

A Specimen Retention Schedule for Information Received or Created by Local Authorities

Version 2

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RETENTION OF DOCUMENTS SCHEDULE

This schedule has been updated according to Acts of Parliament, Statutory Instruments and current business practices. It carries the authorisation of *Internal Audit*. Any additions, deletions or amendments should be forwarded to (Enter details) Any queries should be forwarded to (Enter details)

The information will be used by *Main Registry* to ensure records are properly maintained.

The retention period specified applies whatever the format- paper, microfilm, electronic (This includes emails).

Disposal at the end of the retention period should be as follows:-

- Paper - via the confidential waste paper system.
- Microforms - via the Main Registry for shredding.
- Electronic - deletion from disc/server (including back-up systems) or send the floppy disc or CD to the *Main Registry* for shredding.

Notes

Title of Document Should be the official name. Colloquial names should appear in square brackets. []

CY Equals the Current Year.

Current Format Gives guidance on the current storage format as a finding aid or as specified in the legislation

Corporate / Audit Indicates the Authority's decision. This may be in excess of the legal time scale. *The decisions shown in this specimen retention schedule are based on best practice and the author's experience*

Statutory Indicates a retention based on the text of the legislation *and the author's experience*

P/M Indicates Prime or Management documentation. Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents should, in general, be kept for a current year plus two.

To be in writing Under more recent legislation this may also include electronic communication, as defined in the Electronic Communications Act 2003, which has been recorded and is consequently capable of being reproduced.

In cases of investigation by Police, District or Internal Audit all destruction procedures on the information concerned must cease immediately.

Limitation Act 1980
(Excludes Scotland)
Periods of action

Tort	6 years after action	Section 2
Recovery of goods	6 years	
Defamation Libel Slander Malicious falsehood Slander of title Slander of goods	1 year from date of action	
Simple contract	6 years from end date	Section 5
Not under seal	6 years from end date	
Specialty	12 years from end date	
Sums recoverable by statute	6 years	See also Section 10 Claiming contribution
Claiming contribution	2 years from when right accrued (Date of award as agreed personally or by court)	Civil Liability (Contribution Act) 1978
Personal injuries Negligence Nuisance Breach of duty	3 years from date of cause of action accrued OR Date of knowledge (If later) of the person injured. If persons dies then 3 years from date of death or from date of personal representative's knowledge	Does not apply to actions brought under Section 3 Protection from Harassment Act 1997
Defective products	10 years after the relevant time in accordance with Section 4 of the Consumer Protection Act 1987	For personal injuries or loss of property from defective products then 3 years from date of action accrued or date of knowledge.

Actions under Fatal Accidents Act 1976	3 years from date of death or date of knowledge of the person for whose benefit the action is brought – whichever is the later.	Date of knowledge is the date of the following facts 1. that the injury was significant 2. or was attributable in whole or part to the act of omission constituting negligence, nuisance or breach of duty. 3. the identity of the defendant is known. 4. the act or omission was a person other than the defendant
Negligence where relevant facts are not known at date of accrual	6 years from date of on which the cause of action accrued or 3 years from the starting date of knowledge	
Negligence not involving personal injuries	11 years from date of act or omission	Latent Damage Act 1986
Action to recover land	12 years from the date on which the right of action occurred OR 6 years from the date on which the right of action accrued to the person entitled to the succeeding estate or interest. Whichever period last expires	
Redemption actions	12 years	
Settled land and land held on trust	12 years	Settled Land Act 1925
Rent recovery	6 years from when they become due	
Recovery of money secured by mortgage or charge or to recover proceeds of the sale of land	12 years from the date on which the right to receive the money accrued	No foreclosure action in respect of mortgaged property shall be brought after the expiration of 12 years from the date on which the right to foreclose accrued.
Arrears of interest on mortgage, other charge or payable in respect of proceeds of the sale of land or to recover damages in respect of such arrears	6 years from date on which interest became due.	

Trust property	No limit in respect of fraud or fraudulent breach of trust otherwise 6 years	
Claiming personal estate of a deceased person	12 years for claim relating to the personal estate or interest in any such estate 6 years in respect of any legacy or damages in respect of such arrears.	
Actions to enforce judgements	6 years from when the judgement became enforceable Interest on judgement of debt - 6 years from date interest became due.	
Cure of defective disentailing assurance	12 years from when the assurance could have operated as an effective bar	
Extension of limitation period in case of disability	6 years from date when he ceased to be under the disability or died (Whichever is first) 30 years from the right of action accrued in respect of recovery of land or money charged on land 1 year in the case of action for slander libel slander of goods other malicious falsehoods 2 years in the case of claiming contributions 3 years for personal injuries	

Modification of Section 15 where Crown or certain Corporations Sole are involved	Recovery of any land by the Crown or eleemosynary corporation sole - 30 years. Action to recover foreshore by the Crown – 60 years Right of action to recover land which has ceased to be foreshore but remains in Crown ownership: 60 years from date of accrual of right of action 30 years from the date when land ceased to be foreshore Whichever period first expires	
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Note:

1. The Act shall not apply to any proceedings by the Crown for the recovery of any tax or duty or interest on any tax or duty.
2. Any forfeiture proceedings under the Customs and Excise Acts within the meaning of the Custom and Excise Management Act 1979.
3. Any proceedings in respect of the forfeiture of a ship.
4. Shall not apply if a period of limitation is prescribed by or under any other Act whether passed before or after the passing of this Act.
5. The Act does not extend to Scotland or Northern Ireland.

Coroners and Justice Act 2009 c 25 adds:-

“27C Actions for exploitation proceeds orders

- (1) None of the time limits given in the preceding provisions of this Act applies to proceedings under Part 7 of the Coroners and Justice Act 2009 (criminal memoirs etc) for an exploitation proceeds order.
- (2) Proceedings under that Part for such an order are not to be brought after the expiration of 6 years from the date on which the enforcement authority’s cause of action accrued.
- (3) Proceedings under that Part for such an order are brought when an application is made for the order.

(4) Where exploitation proceeds have been obtained by a person from a relevant offence, an enforcement authority's cause of action under that Part in respect of those proceeds accrues when the enforcement authority has actual knowledge that the proceeds have been obtained.

(5) Expressions used in this section and that Part have the same meaning in this section as in that Part.”

Policing and Crime Act 2009 c 26 amends as follows

62 Limitation

(1) In the following provisions for “twelve years” substitute “20 years”—

(a) sections 27A(2) and 27B(2) of the Limitation Act 1980 (c. 58) (civil recovery of property obtained through unlawful conduct etc),

Interpretation.

‘Action’ includes any proceedings in a court of law including ecclesiastical court.

‘Land’ includes corporate hereditaments, tithes rent charges and any legal or equitable estate or interest therein. But does not necessarily include incorporeal hereditament.

‘Personal estate’ and ‘Personal property’ do not include chattels real.

‘Personal injuries’ includes any disease and any impairment of a person’s physical or mental condition and ‘injury’ and cognate expressions shall be construed accordingly

‘Rent’ includes a rent charge and a rent service. Rent charge means any annuity or periodical sum of money charged upon or payable out of land except a rent service or interests on a mortgage of land.

‘Settled land’, ‘Statutory owner’ and ‘Tenant for life’ have the same meanings respectively as in the Settled Land Act 1925.

‘Trust’ and ‘Trustee’ have the same meanings respectively as in the Trustee Act 1925

‘Under a disability’ for the purpose of this Act is a person who is an infant or of unsound mind (as interpreted by the Mental Health Act 1959, Mental Health Act 1983, Nursing Homes Act 1973, Care Standards Act 2000)

1. [PRACTICE DIRECTION 31B – DISCLOSURE OF ELECTRONIC DOCUMENTS ...](#)

See also **Part 31, Practice Direction 31A. PRACTICE DIRECTION 31B – DISCLOSURE OF ELECTRONIC DOCUMENTS**This Practice Direction supplements CPR Part 31 ...

justice.gov.uk/civil/.../practice_directions/pd_part31b.htm - 91k

Wreck Removal Convention Act 2011

The Merchant Shipping Act 1995 - After section 255 insert

255H Limitation period

An action to recover costs under section 255G may not be brought after the end of whichever of the following ends earlier—

- (a) the period of 3 years beginning with the date on which a wreck removal notice was given in respect of the wreck, and
- (b) the period of 6 years beginning with the date of the accident which resulted in the wreck.

Presumption of Death Act 2013

(Not all sections yet in force – August 2013)

An application may be made to the High Court where a person who is missing – is thought to have died or has not been known to be alive for a period of at least 7 years.

General Index

A more detailed index precedes the start of each section

Section	1	Cemeteries and Crematoria
	2	Consumer and Animal Protection (Includes licensing and registers)
	3	Corporate Management (Includes Project Management)
	4	Council Land and Premises
	5	Crime
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	8	Economic Development
	9	Education and learning
	10	Emergency Services
	11	Environmental Protection
	12	Finance
	13	Health and Safety
	14	Housing
	15	Human Resources
	16	Information and Communication Technology (ICT)
	17	Information Management (Includes Data Protection and FOI)
	18	Legal Services (Includes Land Charges)
	19	Leisure and Culture (Includes Parks)
	20	Planning and Building Control
	21	Plant, Equipment and Stores
	22	Public Relations
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	24	Risk Management and Insurance
	25	Social Care (Adults and Children)
	26	Transport and Highways
	27	Waste Management

Section 1 Cemeteries and Crematoria

- 1.1 Book of Remembrance
- 1.2 Burial Accounts
- 1.3 Burial Registers
- 1.4 Cemetery diaries
- 1.5 Correspondence (*See Customer Service*)
- 1.6. Cremation – permission and medical certificates
- 1.7 Cremation Records
- 1.8 Deeds of burial
- 1.9 General enquiries
- 1.10 Headstone approvals
- 1.11 Internment registers
- 1.12 Maintenance
- 1.13 Memorial applications
- 1.14 Memorial permits

Section 1 Cemeteries and Crematoria

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
1.1	Book of Remembrance	Keep up to date	None specified	Corporate	Common practice	P
1.2	Burial accounts	CY + 6 years	None specified	Audit		
1.3	Burial Registers	Recommend review 100 year after entry. Consult Local History Officer or Archivist	Paper / electronic	Statutory	Local Authority Cemeteries Order 1977 Article 11 (2) (b)	P
1.4	Cemetery diaries	CY + 6 years	Paper / electronic	Corporate		
1.5	Correspondence	<i>See Customer Service</i>	Paper/electronic	Corporate		P
1.6	Cremation – permission and medical certificates	CY + 5 years	Paper	Corporate	Evidence of cremation having taken place	
1.7	Cremation Records	Recommend review 100 years after entry	Paper / electronic There is no need to keep paper copies if record kept electronically	Corporate	Cremation (England and Wales) (Amendment) Regulations 2016 SI 2016 No 883 Amends SI 2008 No 2841	P
1.8	Deeds of burial	Recommend review 100 years after date of deed	Paper/ electronic	Corporate	Good business practice	P
1.9	General enquiries	CY plus 2 years	Paper / electronic	Corporate	Good business practice	M
1.10	Headstone approvals	CY + 6 years	None specified	Corporate		
1.11	Internment Registers	Preserve	None specified	Corporate	Consult Local History Officer or Archivist	
1.12	Maintenance	CY plus 6 years	Paper/ electronic	Corporate	Good business practice	M
1.13	Memorial applications	CY plus 2 years	Paper / electronic	Corporate	Good business practice	M
1.14	Memorial permits	CY plus 2 years	Paper / electronic	Corporate	Good business practice	M

Section 2 Consumer and Animal Protection

2.1	Adventure Activities
2.2	Animals and livestock
2.3	Advertisements
2.4	Complaints (<i>See Customer Service Section 6</i>)
2.5	Consumer Credit
2.6	Food
2.7	Health certificates
2.8	Incident Reports
2.9	Infectious Diseases
2.10	Licensing and registers (Excluding animals)
2.11	Lotteries
2.12	Motor salvage
2.13	Organic products
2.14	Premises
2.15	Product Safety
2.16	Prosecutions
2.17	Risk Assessments
2.18	Security contractors
2.19	Statutory Notices
2.20	Sunday Trading
2.21	Trading Standards
2.22	Water

