



# **MOLE VALLEY DISTRICT COUNCIL**

## **RECORDS RETENTION & DISPOSAL SCHEDULE**

**UNDER ROLLING REVIEW FROM MAY '18**

## **Introduction**

The aims of this Schedule are to:

- assist in identifying records that may be worth preserving permanently as part of the Council's archives.
- prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration.
- provide consistency for the destruction of those records not required permanently after specified periods.
- promote improved records management practices within the Council.

This document sets out the legislation, guidance and policy in connection with record retention; it cannot provide for every eventuality. All retention periods quoted are minimum periods for retention only. All records should be reviewed at the end of any quoted time and considered both as individual records and in relation to departmental records as a whole, bearing in mind the purpose and value of their retention.

It has been set out in columns as follows:

### **1. Record**

Describes the kind of files and documents that the Council uses.

### **2. Legislation and Other Requirements**

Information about the actual law or the area of law that is appropriate for such records. There is not always a law setting out a retention period; in such instances it is guidance, departmental policy or usage that dictates the retention period.

### **3. Retention Period**

Retention Period describes minimum retention periods. Where there is no clear indication as to when this time should be counted from it should be assumed that the retention time is from the time the file/record is closed.

All retention periods quoted as legislative requirements are minimum periods for retention only.

### **4. Disposal Policy**

Disposal Policy describes what should be done at the end of the retention period; destroy or review it to see if it should be held for longer.

### **5. Responsible Service**

Department responsible for the documents

## **Transfer of Records to archival storage**

Departments wishing to transfer permanent records to archival custody should contact the Surrey History Centre, 130 Goldsworth Road, Woking, Surrey GU21 6ND Tel: 01483 518737 Fax: 01483 518738 email: [shs@surreycc.gov.uk](mailto:shs@surreycc.gov.uk), for further information on transfer policy and procedures.

## **Destruction of Records**

Where records are sentenced for destruction under the Schedule, backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection and Freedom of Information legislation.

Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

When records identified for disposal are destroyed, a register of such records needs to be kept. For records not covered by the Schedule contact the legal department or suitable experienced sources for further advice. It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed.

Confidential records which are due to be destroyed must be disposed of in a secure manner.

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**Retention times should be read as full financial years after closure or last entry**

**Retention times should be read as full financial years after closure or last entry**

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Audited Accounts: Statement of accounts produced each year and circulated to the public, other LA's, staff, members etc	Audit	Permanent – Offer to Archivist	Pass to Archivist as soon as approved by Auditors and by Council		FINANCE
Financial System Reconciliations	Audit	2 years	Destroy		FINANCE
Budget files & statements	Audit	3 years	Destroy		FINANCE
Capital monitoring files	Audit	3 years	Destroy		FINANCE
Budget monitoring files	Audit	3 years	Destroy		FINANCE
Debtor invoices	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy		FINANCE
Credit notes	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy		FINANCE
Daily Takings records (i.e. till rolls)	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy		FINANCE
Sales records Ledger	N/A	6 years	Destroy		FINANCE
Year End Ledger	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy		FINANCE

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Journal Transfers	Audit	2 years	Destroy		FINANCE
Cash Books	Audit, VAT	6 years	Destroy		FINANCE
Petty Cash Imprest account	Audit, Tax, VAT	2 years	Destroy		FINANCE
Finance Receipt Books	Statute of Limitations, Audit,	6 years	Destroy		FINANCE
Petty Cash vouchers	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy		FINANCE
Cheque books and counterfoils	Audit	6 years	Destroy		FINANCE
Cheque Lists	Audit	6 years	Destroy		FINANCE
Returned Cheques	Audit	6 years	Destroy		FINANCE
Unpresented cheque list	Audit	6 years	Destroy		FINANCE
Bank Reconciliations	Audit, VAT	6 years	Destroy		FINANCE
Bank Statements	Statute of Limitations, Tax, VAT	6 years	Destroy		FINANCE
Bank paying in books	Audit	6 years	Destroy		FINANCE
Delivery Notes	Tax, VAT	6 years	Destroy		FINANCE
Goods received book	Tax, VAT	6 years	Destroy		FINANCE
Stock inventories/stock sheets/stock control books	Audit	2 years	Destroy		FINANCE
Inventories	Audit	2 years	Destroy		FINANCE

