
	<b>Notification</b>			
	The process of issuing notification to citizens with respect to particular responsibilities	<b>Destroy 3 years after the matter is concluded</b>	<ul style="list-style-type: none"> <li>• Fire prevention notices</li> <li>• Fire prevention infringement notices</li> <li>• Objections to notices</li> <li>• Appeals against notices</li> <li>• Registration of premises infringement notices</li> <li>• Animal impounding notices</li> </ul>	<b>Common practice</b>





<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
		<b>finished or correspondence on the matter has ceased</b>		
	<b>Cemeteries Management</b>			
	Summary management systems that record the location of burials and identity of deceased individuals	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Register of interments</li> <li>• Cemetery register</li> <li>• Cemetery plans</li> </ul>	<b>Common practice</b>
	The process of regulation of burials and cremations	<b>Destroy 5 years after last action</b>	<ul style="list-style-type: none"> <li>• Permits</li> <li>• Applications</li> <li>• Orders</li> </ul>	<b>Common practice</b>
		<b>Destroy 15 years after last action</b>	<ul style="list-style-type: none"> <li>• Medical records</li> <li>• Registration papers</li> </ul>	<b>Common practice</b>
	Burial Grounds records	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Internment registers</li> <li>• Grave registers</li> </ul>	<b>Statutory</b>
	Purchase records	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Purchase Records</li> <li>• Deed Registers</li> <li>• Masons Licences</li> </ul>	<b>Common practice</b>
	Permits	<b>1 year from expiry</b>	<ul style="list-style-type: none"> <li>• Garden Permits</li> </ul>	<b>Local practice</b>
	Maintenance Records	<b>21 years</b>	<ul style="list-style-type: none"> <li>• Works orders</li> <li>• Works proposals</li> <li>• Contract specifications</li> <li>• Contract conditions</li> <li>• Variation orders</li> <li>• Bills of quantity</li> <li>• Minutes of any relevant meetings</li> <li>• Policy documents relating to inspections</li> <li>• Inspection notes and reports</li> <li>• Standing instructions</li> </ul>	<b>Case Law</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
			<ul style="list-style-type: none"> <li>• Complaints by the Public</li> <li>• Management plans</li> <li>• Cemetery Officers' Diaries</li> </ul>	
	<b>Parks Management</b>			
	Maintenance Records	<b>21 years</b>	<ul style="list-style-type: none"> <li>• Works orders</li> <li>• Works proposals</li> <li>• Contract specifications</li> <li>• Contract conditions</li> <li>• Variation orders</li> <li>• Bills of quantity</li> <li>• Minutes of any relevant meetings</li> <li>• Standing instructions</li> <li>• Complaints by the public</li> <li>• Management plans</li> </ul>	<b>Case Law</b>
	Inspection Records	<b>21 years</b>	<ul style="list-style-type: none"> <li>• Inspection notes &amp; reports</li> <li>• Policy documents relating to inspections</li> <li>• Consultants Reports</li> </ul>	<b>Case Law</b>
	Operational Management	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Procedural instructions</li> <li>• Operational Plans</li> </ul>	<b>Common practice</b>
	<b>Contractual Undertakings</b>			
	Contract Management	<b>21 years</b>	<ul style="list-style-type: none"> <li>• Works orders</li> <li>• Contract specifications</li> <li>• Contract conditions</li> <li>• Bills of quantity</li> <li>• Inspection notes &amp; reports</li> </ul>	<b>Case Law</b>
	<b>Waste Management</b>			
	<b>The provision of hard waste removal, destruction and waste reduction services by the</b>			