Section 2 Consumer and Animal Protection

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.1	Adventure Activities					
2.1.1	Licence Valid for no longer than 3 years	Whilst valid	To be in writing as prescribed in Regulation 8	Statutory	Adventure Activities Licensing Regulations 2004 SI 2004 No 1309 Regulations 3, 8 Revokes SI 1996/1309	M
2.1.2	Application for a licence	Until receipt of licence	To be a manner approved by the authority	Statutory	Adventure Activities Licensing Regulations 2004 SI 2004 No 1309 Regulation 4 Revokes SI 1996/1309	M
2.1.3	Register of licences To be available for public inspection free of charge with copies available for free or for a reasonable charge	Recommend whilst valid plus 6 years	In a form considered appropriate by the licensing authority	Statutory	Adventure Activities Licensing Regulations 2004 SI 2004 No 1309 Regulation 13 Revokes SI 1996/1309	M
2.1.4	Annual Report	Recommend current year plus 3 years	None specified	Statutory	Adventure Activities Licensing Regulations 2004 SI 2004 No 1309 Regulation 18 Revokes SI 1996/1309	M
2.2	Animals and Livestock					
2.2.1	Animal Boarding	12 months after expiry of licence	Paper (original)	Statutory	Animal Boarding Establishment Act 1963. Section 1 Licensing of boarding establishment for animals	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.2	Notices and licences	Recommend whilst valid + 12 months	Must be in writing	Statutory	Animal Gatherings (England) Order 2010 SI 2010 No 460 Regulation 3 Revokes SI 2006 No 2211	M
2.2.3	Animal trainers and exhibitors	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.2.4	Licences	Recommend two years from date of licence expires	To be carried (or a copy of it) at all times during the licensed movement	Statutory	Bluetongue Regulations 2008 SI 2008 No 962 Regulation 4 Revokes SI 2007 No 3304 except for article 17.	M
2.2.4.1	Consignment note	Recommend two years from date of consignment	To be carried at all times during the movement	Statutory	Bluetongue Regulations 2008 SI 2008 No 962 Regulation 4 (2) Revokes SI 2007 No 3304 except for article 17.	M
2.2.4.2	Inventory of : Number of species dead Number alive that appear to have bluetongue Number alive that do not appear to have bluetongue.	To be kept up to date and held for at least two years	None specified	Statutory	Bluetongue Regulations 2008 SI 2008 No 962 Regulation 3 Revokes SI 2007 No 3304 except for article 17.	M
2.2.4.3	Blank					
2.2.4.4	Blank					
2.2.4.5	Blank					
2.2.4.6	Blank					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.4.7	<u>Records of product in relation to hormonal substances and beta-agonists must be kept in chronological order of</u> <ul style="list-style-type: none"> quantities produced quantities purchased or otherwise acquired and from whom each quantity was purchased or acquired quantities sold and to whom each quantity was sold quantities used in the production of pharmaceutical or veterinary medicinal products. 	3 years from the end of the calendar year to which the record relates save in the case of a prescription intended to show that withdrawal periods have been observed which must be retained for a period of 5 years from the date of commencement of the withdrawal period to which it relates.	Permanent and legible form. Includes keeping them on a computer	Statutory	<i>Animals and Animal Products (Examination for residues and maximum residue limits) (England and Scotland) Regulations 2015</i> <i>SI 2015 No 787</i> <i>Regulation 31</i> <i>Amends SI 2012 No 2897</i> Revokes <i>SI 1997 No 1729</i> <i>SI 2001 No 3590</i> <i>SI 2004 No 147</i> <i>SI 2006 No 755</i> <i>SI 2009 No 1925</i> <i>SI 2013 No 804</i>	M
2.2.4.8	Export health certificate	Recommend 3 years from date of certificate	To be in writing	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Regulation 5 (1) (b)	M
2.2.4.9	Prohibition to export notice	Recommend 3 years from date of notice	To be in writing Regulation 1 (3)	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Regulation 5 (2)	M
2.2.4.10	Slaughter notice	Recommend 3 years from date of notice	To be in writing Regulation 1 (3)	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Regulation 5 (1) (b)	M
2.2.4.11	Change of delivery address notice	Recommend 12 months from date of notification	To be in writing Regulation 1 (3)	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Regulation 7	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.4.12	Dealers record of delivery of animals and their destination	12 months from arrival of the consignment	None specified	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Regulation 8	M
2.2.4.13	Notification of anticipated date of arrival of consignment of animals	12 months from date of arrival	To be in writing	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Regulation 11	M
2.2.4.14	Assembly centre register	Retain information for a minimum of 3 years	One specified	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Regulation 12 (4)	M
2.2.4.15	Vehicle register Cattle, pigs, sheep and goats	To be preserved for 3 years	To be in writing	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Schedule 3 Part II - 2	M
2.2.4.16	Record of import or export of cattle, pigs, sheep and goats by ID numbers or marks	To be preserved for 3 years	None specified	Statutory	Animals and Animal Products (Import and Export) (No 2) Regulations 2004 SI 2004 No 2886 Schedule 3 Part III - 4	M
2.2.5	Dangerous Wild Animals	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Legislative Reform (Dangerous Wild Animals) (Licensing) Order 2010 SI 2010 No 839	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.6	Dog breeding Form in which record of breeding to be kept	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Breeding of Dogs Act 1973 Section 1 (6) The Breeding of Dogs (Licensing Records) Regulations 1999 SI 1999 No 3192 The Schedule	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.7	Game licence Game dealers Killing and selling game	See Notes	N/A	Statutory	<p>As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1</p> <p>Games Licence Act 1860 Section 15 List of persons licensed to be kept for inspection – repealed by SI 2007 No 2007</p> <p>(a) removes the requirement to hold a game licence in order to take or kill game;</p> <p>(b) removes the requirement to hold a local authority licence and an excise licence (dealing licences) in order to deal in game; and</p> <p>(c) removes the restrictions on dealing in game birds and venison during the close season, permitting game to be sold by everyone all year round provided that the animal in question was lawfully killed.</p> <p>Articles 2 and 3 make amendments relating to game licences. Article 2 amends the Game Act 1831 and article 3 repeals the Game Licences Act 1860. Together they remove the requirement to obtain a game licence to kill or take game and the requirement to obtain a local authority licence and an excise licence to deal in game.</p>	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.8	Knackers' yards	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Animal By-product Regulations 2005 SI2005 No 2347	M
2.2.9	Laying Hens - Register of establishments	Recommend whilst entry relevant plus 3 years	None specified	Statutory	Registration of Establishments (Laying Hens) (England) Regulations 2003 SI 2003 No 3100	M
2.2.10	Pet Shop and other establishments where animals are bred or kept for the purpose of carrying out business	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 By-laws Pet Animal Act 1951 (Sections 2 and 3 repealed by the Animal Welfare Act 2006) Animal Boarding Establishments Act 1964 and 1970 Breeding of Dogs Act 1973 Breeding and Sale of Dogs (Welfare) Act 1999	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.11	Pig movement	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.2.12	Riding establishment licences	3 years after the last entry	Paper (Original)	Statutory	Riding Establishments Act 1964 Section 1 – Licensing of riding establishments	M
2.2.13	Zoos	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.2.13.1	Directions made under the Zoo Licensing Act	6 years after the date of the direction	To be in writing	Statutory	Zoo Licensing Act 1981 (Amendment) England and Wales) Regulations 2002 SI 2002 No 3080 Regulation 25 (Inserts Section 19A into the Act)	M
2.2.14	Holding Register	3 years from the last day when an animal referred to on the document dies or leaves the holding	To be in writing	Statutory	Sheep and Goats (Records, Identification and Movement) (England) Order 2009 SI 2009 No 3219 Regulation 21 Revokes SI 2007 No 3493	M
2.2.14.1	Movement document Copy to be sent to local authority	3 years from the date of the movement of an animal on to their holding.	To be in writing	Statutory	Sheep and Goats (Records, Identification and Movement) (England) Order 2009 SI 2009 No 3219 Regulation 22 Revokes SI 2007 No 3493	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.14.2	Annual inventory of animals	Recommend 3 years from 31 December each year	None specified	Statutory	Sheep and Goats (Records, Identification and Movement) (England) Order 2009 SI 2009 No 3219 Regulation 24 and 24A (SI 2016 No 76) Revokes SI 2007 No 3493	M
2.2.14.3	Contingency Plan	Recommend 3 years from date plan ends or is withdrawn	None specified	Statutory	Sheep and Goats (Records, Identification and Movement) (England) Order 2009 SI 2009 No 3219 Regulation 28 Revokes SI 2007 No 3493	
2.2.15	Notice of bovine animal at a show, exhibition, market, sale or fair being suspected of tuberculosis (Licence to travel with bovine)	Recommend 6 years from date of notice	To be in writing Regulation 20	Statutory	Tuberculosis (England) Order 2014 SI 2014 No 2383 Regulation 17 Revokes SI 2007 No 740 SI 2012 No 1391 SI 2014 No 714	M
2.2.15.1	Movement licence (To travel with deer or camelid)	Recommend 6 from date of notice	Notice can be sent electronically	Statutory	Tuberculosis (Deer and Camelid) (England) Order 2014 Regulations 10, 17 Revokes SI 1989 No 878 SI 1993 No 2010	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.16	Approvals, authorizations, licences and registrations, notices Record Keeping for transport etc of reject pet food Training records	Recommend whilst relevant plus 3 years Retain for two years (Schedule 6) For as long as that person works there (Schedule 7)	Must be in writing	Statutory	Transmissible Spongiform Encephalopathies (England) Regulations 2010 SI 2010 No 801 Regulations 6, 8, 9, 15, 16 Schedule 6 – 20 Schedule 7 - 2 Revokes SI 2008 No 1881 SI 2008 No 2269 SI 2008 No 3295 As amended by SI 2011 No 2681	M
2.2.16.1	The Food Standards Agency is the competent authority EXCEPT for butcher shops when it is the local authority. See section 2.10.6	N/A	N/A	Statutory	Transmissible Spongiform Encephalopathies (No 2) (Amendment) Regulations 2007 SI 2007 No 1998 Amends Schedule 6 of SI 2006 1228	M
2.2.16.1.1	Training records in slaughterhouse or cutting plant where specific risk material is removed	For as long as each person works there	None specified	Statutory	Transmissible Spongiform Encephalopathies (No 2) (Amendment) Regulations 2008 SI 2008 No 1180 Amends Schedule 6 of SI 2007 No 1998	M
2.2.17	Licences Licence or copy to be carried during licensed movement		To be in writing	Statutory	Avian Influenza (Preventative Measures) (England) Regulations 2006 SI 2006 No 2701 Regulation 4	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.18	Declarations, licences, notices and designations. Licence or copy to be carried during licensed movement	Recommend period of declarations, licences, notices and designations. plus 3 years	Must be in writing	Statutory	Avian Influenza and Influenza of Avian Origin in Mammals (England) (No 2) Order 2006. SI 2006 No 2702 Regulation 4	M
2.2.18.1	Daily records of poultry, other captive birds and mammals	To be retained for at least 12 months from the date the record is made	None specified	Statutory	Avian Influenza and Influenza of Avian Origin in Mammals (England) (No 2) Order 2006. SI 2006 No 2702 Regulation 75. Schedule 1	M
2.2.18.2	Record of visitors Record of poultry Record of poultry and egg movements	To be retained for at least 12 months from the date the record is made	None specified	Statutory	Avian Influenza and Influenza of Avian Origin in Mammals (England) (No 2) Order 2006. SI 2006 No 2702 Schedules 4, 5	M
2.2.19	Declarations, licences, notices and designations. Licence or copy to be carried during licensed movement	Recommend period of declarations, licences, notices and designations. plus 3 years	Must be in writing	Statutory	Avian Influenza (Vaccination) (England) Regulations 2006 SI 2006 No 2703 Regulation 4	M
2.2.19.1	Records	To be retained for at least 12 months from the date the record is made	None specified	Statutory	Avian Influenza (Vaccination) (England) Regulations 2006 SI 2006 No 2703 Regulation 16	M
2.2.20	Licences, notices and designations Licence or copy to be carried during licensed movement	Recommend period of whilst relevant plus 3 years	Must be in writing	Statutory	Avian Influenza (H5N1 in poultry) (England) Order 2006 SI 2006 No 3247 Regulation 3	M
2.2.20.1	Record of cleansing and disinfection of trolleys and trays to move eggs	12 months from the date the record is made Regulation 18 (2)	None specified	Statutory	Avian Influenza (H5N1 in poultry) (England) Order 2006 SI 2006 No 3247 Regulation 10 (5) (c)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.20.2	Movement record	Retain for at least 6 weeks from the date the movement was completed	None specified	Statutory	Avian Influenza (H5N1 in poultry) (England) Order 2006 SI 2006 No 3247 Regulation 18	M
2.2.21	Declarations and notices	Recommend period of declarations and notices plus 3 years	Must be in writing	Statutory	The Avian Influenza (H5N1 in Wild Birds) (England) Order 2006 SI 2006 No 3249 Regulation 3	M
2.2.21.1	Licences Licence or copy to be carried during licensed movement	Recommend period of licence plus 3 years	Must be in writing	Statutory	The Avian Influenza (H5N1 in Wild Birds) (England) Order 2006 SI 2006 No 3249 Regulation 4	M
2.2.21.2	Consignment note To be carried at all times during licensed movement	6 weeks from date movement was completed Regulation 15 (1) (b)	To be in writing	Statutory	The Avian Influenza (H5N1 in Wild Birds) (England) Order 2006 SI 2006 No 3249 Regulation 4 (6)	M
2.2.21.3	Record Keeping <ul style="list-style-type: none"> • What is moved, including quantity • Date of movement • Name of consignor • Address of premises from which movement started • Registration number of vehicle • Name of consignee • Address of destination 	6 weeks from date movement was completed All other records to be retained for 12 months from the date the record is made. Regulation 15 (2)	None stated	Statutory	The Avian Influenza (H5N1 in Wild Birds) (England) Order 2006 SI 2006 No 3249 Regulation 15	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.22	Health certificate	To be kept for at least 3 years	To be in writing	Statutory	Trade in Animals and Related Products Regulations 2011 SI 2011 No 1197 Regulation 5 Revokes SI 1996 No 3124 SI 1996 No 3125 SI 1997 No 3023 SI 1999 No 157 SI 2006 No 2841 SI 2006 No 1471 SI 2010 No 1758 SI 2010 No 1760	M
2.2.22.1	Transport of cattle, pigs, sheep or goats - Register	To be kept for at least 3 years	Non specified	Statutory	Trade in Animals and Related Products Regulations 2011 SI 2011 No 1197 Schedule 2 - 2 Revokes SI 1996 No 3124 SI 1996 No 3125 SI 1997 No 3023 SI 1999 No 157 SI 2006 No 2841 SI 2006 No 1471 SI 2010 No 1758 SI 2010 No 1760	M
2.2.23	Notification of hatcheries	Recommend two years from date of notification	None specified	Statutory	Poultry Breeding Flocks and Hatcheries (England) Order 2007 SI 2007 No 405 Regulation 4 Revokes SI 1993 No 1898	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.23.1	Notification of breeding flocks	Recommend two years from date of notification	None specified	Statutory	Poultry Breeding Flocks and Hatcheries (England) Order 2007 SI 2007 No 405 Regulation 5 Revokes SI 1993 No 1898	M
2.2.23.2	Notification of arrival of breeding flocks	Recommend two years from date of notification	None specified	Statutory	Poultry Breeding Flocks and Hatcheries (England) Order 2007 SI 2007 No 405 Regulation 7 Revokes SI 1993 No 1898	M
2.2.23.3	Notification of movement of laying phase etc	Recommend two years from date of notification	None specified	Statutory	Poultry Breeding Flocks and Hatcheries (England) Order 2007 SI 2007 No 405 Regulation 8 Revokes SI 1993 No 1898	M
2.2.23.4	Records of samples	Two years from date sample was taken	None specified	Statutory	Poultry Breeding Flocks and Hatcheries (England) Order 2007 SI 2007 No 405 Regulation 11 Revokes SI 1993 No 1898	M
2.2.23.5	Record of movements	Two years from date of movement	None specified	Statutory	Poultry Breeding Flocks and Hatcheries (England) Order 2007 SI 2007 No 405 Regulation 12 Revokes SI 1993 No 1898	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.23.6	Hatchery Records	Two years from date of movement	None specified	Statutory	Poultry Breeding Flocks and Hatcheries (England) Order 2007 SI 2007 No 405 Regulation 16 Revokes SI 1993 No 1898	M
2.2.24	An up to date register Kept under Article 7 (1), first indent and Article 7 (4) of Regulation (EC) No 1760/2000.	10 years in the case of a farm and 3 years in any other case both from the end of the calendar year in which the last entry was made. Any record made under the Bovine Animals (Records, Identification and Movement) Order must be kept for the same period	To be in writing Regulation 2 (2)	Statutory	Cattle Identification Regulations 2007. SI 2007 No 529 Regulation 5 and Schedule 5 Revokes SI 1995 No 12 SI 1998 No 871 SI 1998 No 1796 SI 1998 No 2969 SI 1999 No 1939 SI 2000 No 2976 SI 2002 No 94 SI 2002 No 95 SI 2006 No 1538 SI 2006 No 1539	M
2.2.25	Notification of holdings	Recommend whilst keeping pigs plus 12 months	To be in writing Regulation 3	Statutory	Pigs (Records, Identification and Movement) Order 2011. SI 2011 No 2154 Regulation 4 Revokes and replaces SI 2007 No 642	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.25.1	Records Form in Schedule to be completed within 36 hours of the movement of a pig on or off the holding. Annual return on the maximum number of pigs on the holding on that date	To be kept for at least 3 years	To be in writing Regulation 3	Statutory	Pigs (Records, Identification and Movement) Order 2011. SI 2011 No 2154 Regulation 5 Revokes and replaces SI 2007 No 642	M
2.2.25.2	Movement of pigs document (To be given to keeper at the destination)	To be kept for at least 6 months	To be in writing Regulation 3	Statutory	Pigs (Records, Identification and Movement) Order 2011. SI 2011 No 2154 Regulation 18 Revokes and replaces SI 2007 No 642	M
2.2.25.3	Walking licences for pigs	Must be carried during the walk	To be in writing Regulation 3	Statutory	Pigs (Records, Identification and Movement) Order 2011. SI 2011 No 2154 Regulation 20 Revokes and replaces SI 2007 No 642	M
2.2.26	Record of medicinal treatment Number of mortalities Welfare checks Record keeping regarding chickens – SI 2010 No 3033 Schedule	Retain for a period of 3 years from the date medicinal treatment was given or the date of inspection Retain for at least 3 years	To be maintained. No specified format	Statutory	Welfare of Farmed Animals (England) Regulation 2007 SI 2007 No 2078 Schedule 1 Repeals SIs 2002/1870, 2002/1646, 2003/299 and Section 7 of the Agriculture (Miscellaneous Provisions) Act 1968. As amended by SI 2010 No 3033 Schedule	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.27	Record of Vaccination against classical swine fever	Retain for at least 6 months after slaughter.	To be in writing	Statutory	Diseases of Swine Regulations 2014 SI 2014 No 1894 Regulation 30, 31 Revokes SI 1980 No 146 SI 2003 No 2329 S 2003 No 2456 (W.239) SI 2003 No 426 SI 2003 No 2913 SI 2003 No 3273 (W. 323) SSI 2003 No 586 SI 2009 No 1299 SI 2009 No 1372 (W135) SI 2009 No 1580 (W.156) SSI 2009 No 173	M
2.2.27.1	Licences To be carried when transporting pigs.	Retain for at least 6 months after the movement	To be in writing	Statutory	Diseases of Swine Regulations 2014 SI 2014 No 1894 Regulation 33 Revokes SI 1980 No 146 SI 2003 No 2329 S 2003 No 2456 (W.239) SI 2003 No 426 SI 2003 No 2913 SI 2003 No 3273 (W. 323) SSI 2003 No 586 SI 2009 No 1299 SI 2009 No 1372 (W135) SI 2009 No 1580 (W.156) SSI 2009 No 173	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.2.27.2	Record of pigs on the premises that are: Alive Have died since restrictions were imposed Show clinical illness Have been born since restrictions were imposed	Take reasonable steps to update and retain for at least 6 months after the revocation of the notice under 7(2), 8(1), or 10(2)	None specified	Statutory	Diseases of Swine Regulations 2014 SI 2014 No 1894 Schedule 1 Revokes SI 1980 No 146 SI 2003 No 2329 S 2003 No 2456 (W.239) SI 2003 No 426 SI 2003 No 2913 SI 2003 No 3273 (W. 323) SSI 2003 No 586 SI 2009 No 1299 SI 2009 No 1372 (W135) SI 2009 No 1580 (W.156) SSI 2009 No 173	M
2.2.28	Records of samples Records of movements	2 years from the date it is made. Regulation 10	None specified	Statutory	Control of Salmonella in Turkey Flocks Order 2009 SI 2009 No 3271 Regulation 5, 6, 10 <i>(Enforced by the local authority)</i>	M
2.2.29	Travelling Circus - Care Plans <ul style="list-style-type: none"> • Group Care Plan • Individual Care Plan 	Three years from when the animal left the travelling circus	None specified	Statutory	Welfare of Wild Animals in Travelling Circuses (England) Regulations 2012 SI 2012 No 2932 Schedule 3 (3)(f)	M