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Creditor Invoices received	VAT	6 years	Destroy		FINANCE
Credit notes received	VAT	6 years	Destroy		FINANCE
CIPFA returns	N/A	3 years	Destroy		FINANCE
Finance correspondence where it provides evidence of income/expenditure	Statute of Limitations, Audit, Tax, VAT	6 years	Destroy		FINANCE
Payroll Timesheets Overtime Sheets N.I. Records PAYE Deduction Records Deductions made under Construction Industry TDS Claim Forms	Statute of Limitations, Audit, Tax	6 Years	Destroy		HR
Tax and PAYE	Statute of Limitations, Audit, Tax	7 Years	Destroy		HR
Subsistence and Mileage Claims		6 Years	Destroy		HR
Council Tax	Local Govt. Finance Act 1992	6 years	Hard Copy for a month. Documents scanned and then destroyed		REVENUES
Business Rates	Local Govt. Finance Act 1992	6 Years (Tax Implications)	Hard copy for a month. Documents scanned then		REVENUES

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RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
			destroyed		
Benefit Claim Forms and associated supporting documents received by Benefits Service	Common Practice	6 years + current	Destroy		BENEFITS
Benefit records held on Academy Systems	Common Practice	6 years + current	Destroy		BENEFITS
Benefits: Government Returns (DHP, Estimates, Subsidy)	Common Practice	6 years + current	Destroy		BENEFITS
Investigation files (hard copies)	N/A	Dispose immediately at file close	Confidential waste	Stored securely in locked cabinet with team location Fraud & Investigation	Fraud & Investigation Team
Individual investigation file records and linked documents and product held electronically on Case Management System – Depends on outcome see below	CPIA Audit requirement		Deleted by system administrator	Held in secure stand-alone IT system, with controlled access	Fraud & Investigation Team
No fraud proven cases	As above	3 years	As above	As above	Fraud & Investigation Team
Prosecution	As above	6 years or 6 months from sentence finished if later	As above	As above	Fraud & Investigation Team

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Caution or other sanction	As above	6 years from date of sanction	As above	As above	Fraud & Investigation Team
Referral received – not investigated	CPIA and Audit Requirement	3 years	Deleted by system administrator	Held in secure stand alone IT system, with controlled access	Fraud & Investigation Team
Investigation summary and documents obtained to support individual Internal Business units decision making	N/A	Dependent on business unit disposal policy		Relevant summary and documents will be transferred to affected business unit for purposes of legislative decision making	Fraud & Investigation Team
Recorded Interview under caution tapes / CD's	CPIA	3 years or in line with file destruction if prosecution / sanction case	Confidential disposal	Stored securely in locked cabinet with team location	Fraud & Investigation Team
Informal recorded interview tapes and CD's	Audit requirement	3 years	Confidential disposal	Stored securely in locked cabinet with team location	Fraud & Investigation Team
QB 50 notebooks	CPIA	5 years from date of last entry	Confidential waste	Stored securely in locked cabinet with team location	Fraud & Investigation Team
Interview under caution CD logs	CPIA	5 years	Confidential waste	Stored securely in locked cabinet with team location	Fraud & Investigation Team

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RIPA documents	RIPA	3 years		Stored securely in locked cabinet with team location	Fraud & Investigation Team
HBMS data receipt	Audit requirements	3 years		Benefits system	Fraud & Investigation Team
Data extract provided to external organisations for data matching or hubbing purposes for the prevention and detection of fraud purpose	Audit requirements	Immediately after data refresh provided	Delete from system	Internal system drive	Fraud & Investigation Team
Financial Investigation documents and system records	POCA	6 years from date of confiscation or in line with investigation file destruction in no order	Delete from system	Held in secure stand alone IT system, with controlled access	Fraud & Investigation Team and / or Financial Investigator
Debtors records	Statute of Limitations, VAT	Min 6 years or until the debt has been paid or written off, whichever is the later.	Destroy		FINANCE
Private fund records		6 years	Destroy		FINANCE
Trust fund records		6 years after money has been finally spent	Destroy		FINANCE
Driver Insurance Forms		Replaced annually	Destroy hard copies, delete electronic copies		Risk Management and Performance

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Insurance Registers (motor and property schedule)	MVDC internal policy	Permanent			Risk Management and Performance
Insurance Claim Data and paperwork	Statute of Limitations	6 years after all obligations / entitlements are concluded	Delete or Destroy		Risk Management and Performance
Property Leases		Permanent			
Insurance Policy Records		Permanent			Risk Management and Performance