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	<b>Council to ratepayers</b>			
	<b>Collection</b>			
	The process of arranging the collection or transportation of household waste	<b>Destroy 3 years after last action</b>		<b>Common practice</b>
	The process of arranging the collection or transportation of controlled waste	<b>Destroy 6 years after last action</b>		<b>Common practice</b>
	<b>Disposal of waste</b>			
	The summary management of sites used for the disposal of waste with the Council's authority.	<b>Permanent</b>		<b>Common practice</b>
	The process of the short-term storage of household waste.	<b>Destroy 10 years after closure of the site</b>	Transfer sites	<b>Common practice</b>
	The process involved in managing the use, type and amount of waste to be disposed at a specific site.	<b>Permanent</b>	Waste site plans	<b>Common practice</b>
	<b>Planning and Land Use</b>			
	<b>Planning Scheme Development and Amendment</b>			
	The activity of developing a vision and strategic directions regarding existing and future land use within the authority and the development of local or town centre plans to ensure	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Structure Plan</li> <li>• Local Plan</li> <li>• Town Centre plans</li> <li>• Unitary Development plans</li> </ul>	<b>Common practice</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	the implementation of the Structure Plan			
	The activity of consultation to gain approval for the Structure Plan – Unitary Development Plans or Local Plans	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Consultation documents and replies</li> <li>• Inquiries and objections made by members of the public</li> <li>• Public inquiry documents</li> </ul>	<b>Common practice</b>
	The activity of recording information on historical buildings, monuments and ecology at a specific site	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Sites and Monuments records</li> <li>• Ecological records</li> <li>• Species' records</li> <li>• Historically listed buildings</li> <li>• Definitive map</li> <li>• Commons registration</li> </ul>	<b>Common practice</b>
	The activity of establishing planning scheme controls and providing for them to be amended	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Successful waste planning application</li> <li>• Successful mineral planning applications</li> <li>• Amendments to definitive map</li> <li>• Mineral register</li> <li>• Applications for mineral extraction</li> <li>• Land use surveys</li> </ul>	<b>Common practice</b>
	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	<b>Destroy 15 years after decision. Permanently keep controversial/high profile schemes</b>	<ul style="list-style-type: none"> <li>• Waste planning application consultation</li> <li>• Mineral planning application consultation</li> <li>• Objections</li> <li>• Inquiries – public</li> <li>• Archaeological – advice/conditions</li> </ul>	<b>Common practice</b>
	The process of controlling development of areas through applications for	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Planning applications files and plans</li> <li>• Correspondence relating to</li> </ul>	<b>Common practice</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	planning permission		<ul style="list-style-type: none"> <li>any objections</li> <li>Hearing papers</li> <li>Planning application register</li> </ul>	
	The process of maintaining the countryside and developing open spaces for public amenity	<b>Keep all policy files permanently. Destroy all other files 7 years after administrative use is concluded</b>	<ul style="list-style-type: none"> <li>Tree preservation orders</li> <li>Country parks and nature reserves development plans and correspondence</li> <li>Land purchase agreements</li> </ul>	<b>Common practice</b>
	Single Regeneration Budget		<ul style="list-style-type: none"> <li></li> </ul>	
	Townscape Heritage Initiative		<ul style="list-style-type: none"> <li></li> </ul>	
	<b>Planning Scheme Regulation</b>			
	The summary management of planning scheme regulation	<b>Permanent</b>	Building Control registers	<b>Common practice</b>
	The process of regulating the planned use of land or buildings	<b>Destroy 15 years after closure</b>		<b>Common practice</b>
	The process of approving building applications in relation to listed or other significant buildings	<b>Permanent</b>	<ul style="list-style-type: none"> <li>Building files</li> <li>Plans</li> <li>Specifications</li> <li>Correspondence</li> <li>Applications</li> <li>Permits</li> <li>Certificates</li> </ul>	<b>Common practice</b>
	The process of approving building applications, for all other buildings	<b>Destroy 15 years after construction completed</b>	<ul style="list-style-type: none"> <li>Building files</li> <li>Plans</li> <li>Specifications</li> <li>Correspondence</li> <li>Applications</li> <li>Permits</li> <li>Certificates</li> </ul>	<b>Common practice</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
			Objections	
	The process of inspecting building work for the purpose of ensuring compliance	<b>Destroy 10 years after the issue of a certificate of final inspection</b>	<ul style="list-style-type: none"> <li>• Certificate of final inspection</li> <li>• Building inspection records</li> <li>• Diaries</li> </ul>	<b>Common practice</b>
	The process of enforcing building or land regulations	<b>Destroy 3 years after compliance with enforcement notice</b>		<b>Common practice</b>
	<b>Infrastructure and Transport</b>			
	<b>Planning and Development</b>			
	The activity of developing a vision and strategic directions regarding existing transport and infrastructure within the Borough.	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Structure plan</li> <li>• Local transport plan</li> </ul>	<b>Common practice</b>
	The activity of recording location of highways, bridle paths and rights of way	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Definitive map</li> <li>• Correspondence concerning enquiries and disputes</li> </ul>	<b>Common practice</b>
	The activity of establishing planning scheme controls and providing for them to be amended and modified	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Amendments to definitive map</li> <li>• Road adoption</li> </ul>	<b>Common practice</b>
	The process of receiving, considering and responding to submissions and objections to planning schemes and amendments	<b>Destroy 7 years after decision</b>	<ul style="list-style-type: none"> <li>• Enquiries</li> <li>• Consultation documents, objections and correspondence</li> </ul>	<b>Common practice</b>
	The process of enforcing infrastructure and transport regulations	<b>Destroy 50 years after enforcement notice. Destroy 3 years after compliance with enforcement notice</b>		<b>Common practice</b>