2.3	Advertisements					
2.3.1	Control of advertisements	Review 5 years after last entry	None specified	Statutory	Town and Country Planning SI 1984 No 421 Pt viii -31	M

2.4	Complaints – See Section 6					
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Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.5	Consumer Credit					
2.5.1	Consultations	CY + 1 year	None specified	Corporate	Good business practice	M
2.5.2	Customer Service samples	CY + 6 years	None specified	Corporate	Good business practice	M
2.5.3	Visits	CY + 6 years	None specified	Corporate	Good business practice	M
2.6	Food					
2.6.1	Direction from the Food Standards Agency	6 years after direction is superseded or becomes invalid	Paper / electronic	Statutory	Food Standards Act 1999 Schedule 5	M
2.6.2	GMO Proceedings not commenced within three years of the offence	3 years from date of offence. No proceedings shall be commenced more than three years after the commission of the offence. Regulation 12 (2)	N/A	Statutory	Genetically Modified Organisms (Traceability and Labeling) (England) Regulations 2004. SI 2004 No 2412 Regulation 12 (2)	M
2.6.3	Registers To be kept by the responsible authorities	Entries to be kept for not less than 3 years Section 3 (5)	As specified in Section 3	Statutory	Environment and Safety Information Act 1988. 1988 Chapter 30 Section 3 The responsible bodies are those according to the Food and Environment Protection Act 1985 Section 19 (1)	M
2.6.4	Notice (Food not to be used for human consumption)	Recommend 6 years from date the notice is withdrawn	To be in writing Section 49	Statutory	Food Safety Act 1990 1990 Chapter 16 Section 9	M
2.6.4.1	Improvement notices	Recommend 6 years from date of improvement notice	To be in writing as prescribed in Sections 10 and 49	Statutory	Food Safety Act 1990 1990 Chapter 16 Section 10	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.4.2	Prohibition order	Recommend 6 years from the date the prohibition ceases to have effect	As imposed by the court	Statutory	Food Safety Act 1990 1990 Chapter 16 Section 11 Copies kept by the courts will fall under the record retention schedule approved by the Lord Chancellors Department and the Public Records Act	M
2.6.4.3	Certification of end of prohibition order	Recommend 6 years from date of issue	To be in writing Section 49	Statutory	Food Safety Act 1990 1990 Chapter 16 Section 11 (7)	M
2.6.5	Notice that sample will analyzed	6 years from date of notice	To be in writing	Statutory	Food Safety (Sampling and Qualifications) Regulations 1990 SI 1990 No 2463 Regulation 6 (3) (c), 8	M
2.6.5.1	Certificate of analysis	6 years after date of certificate	To be in the form as set out in Schedule 3	Statutory	Food Safety (Sampling and Qualifications) Regulations 1990 SI 1990 No 2463 Regulation 9	M
2.6.6 Revoked	Application for registration	12 months after date of application	To be in writing as prescribed in Schedule 4	Statutory	Food Premises (Registration) Regulations 1991 SI 1991 No 2825 Regulation 4 Revoked by SI 2005 No 2059 See 2.6.11	M
2.6.6.1 Revoked	The register	Whilst valid	None specified but to contain the information prescribed in Regulation 5	Statutory	Food Premises (Registration) Regulations 1991 SI 1991 No 2825 Regulation 5 Revoked by SI 2005 No 2059 See 2.6.11	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.6.2 Revoked	Supplementary record	None specified but to be separate from the register and contain the particulars required prescribed in Regulations 4 (4) or (5)	Whilst valid	Statutory	Food Premises (Registration) Regulations 1991 SI 1991 No 2825 Regulation 6 Revoked by SI 2005 No 2059 See 2.6.11	M
2.6.7	Hygiene training and results	CY + 2 years	None specified	Corporate	Good business practice	M
2.6.8	Registers	50 years after last entry	Paper / electronic	Statutory	Public Health Act 1936 Chapter 49	M
2.6.9	Records to be kept under Article 58(4) Council Regulation (EC) No 1224/2009	Three years from when transaction complete	None specified	Statutory	Fish Labeling Regulations 2013 SI 2013 No 1768 Regulation 10 and Council Regulation (EC) No 1224/2009 (as read with Article 67(4) of commission Implementing Regulation (EU) No 404/2011	M
2.6.10	Notice of removal or non use for failing to comply with Regulation 3	Recommend until revoked or withdrawn plus 6 years	To be in writing	Statutory	Bovine Products (Restrictions on Placing on the Market) (England) Regulations 2005. SI 2005 No 2719 Regulation 5	M
2.6.11	Hygiene Improvement notices	Recommend date of notice plus 6 years	To be in writing Regulation 9	Statutory	Food Hygiene (England) Regulations 2013 SI 2013 No 2996 Regulation 6 Revokes SI 206 No 14	M
2.6.11.1	Prohibition order	Recommend time expired or revoked plus 6 years	To be in writing Regulation 9	Statutory	Food Hygiene (England) Regulations 2013 SI 2013 No 2996 Regulation 7 Revokes SI 206 No 14	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.11.2	Remedial action and detention notices	Recommend time expired, withdrawn or revoked plus 6 years	To be in writing Regulation 9	Statutory	Food Hygiene (England) Regulations 2013 SI 2013 No 2996 Regulation 9 Revokes SI 206 No 14	M
2.6.11.3	Result of analysis or examination certificate	Recommend 6 years from date of certificate	To be in writing	Statutory	Food Hygiene (England) Regulations 2013 SI 2013 No 2996 Regulation 15 Revokes SI 206 No 14	M
2.6.11.4	Documents held by food business operators	To be held for an appropriate period	None specified	Statutory	Community Regulations Article 5(4) (c) of Regulation 852/2004	M
2.6.11.5	Records showing number of birds and lagomorphs received into and fresh meat dispatched from producer	To be retained for one year	Records to be kept in adequate form	Statutory	Food Hygiene (England) Regulations 2013 SI 2013 No 2996 Schedule 5 - 2 Revokes SI 206 No 14	M
2.6.12.	Laboratory tests	The operator shall keep a record of all results of all laboratory tests for at least two years Regulation 32	To be in writing Regulations 3 and 20	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 20	M
2.6.12.1	Consigning, transporting or receiving animal by-products	To be kept for at least two years	To be in writing or electronic form	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 33	M
2.6.12.2	Burying or burning of animal by-products	To be kept for at least two years	To be in writing or electronic form	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 34	M
2.6.12.3	Disposal or use on premises of animal by-products	To be kept for at least two years	To be in writing or electronic form	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 35	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.12.4	Delivery records for biogas and composting plants	To be kept for at least two years	To be in writing or electronic form	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 36	M
2.6.12.5	Treatment records	To be kept for at least two years	To be in writing or electronic form	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 37	M
2.6.12.6	Records for approved laboratories	To be kept for at least two years	To be in writing or electronic form	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 38	M
2.6.12.7	Records of consignments of compost or digestion residue	To be kept for at least two years	To be in writing or electronic form	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 39	M
2.6.12.8	Notice requiring the disposal of animal by-product or catering waste	To be kept for at least two years	To be in writing Regulation 3	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 43	M
2.6.12.9	Notice requiring cleansing and disinfection	To be kept for at least two years	To be in writing Regulation 3	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 44	M
2.6.12.10	Purchase and uses of photographic gelatin including disposal of residues and surplus materials	To be kept for at least two years	To be in writing Regulation 3	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Regulation 51 (6)	M
2.6.12.11	Processing or consigning of any ruminant animal by-products	To be kept for at least two years	To be in writing Regulation 3	Statutory	Animal By-products Regulations 2005 SI 2005 No 2347 Schedule 2 – 3 and 4	M
2.6.13	Form of notification with a view to registration	Recommend whilst relevant plus 6 years	To be in writing	Statutory	Feed (Hygiene and Enforcement) (England) Regulations 2005 SI 2005 No 3280 Regulation 6	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.13.1	Form of application for approval	Recommend whilst relevant plus 6 years	To be in writing	Statutory	Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015 SI 2015 No 454 Regulation 7 Amends SI 2009 No 3255 SI2010 No 2280 Revokes SI 2006 No 3120 SI 2013 No 3133	M
2.6.13.2	Notice of suspension of registration or approval	Recommend whilst relevant plus 6 years	To be in writing Regulation 26	Statutory	Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015 SI 2015 No 454 Regulation 6 8 Amends SI 2009 No 3255 SI2010 No 2280 Revokes SI 2006 No 3120 SI 2013 No 3133	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.13.3	Notice of revocation of registration or approval	Recommend whilst relevant plus 6 years	To be in writing Regulation 26	Statutory	Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015 SI 2015 No 454 Regulation 10 Amends SI 2009 No 3255 SI2010 No 2280 Revokes SI 2006 No 3120 SI 2013 No 3133	M
2.6.13.4	Form of application for amendments to approval or registration.	Recommend whilst relevant plus 6 years	To be in writing	Statutory	Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015 SI 2015 No 454 Regulation 11 Amends SI 2009 No 3255 SI2010 No 2280 Revokes SI 2006 No 3120 SI 2013 No 3133	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.13.5	Improvement notices	Recommend whilst relevant plus 6 years	To be in writing Regulation 26	Statutory	Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015 SI 2015 No 454 Regulation 24 Amends SI 2009 No 3255 SI2010 No 2280 Revokes SI 2006 No 3120 SI 2013 No 3133	M
2.6.13.6	Emergency Prohibition notices	Recommend whilst relevant plus 6 years	To be in writing Regulation 26	Statutory	Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015 SI 2015 No 454 Regulation 29 Amends SI 2009 No 3255 SI2010 No 2280 Revokes SI 2006 No 3120 SI 2013 No 3133	M
2.6.14	Records – bovine carcasses	To be retained for a period of 12 months from the end of the calendar year to which the record relates	To be in writing	Statutory	Beef and Pig Carcasses Classification (England) Regulations 2010 SI 2010 No 1090 Regulation 12 and Schedule 3 Revokes SI 1994 No 2155 (England only) SI 2004 No 1317 (including amendments)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.6.14.1	Records – pig carcasses	To be retained for a period of 12 months from the end of the calendar year to which the record relates	To be in writing	Statutory	Beef and Pig Carcasses Classification (England) Regulations 2010 SI 2010 No 1090 Regulation 16 and Schedule 4 Revokes SI 1994 No 2155 (England only) SI 2004 No 1317 (including amendments)	M