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## CONTRACT DOCUMENTATION

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Sealed Contracts, including award & management of contracts	Statute of Limitations	12 years from expiry of contract	Destroy	Could contain confidential information	RELEVANT DEPT/LEGAL
Signed Contracts, including award & management of contracts	Statute of Limitations	6 years from expiry of contract	Destroy	Could contain confidential information	RELEVANT DEPT/LEGAL
Contract Tender (successful) that leads to a sealed contract	Statute of Limitations	12 years from expiry of contract	Destroy	Could contain confidential information	RELEVANT DEPT/LEGAL
Contract Tender (successful) that leads to a signed contract	Statute of Limitations	6 years from expiry date of contract	Destroy	Could contain confidential information	RELEVANT DEPT/LEGAL
Evaluation of tenders		1 year after contract award	Destroy		RELEVANT DEPT
Tenders (unsuccessful)		1 year after contract award	Destroy		RELEVANT DEPT
Contracts Register	N/A	Permanent	Electronic database		FINANCE
List of suppliers for tendering purposes	Contract Standing Orders	Permanent but review and update as necessary			RELEVANT DEPT/LEGAL
Service Agreements with voluntary organisations	N/A	12 years from expiry-sealed 6 years from expiry-signed	Destroy		RELEVANT DEPT/LEGAL

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## CONTRACT DOCUMENTATION

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Pre-contract advice, e.g. expressions of intent (successful)		12 years from expiry-sealed 6 years from expiry-signed	Destroy		RELEVANT DEPT/LEGAL
Pre-contract advice, e.g. expressions of intent (unsuccessful)		1 year after contract award	Destroy		RELEVANT DEPT
SLA's		6 years from expiry of agreement	Destroy		RELEVANT DEPT/LEGAL
Consutancy agreements		12 years from expiry-sealed 6 years from expiry-signed	Destroy		RELEVANT DEPT/LEGAL

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## HUMAN RESOURCES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Personal files of employees, including: Application Forms Reference Reports Job descriptions/Person specs Contracts Discretionary Awards Termination	Limitation Act 1980	Employment period + 6 years	Destroy		Information Asset Owners and HR
Records relating to staff working with children		25 years after ceasing employment	Destroy		Information Asset Owners and HR
Health and Safety training		Employment period + 6 years		Certificates to be retained by HR	Information Asset Owners, HR and Health & Safety team

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**HUMAN RESOURCES**

Disciplinary and grievance records (where established)	Employment Act 2002	Employment period + 6 years. Warnings will not be active on employee files after expiry however a record of what has occurred will be kept for period above.	Destory		HR – any other involved parties to pass to HR on conclusion of their involvement in the case.
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## HUMAN RESOURCES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Disciplinary and grievance records (where unfounded)		N/A	Destroy after decision (awaiting to allow appeal)		(as above)
Medical Records	COSHH Regulations 1994	40 years	Destroy		Occupational Health
Police checks	DBS	6 months	DBS certificates are never kept – only the certificate no/issue date are retained by the manager, however this qualifies as processing		Information Asset Owners
Recruitment documentation – both internal and external (unsuccessful applicants)	N/A	6 months	Destroy		Information Asset Owners
Performance and Development Reviews (Staff Appraisals)	N/A	6 years after ceasing employment	Destroy		Information Asset Owners
Car Loans	N/A	6 years after ceasing employment	Destroy		HR

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## HUMAN RESOURCES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Car Leasing		3 years after lease expires	Destroy	Could contain confidential information – Dispose of as Confidential Waste	HR
Staff leave and flexi leave		6 years after ceasing employment	Destroy		HR
Identification & development of significant directions concerning industrial matters e.g. generic agreements & awards, negotiations, disputes and claims lodged		Permanent – Offer to archivist for review	Transfer to place of deposit after administration use is concluded.	Collective, not individual matters	HR
Evidence of eligibility to work in the UK	Immigration, Asylum and Nationality Act (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971	6 years after ceasing employment	Destroy		HR
Self certificates, Doctor's certificates, Occupational Health	Data Protection	6 years after ceasing employment	Destroy		HR

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## HUMAN RESOURCES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
documentation (including Management referral forms, workplace assessment reports and medical reports (but see above))	Act 2000				

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## HEALTH & SAFETY RECORDS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Health and Safety Audit reports	Health & Safety Act 1974	5 years	Review		Risk Management and Performance
Health and Safety induction checklists	Health & Safety Act 1974	Employment period +6 years	Destroy		Risk Management and Performance / Relevant Department
Health and Safety training records	Health & Safety Act 1974	Employment period +6 years	Destroy	Certificates to be retained by HR	Risk Management and Performance / HR / Relevant Department
Health and Safety training attendees	Health & Safety Act 1974	Destroy when training complete	Destroy		Risk Management and Performance
DSE training records on WorkRite	Health & Safety Act 1974	As per contract agreement	As per contract agreement		Risk Management and Performance
RIDDOR reports -Staff	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	Permanent	Keep – do not destroy		Risk Management and Performance
RIDDOR reports - Public	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985	Permanent	Keep – do not destroy		Risk Management and Performance
Records of Accidents/Incidents - Staff	Health & Safety regulations	Permanent	Keep – do not destroy		Risk Management and Performance