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	<b>Traffic Management</b>			
	The activity of planning and programming the continued flow, diversion or reduction of traffic	<b>Destroy 7 years after action completed</b>	Traffic orders	<b>Common practice</b>
	<b>Design and Construction</b>			
	The activity of planning, designing, programming and construction of roads, streets, bridges and tunnels	<b>Permanent</b>		<b>Common practice</b>
	<b>Infrastructure Management and Maintenance</b>			
	The activity of providing services in relation to infrastructure within the Council's our authority	<b>Destroy 7 years after last action</b>	<ul style="list-style-type: none"> <li>• Street files</li> <li>• Street records</li> <li>• Requests for: <ul style="list-style-type: none"> <li>- hedge clipping</li> <li>- tree planting</li> <li>- naming of streets</li> <li>- numbering of houses</li> <li>- street load limits</li> <li>- street signs</li> <li>- bus shelters</li> <li>- applications to dig up pavements</li> <li>- HGV applciaiton</li> <li>- Advice/comment</li> <li>- Level crossing</li> <li>- Rights of way</li> <li>- Roundabouts</li> <li>- Traffic calming measures</li> <li>- Street lighting</li> </ul> </li> </ul>	<b>Common practice</b>

Ref No	Function/ Function Description	Recommended Retention Period	Examples of Records	Notes
	<b>Human Resources</b>			
	<b>Personnel Administration</b>			
	Summary management systems that allow the monitoring and management of employees in summary form	<b>Permanent.</b> Transfer to place of deposit after administrative use is concluded.	<ul style="list-style-type: none"> <li>• Employment Register - Permanent Staff</li> <li>• Employment Register - Temporary Staff</li> <li>• Employment Register - Casual Staff</li> <li>• Register of personnel files</li> <li>• Personal history cards</li> <li>• Superannuation history card</li> <li>• Salary master card</li> </ul>	Common practice
	<p>The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements.</p> <ul style="list-style-type: none"> <li>• Records containing superannuation information</li> <li>• Medical details of employees</li> </ul> <p>Officers' Declarations of Interest</p>	<p><b>Destroy 6 years from date of last pension payment</b></p> <p>Permanent in case of future claims on health and safety grounds</p> <p>Keep until 18 months after departure of employee from Council employment</p>	<ul style="list-style-type: none"> <li>• Letter of appointment</li> <li>• Letter of acceptance</li> <li>• Details of assigned duties</li> <li>• Probation reports</li> <li>• Personal particulars</li> <li>• Educational qualifications</li> <li>• Declarations of pecuniary interests</li> <li>• Secrecy undertakings</li> <li>• Employment contracts</li> <li>• Medical clearance</li> <li>• Medical examinations</li> <li>• Declaration of Conflict of Interest Forms</li> </ul>	Common practice



<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	Records relating to staff working with children	<b>25 years after termination of employment.</b>		
	All other records	<b>Termination plus 6 years</b>		
	<b>Employees and Industrial Relations</b>			
	Identification and development of significant directions concerning industrial matters	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Generic agreements and awards</li> <li>• Negotiations</li> <li>• Disputes</li> <li>• Claims lodged</li> </ul>	Common practice
	Liaison processes of minor and routine industrial matters	<b>Destroy 3 years after administrative use is concluded</b>	<ul style="list-style-type: none"> <li>• Daily industrial relations management</li> </ul>	Common practice
	Processing of disciplinary and grievances investigations where proved	<b>Oral Warning – 6 months</b> <b>Written Warning – 1 year</b> <b>Final Warning – 2 years.</b> The above warnings to be rendered ineffective after the relevant time has 'spent'. Warnings involving children – placed on personal file permanently	<ul style="list-style-type: none"> <li>• Disciplinary</li> </ul>	Warnings involving children remain on personal file permanently for reference purposes.
	Record of disciplinary offence	<b>Keep for the length of the employee's employment</b>	<ul style="list-style-type: none"> <li>• Entry on Central Register</li> </ul>	
	Processing of disciplinary and grievances investigations where unfounded	Destroy immediately after the grievance has been found to be unfounded; or after appeal	<ul style="list-style-type: none"> <li>• Disciplinary</li> </ul>	Common practice