2.7	Health Certificates					
2.7.1	Health certificates	CY + 5 years	Paper (Copy may be electronic)	Corporate	By-laws	M
2.7.2	Ship sanitation certificates	LA to retain a copy for 12 months from date of issue	To be in writing	Statutory	Public Health Regulations 1979 No 1435 Regulation 18D	

2.8	Incident reports					
2.8.1	Incident reports	CY + 6 years	None specified	Corporate	Good business practice	M

2.9	Infectious Diseases					
2.9.1	Infectious disease reports	Archive	None specified	Corporate	Good business practice	M
2.9.2	Cases of notifiable disease and food poisoning certificate	6 years from date of notification	paper	Statutory	Public Health (Control of Disease) Act 1984. Chapter 22. Section 11	M
2.9.2.1	Certificate allowing child to return to school	6 years from date of 18 th birthday	paper	Statutory	Public Health (Control of Disease) Act 1984. Chapter 22. Section 21	M
2.9.2.2	List of school children at school having a case of notifiable disease	6 years from date of 18 th birthday	paper/electronic	Statutory	Public Health (Control of Disease) Act 1984. Chapter 22. Section 22	M
2.9.2.3	Exclusion notice	6 years from date of notification	paper	Statutory	Public Health (Control of Disease) Act 1984. Chapter 22. Section 23	M
2.9.2.4	Certificate to disinfect	6 years from date of notification	paper	Statutory	Public Health (Control of Disease) Act 1984. Chapter 22. Section 31	M
2.9.2.5	Certificate of removal of person from infected house	6 years from date of notification	To be in writing (Section 58)	Statutory	Public Health (Control of Disease) Act 1984. Chapter 22. Section 32	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.9.2.6	Notice to keep child away from school	Recommend 6 years from date of 18 th birthday	To be in writing	Statutory	Health Protection (Local Authority Powers) regulations 2010 SI 2010 No 657 Regulation 2 See also Public Health (Control of Disease) Act 1984. Chapter 22. and the amendments of the 2008 Act	M
2.9.3	Notification to local authority of 'notifiable' devices	Life of devices plus 6 years	HSE approved form	Statutory	Notification of Cooling Towers and Evaporative Condensers Regulations 1992 SI 1992 No 2225 Regulation 3	M

2.10	Licensing and registers (Excluding animals)					
2.10.1	Applications	Validity of licence plus 1 year	None specified	Corporate	Good business practice	M
2.10.2	Acupuncture, tattooing, ear piercing and electrolysis	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.3	Advertisements – consent for display	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.4	Auction Licence	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.5	Builders skips on highway	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.6	<p data-bbox="321 331 808 354">Butcher shop licence</p> <p data-bbox="321 386 808 768">From 1 January 2006 such businesses will no longer require a licence to operate, but will still have to register with their local authority and operate HACCP-based food safety management procedures. Previously licensed butchers should therefore maintain their approach to food safety management and butchers wanting to sell raw meat and ready-to-eat foods for the first time should have these systems in place.</p> <p data-bbox="321 808 808 1109">In addition to this, those responsible for the development and maintenance of the HACCP-based procedures will require adequate training in the application of HACCP principles and all staff should receive adequate training and/or instruction in food hygiene. FSA guidance on the new hygiene legislation that applies from 2006 is available.</p>				<p data-bbox="1520 331 1923 354">End of butchers' shop licensing</p> <p data-bbox="1520 378 1944 602">Butchers' shop licensing was withdrawn across the UK from the end of 2005. From 1 January 2006, all retail butchers will be subject to the new EC hygiene regulations that apply to all other retail and catering businesses.</p> <p data-bbox="1520 638 1944 781">These regulations are very similar to the existing hygiene rules, but include a new requirement to operate HACCP-based food safety management procedures.</p> <p data-bbox="1520 816 1961 1239">The decision to discontinue licensing was made at an open FSA Board meeting on 10 March 2005 and was informed by a full stakeholder consultation. A policy review had found that the new regulations offer an equivalent level of public health protection to the licensing scheme, which had only ever been envisaged as a temporary measure pending the introduction of HACCP in all food businesses through these EC regulations.</p>	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.7	Caravan Sites – Moveable dwellings	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.8	Cinema and cinema club licences	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.9	Entertainment licences	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.10	Explosives Certificate – acquire, to keep explosives	For as long as the licence valid	None specified	Statutory	Explosive Regulations 2014 SI 2014 No 1638 Regulation 4, 13	M
2.10.10.1	Licence to manufacture Explosives	Whilst relevant	None specified	Statutory	Explosive Regulations 2014 SI 2014 No 1638 Regulation 6, 13	M
2.10.10.2	Transfer of civil explosives – competent authority document	3 years from the date of transfer	None specified	Statutory	Explosive Regulations 2014 SI 2014 No 1638 Regulation 8 (6)	M
2.10.10.3	Registers	Whilst content valid	May be kept in any form including electronically Sch 4 -5	Statutory	Explosive Regulations 2014 SI 2014 No 1638 Regulation 15 and Sch. 4	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.10.4	Record of acquiring, keeping or transferring of explosives	3 years from the date when the relevant explosive concerned was used, transferred to another person or destroyed	None specified	Statutory	Explosive Regulations 2014 SI 2014 No 1638 Regulation 35 (6)	P
2.10.10.5	Records relating to civil explosives	To be kept up to date and retained for 10 years from the date when the civil explosive concerned was used, transferred to another person or destroyed.	None specified	Statutory	Explosive Regulations 2014 SI 2014 No 1638 Regulation 36 (6)	P
2.10.11	Licence	Licence is granted for 3 years but may be renewed.	None specified	Statutory	Control of Explosives Precursors Regulations 2014 SI 2014 No 1942 Regulation 7	M
2.10.11	Explosives – Detonation resistance test certificate	2 years after the last disposal of relevant ammonia nitrate from the batch	None specified	Statutory	Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003. SI 2003 No 1082 Regulation 3 (5)	M
	<i>Fireworks</i> <i>Weights and Measures to investigate and prosecute Regulation 18, 36</i> <i>Health and Safety Executive enforcement Regulations 36, 37</i>	<i>NA</i>	<i>NA</i>	<i>Statutory</i>	<i>Pyrotechnic Articles (Safety) Regulations 2010.</i> <i>SI 2010 No 1554</i> <i>Revokes</i> <i>Fireworks (Amendment Regulations 2004</i> <i>SI 2004 No 3262</i>	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.12	Gaming	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Betting, Gaming and Lotteries Act 1963 Schedule 1 Sections 29 and 34	M
2.10.13	Gaming competition annual statements of competitions	CY + 2 years	Paper	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 Betting Gaming and Lotteries Act 1963 Schedule 2 Section 23	M
2.10.14	Hackney carriages and private hire vehicles. (Including drivers)	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.15	Hairdresser's register	6 years from cessation of registration	None specified	Corporate		M
2.10.16	Hypnotism	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.17	Ice cream vendor	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.18	Late night café	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.19	Licensing authority's register	To be kept up to date	None specified	Statutory	Licensing Act 2003 (Licensing authority's register) (other information) Regulations 2005 SI 2005 No 43	M
2.10.20	Loud speaker operation	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.21	Market and street trading	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.22	Nurse Agencies	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.23	Petroleum Spirit Licence	Whilst valid	Paper	Statutory	Petroleum Consolidation Regulations 2014 SI 2014 No 1637 Sch. 4 Revokes ten previous pieces of legislation and amends 6 SI's	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.24	Planting, retention and maintenance of trees in part of highway	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.25	Pleasure boats and pleasure vessels	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.26	Poisons - Persons entitled to sell non-medicinal poisons	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 and amended by Control of Poisons and Explosives Precursors Regulations 2015 Revoked SI 1982 No 217 SI 1982 No 218 SI 2014 No 1942	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.27	Poisons – sale of poisons	Three years from date of the last entry made in the record	None specified	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 And amended by Control of Poisons and Explosives Precursors Regulations 2015 Regulations 6, 10 Revoked SI 1982 No 217 SI 1982 No 218 SI 2014 No 1942	M
2.10.28	Poisons – register	Three years from date of the last entry made in the record	None specified	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 And amended by Control of Poisons and Explosives Precursors Regulations 2015 Regulations 6, 10 Revoked SI 1982 No 217 SI 1982 No 218 SI 2014 No 1942	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29	Guidance to Local Authorities from the Gambling Commission	To be kept up to date	None specified	Statutory	Gambling Act 2005 Chapter 19 Section 25 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.1	Information on a register for the use of the Gambling Commission	To be kept up to date	None specified	Statutory	Gambling Act 2005 Chapter 19 Section 29 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.2	Occasional notice	Recommend life of the notice plus 2 years	To be writing	Statutory	Gambling Act 2005 Chapter 19 Section 39 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29.3	Temporary use notice	Recommend life of the notice plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 60, 215, 216, 217, 218 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.4	Operating licence including a combined licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 65, 66, 67, 68 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.5	Personal licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 80, 127 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29.6	Remote operating licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 89 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.7	Casino operating licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 90, Schedule 9 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.8	Bingo operating licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 91 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29.9	General betting operating licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005Chapter 19 Section 92 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.10	Pool betting operating licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005Chapter 19 Section 93 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29.11	Horse-race pool betting operating licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005Chapter 19 Section 94 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29 12	Gaming machine technical operating licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 96 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29. 13	Gambling software operating licences	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 97 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29. 14	Lottery operating licences	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 98 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29. 15	Application to vary a licence	Recommend life of the licence plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 104, 187 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.102.9. 16	Register of operating licences	To be kept up to date	None specified	Statutory	Gambling Act 2005 Chapter 19 Section 106, 156, 234 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29. 17	Fees, fines etc	CY plus 6 years unless audit allow CY plus 3	None specified	Statutory	Gambling Act 2005 Chapter 19 Section 100, 132, 184, 212 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29. 18	Lottery tickets information	Recommend life of the permit plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 253 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29. 19	Club gaming permit	Recommend life of the permit plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 271 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29. 20	Club machine permit	Recommend life of the permit plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 273 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.29. 21	Prize gaming permits	Recommend life of the permit plus 2 years	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 288 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29. 22	Three year licensing policy	Recommend current plus previous one	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Section 349 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M
2.10.29. 23	Statement of small society lottery	To be retained for at least 18 months Schedule 11 -55	To be in writing	Statutory	Gambling Act 2005 Chapter 19 Schedule 11-39 Revokes The Gaming Acts of 1710, 1738, 1835, 1845, 1892, 1968. Betting, Gaming and Lotteries Act 1963 Lotteries Act 1975 Lotteries and Amusements Act 1976	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.30	Premises – Sale of Alcohol etc Premises Licence Personal Licence Temporary event licence	Recommend whilst licence relevant + 6 years	To be in writing (Section 184 action suggests this)	Statutory	Licensing Act 2003 Chapter 17 <i>(There are in excess of 26 sections referring to records to be kept)</i>	M
2.10.31	Premises for the preparation of food	Whilst valid + 6 years	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.32	Scrap metal dealer Licence to be issued by local authority <ul style="list-style-type: none"> • Site licence • Collectors licence 	Recommend length of licence plus 3 years	Paper (original)	Statutory	Scrap Metal Dealers Act 2013 Section 2 Schedule 1 -2 (h)	M
2.10.32.1	Receipt of metal	3 years beginning with the day on which the metal is received or disposed of.	None specified		Scrap Metal Dealers Act 2013 Section 13	
2.10.32.2	Disposal of metal	3 years beginning with the day on which the metal is received or disposed of.	None specified		Scrap Metal Dealers Act 2013 Section 14	
2.10.33	Security Industry licence – immobilisation of vehicles	12 months after expiry of licence	Paper	Statutory	Private Security Industry Act 2001 (Duration of Licence) Order 2005 SI 2005 No 235	M
2.10.33.1	Door supervisor Security guard	12 months after expiry of licence	To be in writing	Statutory	Private Security Industry (Licences) (Amendment) (No 2) Regulations 2005 SI 200 No 2118 Regulation 3	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.34	Sex establishment	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.35	Street traders	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.36	Street works	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.37	Theatre licences	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.38	Wholesale markets	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.10.39	Window cleaners	12 months after expiry of licence	Paper Original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.10.40	Gangmasters Licensing Conditions – Records relating labour user Records relating to dealings with other licence holders	A Licence holder must keep all records for at least one year from creation or, where they have been supplied by another person, from last supply.	None specified	Statutory	Gangmasters (Licensing Conditions) Rules 2009 SI 2009 No 307 Regulations 23, 24, 25	M
2.10.41	Obligations of producers To keep a register of complaints concerning the safety of products	Recommend 10 years from the date of entry	None specified	Statutory	General Product Safety Regulations 2005 SI 2005 No 1803 Regulation 7 (1) (b)	M
2.10.40.1	Obligations of distributors Keep documentation necessary for tracing of origin of product	Recommend ten years from last date of sale of item	None specified	Statutory	General Product Safety Regulations 2005 SI 2005 No 1803 Regulation 8 (1) (b)	M