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Records of Accidents/Incidents - Public	Health & Safety regulations	Permanent	Keep – do not destroy		Risk Management and Performance
Violence at work records	Health & Safety Act 1974  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985  Management of Health & Safety at Work Regulation 1999	6 years	Destroy		Risk Management and Performance
H & S risk assessments	Management of Health & Safety at Work Regulation 1999	Current and last 3 years	Destroy	May be required if H&S disputes occur in the future	Risk Management and Performance / Relevant Department
Clients of Concern Register and associated documents	Health & Safety Act 1974  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985  Management of Health & Safety at Work Regulation 1999	Destroy once client removed from Register	Destroy		Risk Management and Performance
MVDC records on E-CINS	Health & Safety Act 1974  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985  Management of Health & Safety at Work Regulation 1999	Destroy once client removed from Clients of Concern Register.	Destroy		Risk Management and Performance / Community Safety

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Surrey Health and Safety Group member list		For length of membership	Destroy		Risk Management and Performance
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## DEMOCRATIC SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Minute Books	Local Government Acts 1972 and 2000	Permanent	Must be available for public inspection for 6 years Offer to Archivist after admin use completed (10 Years).		DEMOCRATIC SERVICES
Agendas & Committee papers	Local Government Acts 1972 & 2000	Permanent	Must be available for public inspection for 6 years Offer to Archivist after admin use completed. (10 Years).		DEMOCRATIC SERVICES
Background papers in connection with agendas	Local Government Acts 1972 and 2000	4 years	Destroy		DEMOCRATIC SERVICES
Minute taking (e.g. drafts, notes, audio tapes etc.)		Until date of confirmation of final minutes	Destroy	May contain confidential Information	DEMOCRATIC SERVICES
Members Allowances		2 years	Destroy	Could contain confidential information – Dispose of as Confidential Waste	DEMOCRATIC SERVICES
Records of Election Expenses	Representation of the People Act 1983	2 years	Destroy	Dispose of as Confidential Waste	DEMOCRATIC SERVICES

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## DEMOCRATIC SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Election Form 'A's	Representation of the People Regulations 1986	Current register + 1 year	Destroy	Dispose of as Confidential Waste	DEMOCRATIC SERVICES
Ballot Papers & documents for Local Elections	Local Elections (Principal Areas) Rules 2006	1 year after election	Destroy	Dispose of as Confidential Waste	DEMOCRATIC SERVICES
Ballot Papers for European Elections	European Parliamentary Elections Regulations 1999	1 year after election	Destroy	Dispose of as Confidential Waste	DEMOCRATIC SERVICES
Ballot Papers & documents for Parliamentary Elections	Parliamentary Elections Rules		Forward to Clerk of Crown after election		DEMOCRATIC SERVICES
Declaration of Election Results		6 Months	Destroy		DEMOCRATIC SERVICES
Electoral register – Full Version	Representation of Peoples Act	Permanent	Offer to Archivist after admin use concluded		DEMOCRATIC SERVICES
Political Party Papers – e.g. Leader of Council papers, Leader of Opposition papers		3 years	Destroy		DEMOCRATIC SERVICES
Honours Nomination Forms and associated documents and correspondence		5 Years after last action	Destroy		DEMOCRATIC SERVICES
Emergency plans	Civil Contingencies Act	Revised annually, previous versions stored for 3 years	Destroy		DEMOCRATIC SERVICES

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**DEMOCRATIC SERVICES**

Vulnerable People data	Civil Contingencies Act	Updated daily, previous version placed	Electronic- deleted		DEMOCRATIC SERVICES
Individual data collected during an incident	Civil Contingencies Act	As long as is required by law	Destroy		DEMOCRATIC SERVICES
The process of making local laws eg byelaws		Permanent	Offer to Archivist for review.	.	LEGAL