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
	<b>Equal Employment Opportunities</b>			
	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	<b>Destroy 5 years after action completed</b>		Common practice
	<b>Occupational Health</b>			
	The process of checking and ensuring the health of staff	<b>Destroy 75 years after DOB</b>	<ul style="list-style-type: none"> <li>• Health questionnaire</li> <li>• Medical clearance</li> <li>• Adjustment to work place</li> <li>• Restrictions</li> <li>• Recommendations</li> <li>• Health surveillance records</li> </ul>	Common practice
	<b>Recruitment</b>			
	The recruitment process for an established position	<b>Destroy 6 months after recruitment has been finalised</b> (For letter of appointment for successful candidate use employment conditions)	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Unsuccessful applications</li> <li>• Referee reports</li> <li>• Interview reports</li> <li>• Unsuccessful applicants' details</li> </ul>	
	<b>Staff Monitoring</b>			
	Performance	<b>Destroy 5 years after action completed</b>	<ul style="list-style-type: none"> <li>• Probation reports</li> <li>• Performance plans</li> </ul>	Common practice
	Process of monitoring staff leave and attendance	<b>Destroy 5 years after action completed</b>	<ul style="list-style-type: none"> <li>• Sick leave</li> <li>• Jury service</li> <li>• Study leave</li> <li>• Special and personal leave</li> </ul>	

Ref No	Function/ Function Description	Recommended Retention Period	Examples of Records	Notes
			<ul style="list-style-type: none"> <li>• Attendance books</li> <li>• Flexitime sheets</li> <li>• Leave applications</li> <li>• Annual leave</li> </ul>	
	<b>Staff Retention</b>			
	Financial reward	<b>Destroy 7 years after action completed</b>		Common practice All records relating to actual payments are dealt with under finance
	Other strategy	<b>Destroy 3 years after action completed</b>	•	Common practice
	<b>Termination</b>			
	The process of termination of staff employment through voluntary redundancy, dismissal and retirement	<b>Destroy 6 years after termination</b>  <b>If a pension is paid then records should be destroyed 6 years after last payment of pension</b>	<ul style="list-style-type: none"> <li>• Resignation</li> <li>• Redundancy (Section 188)</li> <li>• Dismissal</li> <li>• Death</li> <li>• Retirement</li> </ul>	Common practice
	<b>Training and Development</b>			
	Routine staff training processes (not occupational health and safety or children related)	<b>Destroy 3 years after action completed</b>	<ul style="list-style-type: none"> <li>• Course assessment of individual staff</li> </ul>	Common practice
	Training (concerning children)	<b>Destroy 35 years after training completed, or last entry</b>	<ul style="list-style-type: none"> <li>• Course assessment of individual staff</li> <li>• Training register</li> </ul>	Common practice
	Training (occupational health and safety training)	<b>Destroy 50 years after training completed</b>	<ul style="list-style-type: none"> <li>• OH &amp; S training register</li> </ul>	Common practice
		<b>Individual course assessment records should be destroyed</b>		

<b>Ref No</b>	<b>Function/ Function Description</b>	<b>Recommended Retention Period</b>	<b>Examples of Records</b>	<b>Notes</b>
		<b>once the training has been renewed every three years</b>		
	Training (materials)	<b>Destroy 1 year after course is superseded</b>		Common practice
	Training (proof of completion)	<b>Keep for 7 years after employ has been terminated.</b>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Awards</li> <li>• Exam results</li> </ul>	Common practice
	<b>Appointments of Statutory Officers</b>			
	Summary management systems that allow the monitoring & management of statutory officers in summary form	<b>Permanent.</b> Transfer to place of deposit after administrative use is concluded		Common practice
	The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements	<b>Destroy 6 years after departure from employment</b>		Common practice
	The appointment of an individual for a statutory position	<b>Permanent.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Appointment files</li> </ul>	Common practice
	The recruitment process for a statutory position	<b>Destroy 6 months after date of appointment</b>	<ul style="list-style-type: none"> <li>• Vacancies and unsuccessful applicants' records</li> <li>• Interview notes</li> <li>• Prospective staff records</li> <li>• Registers of unsuccessful applicants</li> <li>• Unsuccessful applications records</li> </ul>	