2.11	Lotteries					
2.11.1	See 2.10.29					

2.12	Motor Salvage					
2.12.1	Register of motor salvage operators	To be kept up to date. Recommend 6 years from date of last active information	None specified	Statutory	Motor Salvage Operators Regulations 2002. SI 2002 No 1916 Data Protection Act 1998 The Scrap Metal Act 2013	M

2.13	Organic Products. Imports from third countries					
2.13.1	Advanced notice for free circulation in the Community of the consignment	Recommend CY plus 3	To be in writing	Statutory	Organic Products Imports from Third Countries) regulations 2003. SI 2003 No 2821 Regulation 4	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.13.1.1	Notice to prohibit the movement of a consignment	Recommend CY plus 3	To be in writing	Statutory	Organic Products Imports from Third Countries) regulations 2003. SI 2003 No 2821 Regulation 5	M
2.13.1.2	Consent to movement	Recommend CY plus 3	To be in writing	Statutory	Organic Products Imports from Third Countries) regulations 2003. SI 2003 No 2821 Regulation 6	M

2.14 Premises						
2.14.1	Notices of hearings	6 years from date of determination or subsequent appeal	To be in writing Regulation 34	Statutory	Licensing Act 2003 (Hearings) Regulations 2005 SI 2005 No 44 Regulation 6	M
2.14.1.1	Reply to notice of hearing	6 years from date of determination or subsequent appeal	To be in writing Regulation 34	Statutory	Licensing Act 2003 (Hearings) Regulations 2005 SI 2005 No 44 Regulation 8	M
2.14.1.2	Hearing has been dispensed with	6 years from date of determination or subsequent appeal	To be in writing Regulation 34	Statutory	Licensing Act 2003 (Hearings) Regulations 2005 SI 2005 No 44 Regulation 9	M
2.14.1.3	Withdrawal of representations	6 years from date of determination or subsequent appeal	To be in writing Regulation 34	Statutory	Licensing Act 2003 (Hearings) Regulations 2005 SI 2005 No 44 Regulation 10	M
2.14.1.4	Information not given orally because of absence	6 years from date of determination or subsequent appeal	To be in writing	Statutory	Licensing Act 2003 (Hearings) Regulations 2005 SI 2005 No 44 Regulation 25	M
2.14.1.5	Record of the proceedings	6 years from date of determination or subsequent appeal	None specified	Statutory	Licensing Act 2003 (Hearings) Regulations 2005 SI 2005 No 44 Regulation 30	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.14.2	Enforcement	Date of completion + 6 years	None specified	Corporate	Good business practice	M
2.14.3	Samples and analyses	CY + 6	None specified	Corporate	Limitation Act 1980	M
2.14.4	Prescribed form for a temporary event	Date of event plus two years	To be in writing	Statutory	Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 SI 2005 No 2918 Regulation 3 and Schedule 1	M
2.14.4.1	Form of acknowledgment	Date of event plus 20 years	To be in writing	Statutory	Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 SI 2005 No 2918 Regulation 4	M
2.14.4.2	Counter notice	Date of event plus two years	To be in writing	Statutory	Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 SI 2005 No 2918 Regulation 5 and Schedule 2	M
2.14.4	Prescribed form for a temporary event	Date of event plus two years	To be in writing	Statutory	Licensing Act 2003 (Permitted Temporary Activities) (Notices) Regulations 2005 SI 2005 No 2918 Regulation 3 and Schedule 1 As amended by SI 2016 No 20	M
2.15	Product Safety					
2.15.1	Information on the risks of the product Documentation for tracing origin of product	Recommend life of product + 10 years	None specified	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 8	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.15.1.1	Notification that product poses risks	Recommend life of product + 10 years	To be in writing	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 9	M
2.15.1.3	Suspension Notice	Recommend life of product + 10 years	To be in writing	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 11	M
2.15.1.4	Requirement to mark notice	Recommend life of product + 10 years	To be in writing	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 12	M
2.15.1.5	Requirement to warn notice	Recommend life of product + 10 years	To be in writing	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 13	M
2.15.1.6	Withdrawal notice	Recommend life of product + 10 years	To be in writing	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 14	M
2.15.1.7	Recall Notice	Recommend life of product + 10 years	To be in writing	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 15	M
2.15.1.8	Information to the public	Recommend life of product + 10 years ⁰	To be in writing	Statutory	The General Product Safety Regulations 2005. SI 2005 No 1803 Regulation 39	M
2.15.2	Enforcement notices	Recommend date of notice plus 6 years	To be in writing	Statutory	Detergent Regulations 2005 SI 2005 No 2469 Regulation 9 (2)	M
2.15.2.1	Seizure and disposal notice	Recommend date of notice plus 6 years	To be in writing	Statutory	Detergent Regulations 2005 SI 2005 No 2469 Regulation 10 (5)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.16	Prosecutions					
2.16.1	Prosecutions	6 years after court case or significant action	None specified	Corporate	Limitation Act 1980	M
2.17	Risk Assessments See Section 13					
2.18	Security Contractors					
2.18.1	Door staff	12 months after expiry of licence	Paper (original)	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1	M
2.18.2	Register of licences for security contractors	6 years after last entry to become invalid	None specified	Statutory	Private Security Industry Act 2001 Section 12	M
2..8.2.1	Register of approved contractors	6 years after last entry to become invalid	None specified	Statutory	Private Security Industry Act 2001 Section 14	M
2.18.2.2	Guidance for security contractors	Until superseded	None specified	Statutory	Private Security Industry Act 2001 Section 20 (2) (3)	M
2.19	Statutory notices					
2.19.1	Statutory notices	Whilst relevant plus 3 years	None specified	Corporate	Good business practice	M
2.20	Sunday Trading					
2.19.2	Sunday Trading	12 months after all entries have been superseded or deleted	None specified	Statutory	Sunday Trading Act 1994 Chapter 20 Schedule 1	M
2.21	Trading Standards					
2.21.1	Inspection visits	CY + 6 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.21.2	Instrument calibration <ul style="list-style-type: none"> • Compliance notices • Immediate enforcement action 	Recommend CY + 6 years	Paper or electronic	Corporate	Measurement Instruments (Automatic Discontinuous Totalisers) Regulations 2006 SI 2006 No 1255 Regulation 18 and 19 See also SI 2006 No 1256 SI 2006 No 1257 SI 2006 No 1258 SI 2006 No 1259 SI2006 No 1264 SI 2006 No 1266 SI 2006 No 1267 SI 2006 No 1268 SI 2006 No 1269 SI 2006 No 1270	M
2.21.3	Statistical information	CY + 10 years	None specified	Corporate	Required for Dept of Trade and Office of Fair Trading	M
2.21.4	Trader enquiries	CY + 6 years	None specified	Corporate		M
2.22	Water					M
2.22.1	Test results of domestic / pool water	CY + 1 year	None specified	Corporate		M
2.22.2	Risk assessment and sampling	At least 30 years To reviewed and updated every 5 years or sooner if required	None specified	Statutory	Private Water Supplies (England) Regulations 2016 Regulation 6 and schedule 4 Revokes SI 2009 No 3101	M
2.22.2.1	Monitoring- sampling and analysis	At least for 30 years	None specified	Statutory	Private Water Supplies (England) Regulations 2016 Regulations 10, 11 and schedule 4 Revokes SI 2009 No 3101	M

Section 3 Corporate Management (Includes Project Management)

- 3.1 Annual Plans
- 3.2 Annual Reports
- 3.3 Best Value –*see* 3.12
- 3.4 Business Planning (includes Corporate and directorate planning)
- 3.5 Committee papers (Duplicates)
- 3.6 Correspondence (General and specific)
- 3.7 Day files
- 3.8 Events Calendar
- 3.9 Executive Board
- 3.10 Information/reference
- 3.11 Meetings
- 3.12 Performance Management
- 3.13 Plans
- 3.14 Policy
- 3.15 Position Statements
- 3.16 Procedures
- 3.17 Projects
- 3.18 Publications
- 3.19 Security
- 3.20 Strategy
- 3.21 Templates

Section 3 Corporate Management

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
3.1	Annual Plans					
3.1.1	Annual plans	Whilst relevant	None specified	Corporate	Recommend archiving one copy	M
3.2	Annual Reports					
3.2.1	Annual Reports	CY plus 3 years	None specified	Corporate	Recommend archiving one copy	M
3.3	Best Value					
	<i>See 3.12 Performance Management</i>					
3.4	Business Planning (Including Corporate and Directorate Planning)					
3.4.1	Planning	CY + 3 years or if long term completion plus 3 years	None specified	Corporate	Good business practice	M
3.4.2	Statistics	CY + 3 years or if long term completion plus 3 years	None specified	Corporate	Good business practice	M
3.4.3	Trends	CY + 3 years or if long term completion plus 3 years	None specified	Corporate	Good business practice	M
3.5	Committee papers (Duplicates)					
3.5.1	Duplicate committee papers	CY only	None specified	Corporate	Good business practice	M
	<i>See Democracy (Section 7) for originals</i>					M
3.6	Correspondence (General and specific)					
3.6.1	General	CY + 3 years	None specified	Corporate	Good business practice	M
3.6.2	Project or person specific	As per main subject	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
3.7	Day Files					
3.7.1	Chronological copy record	3 months from date of entry	None specified	Corporate	Good business practice	M
3.8	Events calendar					M
3.8.1	Events calendar	Keep current	None specified	Corporate	Good business practice	M
						M
3.9	Executive Board					
3.9.1	Papers other than Minutes	CY + 9 years	None specified	Corporate		M
3.10	Information/reference material					
3.10.1	Background/reference/information material	Whilst relevant Review and weed on a regular basis	None specified	Corporate	Good business practice	M
3.11	Meetings					
3.11.1	Agenda	Only whilst relevant	None specified	Corporate	Good business practice	M
3.11.2	Background papers	As per main subject of papers. If copies, and not used for master copy of Minutes dispose of as soon as Master set of Minutes has been approved	None specified	Corporate	Good business practice	M
3.11.3	Files	As per main subject of contents	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
3.11.4	Minutes	Master copy to be retained. Review at maximum 5 year intervals to see if still relevant. Destroy or refer to Archives dependent on subject.	None specified	Statutory / Corporate	Local Government Act 1972 Section 99 and Schedule 12 Part 6 Paragraph 41 requires minutes to be "kept" Local Government (Access to Information) Act 1985 Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272 Consult archives before destruction	P

3.12 Performance management						
3.12.1	Guidance and information	To be kept up to date	None specified	Corporate	Good business practice	M
3.12.2	Best value general guidance	To be kept up to date	None specified	Corporate	Good business practice	M
3.12.3	Best Value reviews	CY + 6 years	None specified	Corporate	Good business practice	M
3.12.4	Indicators	CY + 5 years	None specified	Corporate	Good business practice	M
3.12.5	ISO 9000	CY + 3 years	None specified	Audit	Good business practice	M
3.12.6	Performance and assessment process	CY + 5 years	None specified	Corporate	Good business practice	M
3.12.7	Performance indicators	CY + 5 years	None specified	Corporate	Good business practice	M
3.12.8	Post logs	CY + 1 year	None specified	Audit	Good business practice	M
3.12.9	Print job processing	CY + 1 year	None specified	Corporate	Good business practice	M
3.12.10	Telephone enquiry logs	CY + 1 year	None specified	Corporate	Good business practice	M