## CORPORATE & LEGAL

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Constitution	Local Government Act 2000	Permanent	Offer copy to Archivist		LEGAL
Corporate Complaints (incl. Ombudsman)	N/A	6 years	Destroy		STRATEGIC LEADERSHIP
Standards /Monitoring Officer Complaints		6 years	Destroy		MONITORING OFFICER
Performance indicator information	Local Government Acts, various Sis	Permanent	Offer copy to Archivist		POLICY & PERFORMANCE
Concessionary Fares applications	Transport Act 1985	1 year	Destroy		REVENUESS
Corporate Strategy	Common Practice	Permanent	Offer to Archivist		POLICY & PERFORMANCE
Corporate/ Senior Management Team Board Minutes	Common Practice	Permanent	Offer to Archivist	Could contain Confidential Information	STRATEGIC LEADERSHIP
Process of consulting the public and staff in the development of significant policies	Common Practice	5 years from closure	Offer to Archivist		RELEVANT CORPORATE HEAD (?)
Process of consulting the public and staff in the development of minor policies	Common Practice	1 year from closure	Destroy		RELEVANT CORPORATE HEAD (?)
Litigation files & papers	Common Practice	7 years after last	Major litigation – offer		LEGAL

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## CORPORATE & LEGAL

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
		action	to Archivist for review		
Charity files		Permanent			LEGAL
RIPA files	Codes of practice	6 years or longer if relevant to pending or future proceedings	Destroy		LEGAL

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## PLANNING, DEVELOPMENT & BUILDING CONTROL

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Planning Applications (inc Planning Decision Notices) Planning Appeals Planning Registers	Town & Country Planning Act 1990	Permanent – Offer all to Archivist after admin use completed	Transfer the Planning Application Register to Archivist once the register has been completed (or at arranged intervals if it is held electronically)		PLANNING
Tree Preservation Orders	Town & Country Planning Act 1990	Until Order revoked + 7 years	Destroy		PLANNING
Building Control applications Registers (inc Building Control Decision notices)	Building Act 1984	Permanent	Offer to archivist		PLANNING
Planning Application & Building Control Plans		Permanent			PLANNING
Consultation documents (housing commitments, local plan, structure plan)	Town & Country Planning Act 1990	Retain until adopted	Destroy		PLANNING POLICY
Planning Enforcement Notices, Breach of Condition Notices	Town & Country Planning Act 1990	Permanent			PLANNING
CLEUDs, CLOPUDs	Town & Country Planning Act 1990	Permanent			PLANNING
S.106 Agreements	Town & Country Planning Act 1990	Permanent			PLANNING
<b>Planning Scheme Development</b>					
LDF Structure Plan	Common Practice	Permanent	Offer to Archivist when plan is superseded		PLANNING POLICY

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## PLANNING, DEVELOPMENT & BUILDING CONTROL

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Local Plan Town Centre Plan					
Consultation to gain approval for the Structure Plan or Local Plans, etc	Common Practice	Permanent	Offer to Archivist for review after 3 years		PLANNING POLICY
Recording information on historical buildings, monuments and ecology at a specific site	Common Practice	Permanent – Offer to Archivist for review.	Transfer to place of deposit after administrative use is concluded		PLANNING
The process of inspecting buildings for the purpose of insuring compliance with building control and planning	Common Practice	10 years after the issue of a certificate of final inspection	Destroy		PLANNING

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## PROPERTY & LAND MANAGEMENT

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Drawings	N/A	Retain until property sold or demolished	Destroy		LEGAL/ PROPERTY
Acquisitions/disposals Leases Licences Wayleaves (incl. files)		Permanent			LEGAL
Property Condition Surveys	N/A	Keep most recent survey until replaced	Destroy		LEGAL/ PROPERTY
Bldg H&S files	Construction Design & Management Regulations	6 years after end of agreement	Destroy		PROPERTY
Property files	Landlord & Tenant Act	Permanent			LEGAL/ PROPERTY
Asset Management Plans	N/A	5 years	Destroy		PROPERTY
Statutory registers eg asbestos		Permanent			PROPERTY
Local land charges searches		20 years	Destroy	Insurance requirement	PLANNING
Parks site management files		2 years	Destroy		PARKS
Playground inspection sheets		20 years	Destroy		PARKS
Allotments					PARKS
Trees and aboricultural Inspections		21 years	Destroy		parks

Retention times should be read as full financial years after closure or last entry