3.13 Plans						
3.13.1	Corporate Plans	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
3.14	Policy					
3.14.1	Corporate Policies	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
3.15	Position statements					
3.15.1	Position statements	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
3.16	Procedures					
3.16.1	Corporate procedures	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
3.16.2	Notes	Retain only whilst relevant	None specified	Corporate	Good business practice	M
3.17	Projects					
3.17.1	Drawings	Whilst relevant + 6 years	None specified	Statutory	Limitation Act 1980	M
3.17.2	Monitoring	Whilst relevant + 6 years	None specified	Corporate	Good business practice	M
3.17.3	Planning	On completion weed file and consider for archiving	None specified	Corporate	Good business practice	M
3.17.4	Reference material	Whilst relevant then weed or destroy	None specified	Corporate	Good business practice	M
3.17.5	Tenders – <i>See Finance</i>					
3.18	Publications					
3.18.1	Design	Review annually	None specified	Corporate	Good business practice	M
3.18.2	Published work	Archive one copy	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
3.19	Security					
3.19.1	ID / entry system	Keep up to date	None specified	Corporate	Good business practice	M
3.19.2	Staff car park permits	Keep up to date	None specified	Corporate	Good business practice	M
3.19.3	Staff forms (Completed forms may be added to HR files and retained accordingly)	Keep up to date	None specified	Corporate	Good business practice	M
3.20	Strategy					
3.20.1	Strategic implementation	Until superseded then consider archiving	None specified	Corporate	Good business practice. Need to be selective to reflect general aim and work of the organisation	M
3.21	Templates					
3.21.1	Templates (all types)	Keep up to date	None specified	Corporate	Good business practice	M

Section 4 Council Land and Premises

- 4.1 Premises
- 4.2 Section 52/106

Section 4 Council Land and Premises

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
4.1	Premises					
4.1.1	Accommodation files	Keep up to date	None specified	Corporate	Good business practice	M
4.1.2	Agreements Section 38/40	Life of agreement + 6 years	None specified	Corporate	Good business practice	M
4.1.3	Car parking arrangements	Keep up to date	None specified	Corporate	Good business practice	M
4.1.4	Contracts – <i>see Finance</i>					
4.1.5	Deeds	Until property disposed of plus 12 years	None specified	Corporate	Good business practice	P
4.1.6	Deeds of dedication	After 12 years weed to agreement and plan then review every 10 years. Destroy 12 years after disposal	Paper	Corporate	Consult Local History officer or Archivist before disposal	P
4.1.7	Deeds Register	Keep up to date and review annually	None specified	Corporate	Good business practice. Annual review ensures all deeds are in fact on the register. It is also a check that the deeds can be found.	P
4.1.8	Health and safety – <i>see Health and Safety</i>					
4.1.9	Leases	6 years after cessation of lease	None specified	Statutory	Limitation Act 1980	P
4.1.10	Maintenance	Life of ownership plus 15 years	None specified	Statutory	Limitation Act 1980	M
4.1.11	Operations	According to subject. <ul style="list-style-type: none"> • Accidents • Contracts • Health and safety • Etc. 				M
4.2	Section 52/106					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
4.2.1	Open space agreements	Review every 10 years	None specified	Corporate	Good business practice	P

Section 5 Crime

- 5.1 Anti social orders
- 5.2 Racial Incidents
- 5.3 Crime and Disorder Committee
- 5.4 Violent Crime Reduction

Section 5 Crime

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
Note	<p>Probation Service- Specifically with regard to offenders who present a risk to children file retention is nationally prescribed by way of Probation Circular 87/2005 which states: Records of offenders assessed as Risk to Children should be retained for the same period as records on all other cases. It follows from this that Areas should retain Risk to Children files in accordance with their retention of high risk harm cases where children in the offenders care are on the child protection register at the point of case closure. Lifers are also an exception, as records are kept for 99 years.</p> <p>Children's Service's Social Care - Social Care will retain an individual file for the period in which any person is assessed to pose a continued risk to children or until notification of death</p>				Ministry of Justice Website	
5.1	Anti-social orders					
5.1.1	Action plan order Anti social behavior orders [ASBOs] Curfew order Forfeiture and destruction order Parenting order	Recommend 3 years after order ends	To be in writing	Corporate	Court Service destroys 3 years after the date the order was made	M
5.1.2	Youth Offending <ul style="list-style-type: none"> Reprimand or final warning 	Case file to be retained for 3 years after the closure of the case or when the young person reaches their 18	To be in writing	Current practice	Note These apply where the young person is not involved in further offending which results in a substantive outcome (a Reprimand, Final Warning Referral order	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
	<ul style="list-style-type: none"> Conviction 	<p>birthday, whichever is the sooner.</p> <p>The case file should be retained for 5 years but after 3 years the file should be reduced to contain only basic information (Youth Justice Board)</p>			<p>or sentence)</p> <p>There are also exceptions if the young person has been convicted of specified sexual offences.</p> <p>However, HM Inspector of Probation seems to take the view that records should be kept until the young person is 18, in case they re-offend.</p> <p>http://www.yjb.gov.uk/Publications/Scripts/fileDownload.asp?file=InfoSharing%20Epdf</p>	

5.2	Racial incidents					
5.2.1	Racial incident reports	5 years after last incident	None specified	Corporate		M

5.3	Crime and Disorder Committee					
5.3.1	Reports and recommendations	Recommend 6 years after date of report or recommendation	None specified	Statutory	Police and Justice Act 2006 Chapter 48 Section 19	M
5.3.2	Responses to considerations	Recommend 6 years after date of report or recommendation	None specified	Statutory	Police and Justice Act 2006 Chapter 48 Section 19	M
5.3.3	Parenting contracts	Recommend 3 years after contract ceases	None specified	Statutory	Police and Justice Act 2006 Chapter 48 Section 23 Amends Anti Social Behaviour Act 2003 Sections 3, 26	M

5.4	Violent crime reduction					
5.4.1	Action Plan –Alcohol disorder Zone	Recommend whilst	None specified	Statutory	Violent Crime Reduction Act 2006	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		relevant plus 12 months			Section 16 (4)	

Section 6 Customer Service

- 6.1 Comments
- 6.2 Complaints
- 6.3 Correspondence
- 6.4 Fees and charges
- 6.5 Guidance and standards

Section 6 Customer Service

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.1	Comments					
6.1.1	Comments	CY + 2 years	None specified	Corporate	Good business practice Could become a complaint	M
6.2.	Complaints					
6.2.1	General	Minor CY + 3 years Major CY + 6 years If negligence involved then CY + 15 years	None specified	Statutory	Limitation Act 1980 Latent Damage Act 1986	M
6.2.2	Ombudsman	10 years after case closes	None specified	Corporate		M
6.2.3	Parish and Town Council Referrals	CY + 6 years	None specified	Corporate		M
6.3	Correspondence					
6.3.1	Councilor's	CY + 3 years	None specified	Corporate	Good business practice	M
6.3.2	Legal issues	Major issues CY + 6 years Minor issues CY plus 3 years	None specified	Corporate	Good business practice	M
6.3.3	MPs	Major issues CY + 6 years Minor issues CY plus 1 years	None specified	Corporate	Good business practice	M
6.3.4	Routine inquires and replies	CY + 3 years unless it results in major changes of policy or work practices then consider archiving	None specified	Corporate	Good business practice	M
6.4	Fees and charges					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.4.1	Charges for service	Until superseded + 1 year	None specified	Corporate	Good business practice	M
6.5	Guidance and standards					
6.5.1	Guidance and standards for external use	Until superseded + 3 years	None specified	Audit	Good business practice	M

Section 7 Democracy

7.1	Charities
7.2	Committee Papers
7.3	Elected members
7.4	Electoral
7.5	Executive decisions
7.6	Grants
7.7	Leader of the Council
7.8	Leader of the Opposition
7.9	Minutes
7.10	Overview and scrutiny
7.11	Petitions
7.12	Precedents
7.13	Standards

Section 7 Democracy

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
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7.1	Charities					
7.1.1	Accounts and annual reports of exempt and other excepted charities	CY + 6 years CY + 12 years if relating to land	None specified	Statutory	Charities Act 2006 and the Charities Act 2011 Sections 131, 134, 136	M
7.1.1.1	Accounts for charities for the relief of property	LA to retain CY + 2 years	None specified	Statutory	Charities Act 2006	M
7.1.1.2	Accounts including Statement of account	CY + 6 years Where the charity ceases to exist within a period of 6 years from the last accounts then to be kept by the last charity trustees unless the Commissioners consent in writing to the records being destroyed or otherwise disposed of.	None specified	Statutory	Charities Act 2011 Section 131	M
7.1.1.3	Annual reports	To be kept for CY plus 6 years unless a copy has been sent to the Charity Commissioners	None specified	Statutory	Charities Act 2011 Section 165 Recommend copies be sent to Local History Officer or Archivist.	M
7.1.2	House to house licence	Validity + 1 year	To be in writing	Statutory	House to House Collection Act 1939 Section 2 As amended by the Charities Act 2006	M

7.2	Committee Papers					
7.2.1	Agenda – original	CY + 6 years	None specified	Corporate	Consult archives before destruction	M
7.2.2	Copy Agenda and Minutes	CY + 3 years	None specified	Corporate		M
7.2.3	Background papers	Review after 4 years	None specified	Statutory	Local Government (Access to	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		and weed as necessary			Information) Act 1985 Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 SI 2000 No 3272	
7.2.4	Management information	Whilst relevant. Must be reviewed annually and weeded	None specified	Corporate	Good business practice	M
7.2.5	Meeting participation	CY + 1 year	None specified	Corporate	Good business practice	M
7.2.6	Minutes – originals	CY + 6 years but see if they fall under any of the legislation in the Notes column - then as appropriate.	None specified	Statutory / Corporate	Local Government Act 1972 Section 99 and Schedule 12 Part 6 Paragraph 41 requires minutes to be "kept" Local Government (Access to Information) Act 1985 Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 SI 2000 No 3272 Consult archives before destruction	M
7.2.7	Official Committee Reports	CY + 6 years then archive	None specified	Corporate		M
7.2.8	Orders from Standing Orders	10 years after they have been superseded	None specified	Corporate	Offer to Local history Officer or Archivist	M
7.3	Elected members					
7.3.1	Advice	CY + 2 years	None specified	Corporate	Common practice	M
7.3.2	Chairman's engagements	CY + 1 year	None specified	Corporate	Common practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.3.3	Where a member of a local authority discharges any function of the authority by virtue of arrangements made under section 236 of the Local Government and Public Involvement in Health Act 2007 (exercise of functions by local councilors in England) (b), that member must- <ul style="list-style-type: none"> (a) ensure that a records is made in writing of any decision made or action taken in connection with the discharge of that function; and (b) within one month of the date on which the decision is made, or action taken, provide the record to the authority. 	These records will be open to inspection by members of the public at the offices of the authority for a period of six years.	To be in writing	Statutory	The Exercise of Functions by Local Councillors (Written Records) Regulations 2009. SI 2009 No 352 Regulation 2 Written Records	M

7.4	Electoral					
7.4.1	Absent voting/Proxy forms	Whilst relevant + 1 year	None specified	Corporate	Common practice	M
7.4.2	Application forms <ul style="list-style-type: none"> • European • HM Forces • Overseas 	Whilst relevant + 1 year	None specified	Corporate	Common practice	M
7.4.3	Correspondence	CY + 2 years	None specified	Corporate	Good business practice	M
7.4.4.1	Ballot papers - Local	6 months after date of election	Paper	Statutory	Representation of the People Act 1983	M
7.4.4.2	Ballot papers - Parliamentary	Pass to the Relevant Registration Officer	Paper	Statutory	Representation of the People Act 1983 as amended by Electoral Administration Act 2006 Section 41	M
7.4.4.3	Ballot papers – European	Pass to Central Government	Paper	Statutory	Representation of the People Act 1983	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.4.4.4	National Referendum (See 7.4. 18 for local Referendums)	Pass to Central Government	Paper	Statutory	Representation of the People Act 1983	M
7.4.5	Boundary review	Until superseded then archive	None specified	Corporate	Good business practice	M
7.4.6	Canvas – Form A	CY + 6 months	None specified	Corporate	Common practice	M
7.4.7	Election expenses	CY + 2 years	None specified	Statutory	Representation of the Peoples Act 1983	M
7.4.8	Election instructions	Election plus 1	None specified	Corporate	Good business practice	M
7.4.9	New property	Whilst relevant + 1 year	None specified	Corporate	Common practice	M
7.4.10	Pickwick system files	As per type of information	None specified	Corporate	Good business practice	M
7.4.11	Regional Assembly and Local Government Referendums	12 months from the date of the referendum	Paper	Statutory	Regional Assembly and Local Government Referendums Order 2004. SI 2004. No 1962 See also SI 2012 No 323	M
7.4.12	Registration correspondence	CY + 2 years	None specified	Corporate	Good business practice	M
7.4.13	Register of electors	Until superseded then archive one copy	Paper/electronic	Statutory	Electoral Administration Act 2006 Section 1 Representation of the Peoples Act 1983 The Data Protection Act 1998 The Copyright Act	M
7.4.14	Rolling registration	Keep up to date Correspondence CY + 2 years	None specified	Corporate	Common practice	M
7.4.15	Personal identifiers – absent voting. Records kept under sub paragraph (9)	Must be retained for the prescribed period	None specified	Statutory	Electoral Administration Act 2006 Section 14. (10) Amends paragraph 3 of Schedule 4 to the Representation of the Peoples Act 2000.	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.4.16	Record of anonymous entries	Whilst relevant	None specified	Statutory	Representation of the People (England and Wales) (Amendment) (No2) Regulations 2006 SI 2006 No 2910 Regulation 18 Adds Regulation 45A to SI 2001 No 341	M
7.4.16.1	Certificate of anonymous registration	Whilst relevant	To be in writing	Statutory	Representation of the People (England and Wales) (Amendment) (No2) Regulations 2006 SI 2006 No 2910 Regulation 18 Adds Regulation 45G to SI 2001 No 341	M
7.4.16.2	Personal identifiers list	To be kept up to date	None specified	Statutory	Representation of the People (England and Wales) (Amendment) (No2) Regulations 2006 SI 2006 No 2910 Regulation 35 Adds Regulation 61B to SI 2001 No 341	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.4.17	Nomination papers Delivery and retention of documents. Packets of ballot papers Ballot paper accounts Result of verification of ballot paper accounts Tendered votes list Lists of voters with disabilities assisted by companions Lists of votes marked by the presiding officer Lists maintained under rule 43 Declarations of made by companion of voters with disabilities. Packets of certificates as to employment on duty on day of poll Packets containing marked copies of the register. Postal voters list List of proxies Proxy postal voters list	Retain for one year	None specified	Statutory	Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007. SI 2007 No 1024. Regulations 57, 59 Schedule 3 – 59 Revokes SI 2002 No 185 SI 2004 No 225 SI 2005 No 2114	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.4 18	Local Referendums Council Tax Increases All documents forwarded to the Registration Officer	One year from date of referendum then they must be destroyed.	Paper	Statutory	Local Authorities (Conduct of Referendums) (England) Regulations 2012 SI 2012 No 323 Regulation 47 Revokes Local Authorities (Conduct of Referendums) (England) Regulations 2007. SI 2007 No 2089 Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012 SI 2012 No 444 SCh.5 Pt. 7 - 47 Amends Representation of the People Act 1983 Representation of the People Act 1985 Reorientation of the People Act 2000 Political Parties, Elections and Referendums Act 2000 Electoral Administration Act 2006 Representation of the People (England and Wales) Regulations 2001	M
7.4.19	Retention of documents	A registration officer must retain for one year all documents relating to a PCC election which are specified in rule 66(2) and must have them destroyed.	Paper	Statutory	The Police and Crime Commissioner Election Order 2012. SI 2012 1917 Regulations 68	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.4.20	Information in respect of each business voter who is registered on the business voting register	For 12 months from the date of the business referendum or the date on which the persons details are removed from the business voting register	None specified	Statutory	Neighbourhood Planning (Referendums) (Amendment) Regulations 2013 SI 2013 No 798 Regulation 16 (2)	M
7.4.20.1	All documents relating to a business referendum returned to the Business Registration Officer	Retain for 12 months and then destroy	Paper	Statutory	Neighbourhood Planning (Referendums) (Amendment) Regulations 2013 SI 2013 No 798 Regulation 74	M
7.5	Executive decisions					
7.5.1	Reports	CY + 6 years Consider archiving one copy of major impact reports	None specified	Statutory	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	M
7.5.2	Reports to committees	CY + 6	None specified	Statutory	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	M
7.6	Grants					
7.6.1	Monitoring of applications and payments	CY + 6 months	None specified	Audit		M
7.7	Leader of the Council					
7.7.1	Correspondence (Internal and external)	CY + 3 years	None specified	Corporate	Common practice	M
7.7.2	Service files	CY + 3 years	None specified	Corporate	Common practice	M
7.8	Leader of the Opposition					
7.8.1	Correspondence (Internal and external)	CY + 3 years	None specified	Corporate	Common practice	M
7.8.2	Service files	CY + 3 years	None specified	Corporate	Common practice	M
7.9	Minutes					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.9.1	Drafts	Destroy once master is signed	None specified	Corporate	Good business practice. Destruction of drafts ensures only the confirmed Minutes are released under FOI	M
7.9.2	Masters	Must be available for public inspection for at least 6 years. Consider archiving at 12 month intervals.	None specified	Statutory	Local Government Act 1972 Section 99 and Schedule 12 Part 6 Paragraph 41 requires minutes to be "kept" Local Government (Access to Information) Act 1985 Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272 Consult archives before destruction	P

7.10 Overview and scrutiny						
7.10.1	Guidance and information	To be kept up to date	None specified	Corporate	Good business practice	M
7.10.2	Panel papers	CY + 5 years Copies 12 months	None specified	Corporate	Good business practice Destruction of copies ensures only the masters are released under FOI	M

7.11 Petitions						
7.11.1	Petitions	6 years after date of petition	Paper / electronic	Statutory	Local Authorities (Referendums) (Petitions) (England) Regulations 2011. SI 2011 No 2914 Regulation 5 Revokes SI 2000 No 2852	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.12	Precedents					
7.12.1	Precedents	5 years	None specified	Corporate		M

7.13	Standards					
7.13.1	Findings of acceptance	2 years after member ceases to be part of the authority	To be in writing	Statutory	Local Authorities (Code of Conduct) (Local Determination) (Amendment) Regulations 2004 SI 2004 No 2617 Regulation 6 Substitutes 5 (9) in SI 2001 No 2812	M
7.13.2	Investigations	2 years after member ceases to be part of the authority	None specified	Statutory	Data Protection Act 1998 (Only to be kept as long as necessarily)	M

Section 8 Economic Development

- 8.1 European Social Fund [ESF]
- 8.2 Industry and Commercial Directory
- 8.3 Premises
- 8.4 Regeneration
- 8.5 Regional development
- 8.6 Strategic files

Section 8 Economic Development

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.1	European Social Fund [ESF]					
8.1.1	Funding	CY plus 12 years	None specified	EU guidelines		M
8.1.2	Data	Whilst relevant + 1 year	None specified	Corporate	Good business practice	M
8.1.3	Reports	Closure of project + 12 years	None specified	Corporate	Good business practice	M
8.2	Industry and commercial directory					
8.2.1	Industry and commercial directory	Archive one copy			Common practice	M
8.3	Premises					
8.3.1	Business enquiries on availability	CY + 2 years	None specified	Corporate	Common practice	M
8.3.2	Premises / property register	Keep up to date	None specified	Corporate	Good business practice	M
8.3.3	Newsletter	12 months	None specified	Corporate	Will the contents be of use to researchers in future years? If so consider scanning or microfilm	M
8.4	Regeneration					
8.4.1	Buildings	Life of ownership + 16 years	None specified	Statutory	Limitation Act 1980	M
8.4.2	Finance <i>See Finance for contracts and tenders</i>	CY + 6 years	None specified	Statutory	Audit Limitation Act 1980	M
8.4.3	Publicity	CY + 2 years	None specified	Corporate	Good business practice	M
8.5	Regional development					
8.5.1	Regional Development Agency	Life of project + 12 years	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.5.2	Unitary joint structure plan	Drafts to be destroyed on approval of plan	None specified	Corporate	Good business practice	M
8.5.3	Arrangements	Until superseded	None specified	Corporate	Good business practice	M
8.6	Strategic files					
8.6.1	Strategic files	Until superseded then consider if important enough to archive	None specified	Corporate	Good business practice	M

Section 9 Education and Learning

9.1	Best Practice
9.2	Best value
9.3	Careers
9.4	Correspondence
9.5	Dfes
9.6	Drug Education
9.7	Early years
9.8	Education Action Zone [EAZ]
9.9	Education management
9.10	Education other than at school [EOTAS]
9.11	Education welfare system [EWS]
9.12	Education psychology
9.13	Emergency planning
9.14	Education Maintenance System [EMS]
9.15	Examinations
9.16	European Social Fund [ESF]
9.17	Extra curriculum and miscellaneous activities
9.18	Finance
9.19	Further education
9.20	Governing bodies
9.21	Health and safety - <i>see Section 13</i>
9.22	Independent schools
9.23	Inspection and monitoring
9.24	Learner data (European)
9.25	Liaison with LEA / Dfes and funding agencies
9.26	Maintenance contracts - <i>see Finance and Section 12</i>
9.27	Maintained schools
9.28	Old Pupil Associations
9.29	Parent / Teacher Associations
9.30	Property
9.31	Publicity material
9.32	Pupils / students
9.33	Registers

9.34	School admissions
9.35	School appeals
9.36	School assets
9.37	School companies
9.38	School Council
9.39	School organisation
9.40	Service level agreements
9.41	Service plan
9.42	Special Educational Needs [SEN] and disability
9.43	Teachers and staff
9.44	Teaching and the curriculum
9.45	Transport (Educational)
9.46	Welfare
9.47	Work experience

Section 9 Education and Learning

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.1	Best practice					
9.1	Information	Keep up to date. Significant events should be considered for archiving	None specified	Corporate	Good business practice	M
9.2	Best Value					
9.2.1	Guidance and information	To be kept up to date	None specified	Corporate	Good business practice	M
9.2.2	Best value general guidance	To be kept up to date	None specified	Corporate	Good business practice	M
9.2.3	Best Value reviews	CY + 6 years	None specified	Corporate	Good business practice	M
9.2.4	Indicators	CY + 5 years	None specified	Corporate	Good business practice	M
9.2.5	ISO 9000	CY + 3 years	None specified	Audit	Good business practice	M
9.2.6	Performance and assessment process	CY + 5 years	None specified	Corporate	Good business practice	M
9.2.7	Performance indicators	CY + 5 years	None specified	Corporate	Good business practice	M
9.3	Careers					
9.3.1	General correspondence files	CY + 2 years	None specified	Corporate	Good business practice	M
9.3.2	Information files	Until superseded	None specified	Corporate	Good business practice	M
9.3.3	Service level agreements	Until superseded	None specified	Corporate	Good business practice	M
9.4	Correspondence					
9.4.1	General	CY + 2 years	None specified	Corporate	Good business practice	M
9.4.2	Project or person specific	As per main subject	None specified	Corporate	Good business practice	M
9.5	Dfes					
9.5.1	Initiatives	Whilst current + 2 years	None specified	Corporate		M
9.6	Drug Education					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.6.1	All papers	Review annually	None specified	Corporate	Common practice	M
9.7	Early years					
9.7.1	Audits	CY + 2 years	None specified	Audit	Good business practice	M
9.7.2	Communication information sheets	CY + 1 year	None specified	Corporate	Common practice	M
9.7.3	Meetings	Retain master set of Minutes only	None specified	Corporate	Good business practice	M
9.7.4	Questionnaires	CY + 2 years	None specified	Corporate	Good business practice	M
9.7.5	Setting files	CY + 6 years	None specified	Corporate	Good business practice	M
9.7.6	Setting- financial	CY + 6 years	None specified	Audit	Good business practice	M
9.7.7	Surveys	CY + 2 years	None specified	Corporate	Good business practice	M
9.8	Education Action Zone [EAZ]					
9.8.1	Initiatives	Whilst current + 2 years	None specified	Corporate	Good business practice	M
9.9	Education Management					
9.9.1	Deputy head's records	CY+ 6 years	None specified	Corporate	Common practice	M
9.9.2	Head teacher's personal filing	CY+ 6 years	None specified	Corporate	Common practice	M
9.9.3	Minutes and reports of management team meetings	CY+ 3 years	None specified	Corporate	Consult Local History Officer/Archivist at end of retention period	M
9.9.4	Professional development plans	CY+ 3 years	None specified	Corporate	Common practice	M
9.9.5	School development plans	CY+ 3 years	None specified	Corporate	Common practice	M
9.9.6	Competition notice	Recommend Life of the school plus 3 years	None specified	Statutory	School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007 Regulation 3. Revokes SIs 1999 No 700, 1999 No 2212 1999 No 2213, 1999 No 2198, 2001 No 1405, 2003 No 1229 2005 No 1801, 2005 No 3342 2006 No 2139, 2007 No 59	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.10	Education other than at school [EOTAS]					
9.10.1	OSTED	OSTED cycle unless child specific then until 25 th birthday	None specified	Corporate	Common practice	M
9.10.2	Entry / exit information	CY + 2 years	None specified	Corporate	Common practice	M
9.10.3	Home tuition	Until 25 th birthday or cessation of service plus 6 years if later	None specified	Corporate	Common practice	M
9.10.4	Inclusion support service policies	Current policy + 1 year	None specified	Corporate	Good business practice	M
9.10.5	LAC quarterly reports	CY + 6 years	None specified	Corporate	Common practice	M
9.10.6	Monitoring- positive comments	CY + 2 years	None specified	Corporate	Common practice	M
9.10.7	Monitoring – evaluation forms	CY + 2 years	None specified	Corporate	Common practice	M
9.10.8	Monthly reports	CY + 6 years	None specified	Corporate	Common practice	M
9.10.9	Senior management minutes	Retain master copy only. Destroy copies after master is agreed	None specified	Corporate	Common practice	M
9.10.10	Staff handbook	Keep up to date	None specified	Corporate	Consider archiving one copy Good business practice	M
9.10.11	Stage 5 – EWO Report	Keep up to date. Review annually and weed	None specified	Corporate	Common practice	M
9.11	Education welfare system [EWS]					
9.11.1	Sub sections	CY + 2 years	None specified	Corporate	Common practice	M
9.12	Education psychology					
9.12.1	Pupil records	Until 25 th birthday	None specified	Corporate	Common practice	M
9.12.2	School visits	Until 25 th birthday	None specified	Corporate	Common practice	M
9.13	Emergency planning					
9.13.1	Emergency plans	Review quarterly	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.14	Education Maintenance System [EMS] (Services Contracted out)					
9.14.1	Reports	Keep up to date. Review annually and weed	None specified	Corporate	Common practice	M
9.15	Examinations					
9.15.1	GCSE/ A level reports	CY + 6 years	None specified	Corporate	Common practice	M
9.15.2	Key stage test results	CY + 6 years	None specified	Corporate	Common practice	M
9.16	European Social Fund [ESF]					
9.16.1	Course files	CY + 6 years	None specified	Corporate	EU guidelines	M
9.16.2	Documentation	CY + 6 years	None specified	Corporate	EU guidelines	M
9.17	Extra curriculum and miscellaneous activities					
9.17.1	School journeys	CY + 1 unless major incident involved then until the 25 th birthday of the youngest child	None specified	Statutory	Limitation Act 1980 Photographs, scrapbooks etc may form part of the school archive.	M
9.17.2	School magazines	Current year	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M
9.17.3	Scrapbooks	CY+1 year	None specified	Corporate	Consult Local History Officer before destruction	M
9.17.4	Photographs	CY+1 year	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M
9.17.5	Programmes	CY+1 year	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M
9.17.6	School history	CY+5 years	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M
9.17.7	Audio-tape recordings	CY+1 year	Electronic	Corporate	Consult Local History Officer / Archivist before destruction	M
9.17.8	Video-tape recordings	CY+1 year	Electronic	Corporate	Consult Local History Officer / Archivist	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
					before destruction	
9.17.9	Annual speech day reports and prize lists	CY+ 6 years	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M
9.1710	Records of schools societies	CY+3 years	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M