## ENVIRONMENTAL HEALTH, LICENSING, WASTE MANAGEMENT, CEMETERIES & CAR PARKS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Application forms for Hackney Carriage/Private Hire licences		5 years from expiry	Destroy		ENV HEALTH
Liquor licences	Licensing Act 2003	Lifetime of premises unless surrendered or revoked – then destroy	Destroy		ENV HEALTH
Licences, Permits, etc	Gambling Act 2005	Lifetime until revoked or surrendered	Destroy		ENV HEALTH
Temporary and Occasional Use Notices	Gambling Act 2005	2 years	Destroy		ENV HEALTH
Street Collection licences		2 years from date of licence	Destroy		ENV HEALTH
Lottery applications		2 years	Destroy		ENV HEALTH
Licence/Registration forms	Various	2 years	Destroy		ENV HEALTH
Duty of Care transfer notices	Section 34 Environmental Protection Act 1990	2 years	Destroy		ENV HEALTH
Health and safety inspection reports	Departmental policy	At least 6 years, or until the next programmed inspection, whichever is longer (unless required for longer because of litigation, Ombudsman, or instruction by the HSC)	Destroy		ENV HEALTH

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## ENVIRONMENTAL HEALTH, LICENSING, WASTE MANAGEMENT, CEMETERIES & CAR PARKS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Health and Safety at Work etc Act 1974 statutory notices	Departmental policy Environment and Safety Information Act 1988	At least 10 years from date of service (NB: longer than statutory minimum of 3 years for public register of Notices affecting public safety. With same proviso as inspection reports above).	Destroy		ENV HEALTH
Health and safety complaint investigations	Departmental policy	At least 6 years from completion (with same proviso as inspection reports above)	Destroy		ENV HEALTH
Health and safety incident investigations (ie accidents, dangerous occurrences and occupational diseases)	Departmental policy	10 years	Destroy		ENV HEALTH
Food hygiene inspection reports	Food Safety Act 1990 (as amended) Food Law Code of Practice (England)	At least 6 years, or until next primary inspection, whichever is longer (unless required for longer because of litigation, Ombudsman, or instruction by the FSA).	Destroy		ENV HEALTH
Notification of Infectious diseases	Departmental policy	At least 1 year (unless related to a food business in which case at least 6 years,	Destroy		ENV HEALTH

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## ENVIRONMENTAL HEALTH, LICENSING, WASTE MANAGEMENT, CEMETERIES & CAR PARKS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
		with same proviso as inspection reports above)			
Food sampling reports	Food Safety Act 1990 (as amended) Food Law Code of Practice (England)	At least 6 years (with same proviso as inspection reports above)	Destroy		ENV HEALTH
Food complaint/food premises complaint investigations	Food Safety Act 1990 (as amended) Food Law Code of Practice (England)	At least 6 years from completion (with same proviso as inspection reports above)	Destroy		ENV HEALTH
Food hygiene statutory notices	Food Safety Act 1990 (as amended) The Food Hygiene (England) Regulations 2006 Food Law Code of Practice (England)	At least 10 years from date of service (with same proviso as inspection reports above).	Destroy		ENV HEALTH
Pest Control – notice / info to service users	HASAWA – Safe systems of work	3 Years	Destroy		ENV HEALTH
Dog register (stray and abandoned dogs)	Environmental Protection Act 1990	10 years	Destroy		ENV HEALTH
Nuisance records sheets	Environmental Protection Act 1990	6 years except where notice served when they remain as evidence for length of notice	Destroy		ENV HEALTH
Contaminated land	Environmental Protection Act 1990	Until land is no longer contaminated (min –	Destroy		ENV HEALTH

**Retention times should be read as full financial years after closure or last entry**

## ENVIRONMENTAL HEALTH, LICENSING, WASTE MANAGEMENT, CEMETERIES & CAR PARKS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
		25 years)			
Houses of multiple occupancy	Housing Act 2004	2 years after end of multiple occupation or	Destroy		ENV HEALTH
		5 years after premises no longer eligible for registration			
Documents regarding storage of explosives and petroleum	Dangerous Substances and Explosive Atmosphere Regulations 2002	Permanent	Offer registers to Archivist after administrative use is concluded.		ENV HEALTH
Grants eg property improvement, disabled, minor works	HGC&R Act 1996	6 years	Destroy		ENV HEALTH
<b>Waste Management</b>					
Collection or transportation of household waste	Common Practice	2 Years after last action	Destroy		ENVIRONMENT
Collection or transportation of controlled waste	Common Practice	6 Years after last action	Destroy		ENVIRONMENT
Management of sites used for disposal of waste	Common Practice	Permanent – Offer to Archivist	Transfer to place of deposit after administrative use is concluded.		ENVIRONMENT
Short-term storage of household waste – transfer sites	Common Practice	10 Years after site closure	Destroy		ENVIRONMENT

**Retention times should be read as full financial years after closure or last entry**

**ENVIRONMENTAL HEALTH, LICENSING, WASTE MANAGEMENT, CEMETERIES & CAR PARKS**

Waste site plans and processes	Common Practice	Permanent – Offer to Archivist for review	Transfer to place of deposit after administrative use is concluded.		ENVIRONMENT
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## ENVIRONMENTAL HEALTH, LICENSING, WASTE MANAGEMENT, CEMETERIES & CAR PARKS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Waste Statistics (PI's)	N/A	Financial year + 1	Destroy		ENVIRONMENT
<b>Registration, Certification and Licensing</b>					
Licensing Registers		Permanent	Offer to Archivist		ENV HEALTH
Licensing sites for the holding and use of toxic or hazardous substances (including petroleum, agricultural chemical products or herbicides)	Common practice	Permanent	Offer to Archivist: Transfer to place of deposit after administrative use is concluded – 60 years after registration or entitlement lapses		ENV HEALTH
Prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Common Practice	7 Years from last action	To Environmental Health Manager for summarising, then destroy	May contain confidential info	ENV HEALTH
<b>Cemeteries &amp; Crematoria</b>					
Register of Interments Cemetery Register Cemetery Plans	Common Practice	Permanent – Offer to Archivist	Transfer to place of deposit after administrative use is completed		PARKS
Regulation of burials and cremations eg permits applications, orders	Common Practice	5 Years after last action	Destroy	May contain personal info	PARKS
<b>Car Parks</b>					
Vehicle Records	Goods Vehicle Act 1995	12 months from PCN issue date	Destroy		PARKING

**Retention times should be read as full financial years after closure or last entry**

## ENVIRONMENTAL HEALTH, LICENSING, WASTE MANAGEMENT, CEMETERIES & CAR PARKS

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Car Park statistics	N/A	2 years	Destroy		PARKING
Season ticket data	N/A	2 years after expiry	Destroy		PARKING
Penalty Charge notices	Road Traffic Regulation Act 1984	7 years	Destroy	Contains personal info	PARKING
DVLA response forms re abandoned vehicles	N/A	2 years from request	Destroy		PARKING
DVLA response forms re keeper details	N/A	12 months	Destroy	Contains personal info	PARKING
Photographs	N/A	12 months for open cases, 6 months for closed cases	Destroy		PARKING
Parking Permit Applications	N/A	1 month	Destroy	Contains personal info	

Retention times should be read as full financial years after closure or last entry

## HOUSING

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Council House RTB's, Correspondence Files	Housing Act 1985	12 years after transfer	Destroy		LEGAL
Leaseholder files	Housing Act 1985	For duration of lease	Destroy		LEGAL
Mortgages	Statutory	Last payment + 12 years	Destroy		LEGAL
Homelessness applications, housing applications and housing advice and options cases	Housing Act 1996, Homelessness Act 2002 and Homelessness Reduction Act 2017	7 years	Destroy	Stored on Academy system	HOUSING
Housing emergency accommodation and bed and breakfast rent accounts and accounts for collecting former debts, collection of loans relating to the Council's financial assistance to secure a tenancy in the private rented sector and loans for the prevention of homelessness	Housing Act 1996, Homelessness Act 2002 and Homelessness Reduction Act 2017	7 years	Destroy	Stored on the Abrisas and Atrium systems and hardcopy files	HOUSING
Private rented sector properties and landlord and tenant details	Housing Act 1996, Homelessness Act 2002 and Homelessness Reduction Act 2017	7 years	Destroy	Stored on the Abrisas and Atrium systems and hardcopy files	HOUSING

Retention times should be read as full financial years after closure or last entry

## COMMUNITY SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
<b>Centres for Retired People/ Dial-A-Ride/ Community Alarm / TeleCare</b>					
Membership application forms		During currency of membership	Destroy - shred		COMMUNITY SERVICES
Membership database – electronic		Indefinitely	Database only holds current members. Individual records are deleted on cessation of membership		COMMUNITY SERVICES
Annual Questionnaire forms		2 years	Destroy	Summary report of responses is retained indefinitely for comparative and mgt purposes.	COMMUNITY SERVICES
Statistics, spreadsheets etc		Indefinitely		Retained for historic and comparative analysis purposes	COMMUNITY SERVICES
<b>Centres for Retired People</b>					
Catering Temperature Control List	Health & Safety Act 1974	1 year	Destroy		COMMUNITY SERVICES

Retention times should be read as full financial years after closure or last entry

## COMMUNITY SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Fire Safety log, Electricity log		Indefinitely			COMMUNITY SERVICES
<b>Dial-A-Ride</b>					
Drivers' Schedules		7 years	Destroy		COMMUNITY SERVICES
Drivers' Paying-in Receipts		7 years	Destroy		COMMUNITY SERVICES
<b>Community Alarm / Telecare</b>					
Client records – paperwork corporate customers	TSA (TeleCare Services Association) requirements, code reference number 2.1.17	Should be 3 years but see note	Shred paper copies a few months after they are scanned. Existing paper copies in the loft at Park House used prior to scanning shredded 3 years after client is deleted from the Jontek system.	Currently, these client records are scanned into the document imaging system. There is no deletion option and the records cannot, therefore, be removed from the system once scanned. Ideally, these should be	COMMUNITY SERVICES

Retention times should be read as full financial years after closure or last entry



## COMMUNITY SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
				deleted 3 years after the client is no longer linked to our service. The paperwork for corporate customers is only a copy of what they hold at their offices. We are currently (August/Sept. 2007) having a new Jontek 3G system installed and all paperwork will be scanned onto this.	
Client records – paperwork Mole Valley and Reigate & Banstead customers		7 years because financial information is attached to their records. Disconnected Clients' records stored	Shred paper copies after 7 years	These clients' data currently not scanned because	COMMUNITY SERVICES

Retention times should be read as full financial years after closure or last entry

## COMMUNITY SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
		in boxes in the loft at Park House.		operational needs require easy access. Scanning station is not linked to a printer. These procedures may change with introduction of Jontek 3G system.	
Rotas – corporate customers		None	Shredded when out of date	No need to keep once out of date. If removed and deleted reduces errors in calling incorrect people.	COMMUNITY SERVICES
Staff Rotas	TSA requires 6 months	1 financial year	Shredded	Kept in case Operators have queries about their	COMMUNITY SERVICES

Retention times should be read as full financial years after closure or last entry

## COMMUNITY SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
				overtime payment or TSA required for audit.	
Procedures Manual	TSA requirement	Retain current version	Shred old versions – no longer required	Staff notified of changes	COMMUNITY SERVICES
Out of Hours Log forms		3 years	Shredded	This will be different following Jontek 3G changes, as all records will be logged on the system and the archive and retention will differ.	COMMUNITY SERVICES
Memos – instructional to staff		At least 3 years	Shredded	Kept as proof Operators have read and signed a procedure change.	COMMUNITY SERVICES
TSA document		3 years	Shredded	Kept to assist in helping subsequent	COMMUNITY SERVICES

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## COMMUNITY SERVICES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
				audits	
Thank You, Issues and Complaints correspondence		3 years	Shredded		COMMUNITY SERVICES
<b>Handyman</b>				No longer have a Handyman service – therefore no new records being generated	
Job Sheets / paperwork	Audit	3 years	Destroy		COMMUNITY SERVICES
Job Sheets – electronic records	Audit	Indefinitely			COMMUNITY SERVICES
Work Confirmation Forms – electronic records	Audit	Indefinitely			COMMUNITY SERVICES
Purchasing paperwork – copies of orders, invoices etc	Audit	7 years	Destroy		COMMUNITY SERVICES
<b>Emergency Plan</b>	Civil Contingencies Act	Permanent	Offer to Archivist	Revised annually previous versions stored for 3 years	COMMUNITY SERVICES
Emergency Planning – correspondence	N/A	Weeded annually	Destroy		COMMUNITY SERVICES

Retention times should be read as full financial years after closure or last entry

## GENERAL - OPERATIONAL FILES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
General Correspondence & Management Operational Files	N/A	Defined locally	Destroy		ALL
Departmental/Section Meetings etc.		3 years	Destroy		ALL
Project Meetings etc.		3 Years from closure of project	Destroy		ALL
Dorking Halls	See attached list				
E-mails		Dependent on subject matter, otherwise suggest 2 years for all general e-mails.	Destroy	Where an e-mail relates to a subject matter mentioned in this schedule the relevant retention period is that applying to that matter	ALL
Examination and tests carried out on engineering controls in place under COSHH		5 years			

Retention times should be read as full financial years after closure or last entry

## GENERAL - OPERATIONAL FILES

RECORD	LEGISLATION & OTHER REQUIREMENTS	RETENTION PERIOD	DISPOSAL POLICY	NOTES	RESPONSIBLE SERVICE
Exposures under COSHH where health monitoring is undertaken		40 years			
Health surveillance under COSHH		40 years from date of last entry			
EC Declaration of conformity regarding lifting equipment and accessories,		As long as equipment is operated			
Thorough examination of lifting equipment and accessories		As long as equipment is operated			

**Retention times should be read as full financial years after closure or last entry**

## DORKING HALLS

| **Related Link:** [Documentation and Disposal Schedule](#)