9.18	Finance					
9.18.1	Annual budget	CY+ 6 years	None specified	Audit		M
9.18.2	Annual statement of accounts	CY+ 6 years	None specified	Statutory	Limitation Act 1980 VAT Act 1983	M
9.18.3	Budget files	CY+ 6 years	None specified	Audit		M
9.18.4	Budget monitoring tabulations	CY+ 6 years	None specified	Audit		M
9.18.5	Debtors' records	CY+ 6 years	None specified	Statutory	Limitation Act 1980	M
9.18.6	Delegations	Financial delegations CY + 6 years Other delegations CY plus 1 year	None specified	Audit	Good business practice	M
9.18.7	Delivery documentation	CY+ 6 years	None specified	Audit		M
9.18.8	Head teacher's budget reports	CY+1 year	None specified	Audit		M
9.18.9	Integrated school allowance ledger	CY + 6 years	None specified	Audit		M
9.18.10	Loans	Life of loan + 6 years	None specified	Statutory	Limitation Act 1980 Audit	M
9.18.11	Order books and requisitions	CY+ 6 years	None specified	Audit		M
9.18.12	School Meals:-					M
9.18.12.1	Application for free school meals, travel, uniforms	Unsuccessful - CY + 1 year Successful – Cessation of service + 1 year	None specified	Corporate	Common practice	M
9.18.12.2	Dinner Registers	CY+ 3 years	None specified	Audit		M
9.18.12.3	F.S.M. Authorisations	Whilst child attends school	None specified	Audit		M
9.18.12.4	School Meals Summary Sheets	CY+ 3 years	None specified	Audit		M
9.18.12.5	Tickets	1 term	None specified	Audit		M
9.18.12.6	Till Rolls	CY+ 3 years	None specified	Audit		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.18.13	School Fund:-					M
9.18.13.1	Bank Statements	CY+ 6 years	None specified	Audit		M
9.18.13.2	Cheque Books	CY+ 3 years	Paper	Audit	Some organisations destroy when bank statement has been checked	M
9.18.13.3	Invoices	CY+ 6 years	None specified	Audit		M
9.18.13.4	Ledger	CY+6 years	None specified	Audit		M
9.18.13.5	Outturn Statements	Recommend CY plus 6 years	Contents as per Schedules 1 & 2	Statutory	Education (Outturn Statements) (England) Regulations 2004. SI 2004 No 1279	M
9.18.13.6	Paying in Books	CY+ 6 years	Paper	Audit		M
9.18.13.7	Receipts	CY+ 6 years	None specified	Audit		M
9.18.13.8	School Journey accounts (if separate bank a/c, as for school fund)	CY+ 3 years	None specified	Audit		M
9.18.14	Student grant applications	CY + 3 years	None specified	Audit		M
9.19	Further Education					M
9.19.1	Policies	Keep up to date	None specified	Corporate	Common practice	M
9.19.2	Student focus groups	CY + 6 years	None specified	Corporate	Common practice	M
9.19.3	Keeping Records for Past European Structural Fund Programmes	See notes		EC	All project documentation relating to these programmes should be kept until otherwise instructed by the European Secretariat. Each programme is required to keep all project documentation for three years after the European Commission has made their final payment to the UK. It is also required to keep some documentation for a longer period. The European Secretariat will send out further instructions saying when it is safe to destroy records for past programmes.	

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
					<p>If you have any queries about record keeping for past European Structural Fund programmes please contact Barry North in the European Secretariat at barry.north@goem.gsi.gov.uk or telephone 0115 9712601.</p> <p>There appears to be a conflict between the advice being given out and what the regulations say with respect to keeping of paper records rather than microfilm/electronic. The retention period for ESF documentation is 3 years after final payment is received from the organisation and this is the advice that is being given out by Government Offices, etc but they are saying that hard copy needs to be retained. The regulations do not say that only hard copy is acceptable. The Council Regulation (EC) No 1260/1999 laying down general provisions on the Structural Funds states in Article 38(6) that: For a period of three years, unless otherwise decided in the bilateral administrative arrangements, following the payment by the Commission of the final balance in respect of any assistance, the responsible authorities shall keep available for the Commission all the supporting documents (either the originals or versions certified to be in conformity with the originals on commonly accepted data carriers) regarding expenditure and checks on the</p>	

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
					<p>assistance concerned. This period shall be interrupted either in the case of legal proceedings or at the duly motivated request of the Commission.</p> <p>Regulation 438/2001 lays down detailed rules for implementation of 1260/1999 and is amended by regulation 2355/2002, Article 1 of which defines commonly accepted data carriers as: Commonly accepted data carriers shall include, in particular, — photocopies of original documents; — microfiches of original documents; — electronic versions of original documents on optical data carriers (such as CD-ROM, hard disk or magnetic disk); — documents existing in electronic version only</p>	

9.20	Governing bodies					
9.20.1	Instruments and articles of Government					M
9.20.1.1	Grant maintained schools	Until superseded	None specified	Corporate	Consult Local History Officer / Archivist before disposal	M
9.20.1.2	Other schools	Until superseded	None specified	Corporate	Consult Local History Officer / Archivist before disposal	M
9.20.2	Proceedings: minutes	CY+ 6 Years	None specified	Corporate	Consult Local History Officer / Archivist before disposal	M
9.20.3	Proceedings: agenda papers and reports					M
9.20.3.1	Papers from the Dept of Education	Until superseded	None specified	Corporate		M
9.20.3.2	Papers from the LEA	Until superseded	None specified	Corporate		M
9.20.3.3	Papers from the school staff	CY+ 6 years	None specified	Corporate		M
9.20.3.4	Agenda files	Current year	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.20.4	Proceedings of the annual parents' meeting	CY+ 3 years	None specified	Corporate	Consult Local History Officer / . Archivist before disposal	M
9.20.5	Action Plans	CY+ 3 years	None specified	Corporate	Consult Local History Officer / Archivist before disposal	M
9.20.6	Annual Reports required by the Department of Education and Skills	Recommend 10 years after date of publication	None specified	Statutory	Education (Governors' Annual Reports) (England) (Amendment) Regulations 2002.SI 2002 No 1171 Education (School Performance Targets) (England) Regulations 2004 SI 2004 No 2858 Regulation 9 This SI revokes SI 1998 No 1532 SI 2001 No 827 SI 2001 No 2944 SI2002 No 840 SI 2002 No 2105 SI 2003 No 1970 And amends SI 1999 No 2267 Regulation 6 Consult Local History Officer/ Archivist before disposal	M
9.20.7	Other policy statements	Until superseded	None specified	Corporate	Consult Local History Officer / Archivist before disposal	M
9.20.8	Records of complaints relating to the curriculum	CY+ 6 years	None specified	Corporate	Good business practice	M
9.20.9	Governor training manual	Until superseded	None specified	Corporate		M
9.20.10	Correspondence files	CY + 6 years	None specified	Corporate		M
9.20.11	Proposals for schools to become, or be established as Grant Maintained schools	CY+ 3 years	None specified	Corporate	Consult Local History Officer / Archivist before disposal	M
9.20.12	Opt-out ballot papers	6 months after election	paper	Corporate	Good business practice	M
9.20.13	Records relating to endowments and trusts	6 years after cessation	paper/electronic	Corporate	Consult Local History Officer / Archivist	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
					before disposal	
9.20.14	Resignation of Chair or Vice Chair	6 years after date of resignation	To be in writing	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 5 (4)	M
9.20.14.1	Register of members and associated members of the governing body	Consult local history officer/Archivist before disposal	None specified	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 9 (c)	M
9.20.14.2	Register of attendance	Consult Local History Officer/Archivist before disposal	None specified	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 9 (d)	M
9.20.14.3	Requisition of a meeting of governors	Add to Minutes of that meeting	To be in writing	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 11 (4)	M
9.20.14.4	Minutes of the Meeting of governors	Consult Local History Officer/Archivist before disposal	To be writing and signed	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 13	P
9.20.14.5	Agenda	Recommend until the Minutes of the meeting have been approved and signed	None specified	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 13 (2) (a)	M
9.20.14.6	Minutes of committees of governing bodies	Retain master copies. Destroy copies after master set approved	To be in writing and signed	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 21 (4) (b)	P
9.20.14.7	Written notice of meeting or agenda	Recommend until the Minutes of the Meeting have been approved and signed	To be in writing	Statutory	School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 24 (2) (7)	M
9.20.15	Web site	Review at regular	None specified	Corporate	Common practice	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		intervals not exceeding 3 months				
9.20.16	Resignation of a governor	Recommend date of resignation plus 6 years	To be in writing	Statutory	School Governance (Constitution) (England) Regulations 2007 SI 2007 No 957 Regulation 23 <i>See SI 2012 No 1034 for governing bodies constituted after 1 September 2012</i> Revokes SI 2003 No 348 SI 2005 No 1730	M
9.20.16.1	Removal of LEA and foundation governors	Recommend date of resignation plus 6 years	To be in writing	Statutory	School Governance (Constitution) (England) Regulations 2007 SI 2007 No 957 Regulation 24 <i>See SI 2012 No 1034 for governing bodies constituted after 1 September 2012</i> Revokes SI 2003 No 348 SI 2005 No 1730	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.20.16.2	Removal of community governors, partnership governors and sponsor governors	Recommend date of resignation plus 6 years	To be in writing	Statutory	School Governance (Constitution) (England) Regulations 2007 SI 2007 No 957 Regulations 25, 27. <i>See SI 2012 No 1034 for governing bodies constituted after 1 September 2012</i> Revokes SI 2003 No 348 SI 2005 No 1730	M
9.20.16.3	Instrument of government of a school	The life of the school or until superseded	None specified	Statutory	School Governance (Constitution) (England) Regulations 2007 SI 2007 No 957 Regulation 30 <i>See SI 2012 No 1034 for governing bodies constituted after 1 September 2012</i> Revokes SI 2003 No 348 SI 2005 No 1730	M
9.20.17	Resignation of member of temporary governing body	Recommend 6 years after date of resignation.	To be in writing	Statutory	School Governance (New Schools) (England) Regulations 2007. SI 2007 No 958 Regulation 22 Revokes SI 2003 No 1558	M
9.20.17.1	Removal of temporary governor	Recommend 6 years after date of removal.	To be in writing	Statutory	School Governance (New Schools) (England) Regulations 2007. SI 2007 No 958 Regulation 23	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
					Revokes SI 2003 No 1558	
9.20.17.2	Requisition of meeting by three members of temporary governing body	Recommend 6 years after date of requisition	To be in writing	Statutory	School Governance (New Schools) (England) Regulations 2007. SI 2007 No 958 Regulation 24 Revokes SI 2003 No 1558	M
9.20.17.3	Minutes and papers	Recommend life of school	To be in writing	Statutory	School Governance (New Schools) (England) Regulations 2007. SI 2007 No 958 Regulations 44, 51 See also SI 2012 1035 Revokes SI 2003 No 1558	M
9.20.18	Request for a school to leave the Federation	Recommend 6 years after date of request.	To be in writing	Statutory	School Governance (Federations) (England) Regulations 2007. SI 2007 No 960. Regulation 37 See also SI 2012 No 1035 Revokes SI 2004 No 2042	M
9.20.19	Recording and reporting the use of force by members of staff (Governing body must ensure a procedure is in place)	Recommend until the 25 th birthday of the pupil. Recommend add to staff personnel file	None specified	Statutory	Apprenticeship, Skills, Children and Learning Act 2009 c.22 Section 246 Adds Section 93A to the Education and Inspections Act 2006 c40	M

9.21	Health and safety – see <i>Health and safety</i>					
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9.22	Independent Schools					
9.22.1	Policies to <ul style="list-style-type: none"> Show curriculum 	To be reviewed and kept up to date.	To be in writing	Statutory	Education (Independent School Standards) (England) Regulations 2010	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
	<ul style="list-style-type: none"> Prevent bullying Safeguard and promote the welfare of pupils Safeguard and promote health and safety of pupils Promote good behavior amongst pupils 				SI 2010 No 1997 Revokes SI 2003 No 1910 and subsequent amendments	
9.22.1.1	Staff Register	Recommend employment plus 6 years	None specified	Statutory	Education (Independent School Standards) (England) Regulations 2010 SI 2010 No 1997 Schedule 1-22 Revokes SI 2003 No 1910 and subsequent amendments	M
9.22.1.2	Annual written report of each registered pupil's progress and attainment	Recommend it be kept with the pupils records.	Non specified		Education (Independent School Standards) (England) Regulations 2010 SI 2010 No 1997 Schedule 1-24 Revokes SI 2003 No 1910 and subsequent amendments	M
9.22.1.2	Complaints procedure and register	Recommend 3 years after the last entry in the register	To be writing	Statutory	Education (Independent School Standards) (England) Regulations 2010 SI 2010 No 1997 Schedule 1-25 Revokes SI 2003 No 1910 and subsequent amendments	M
9.22	Independent Schools					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.22.2	Record of sanctions imposed upon pupils for serious misbehavior	Recommend 3 years after the date of the entry	None specified	Statutory	Education (Independent School Standards) (England) Regulations 2014 SI 2014 No 3283 Schedule 1 Section 9	M

9.22.3	Register of checks	To be kept up to date	May be kept in electronic form	Statutory	Non-Maintained Special Schools (England) Regulations 2015 SI 2015 No 728 Schedule 1-1, 18 Revokes SI 2011 No 1627] SI 2015 No 387	M
9.22.3.1	Incident book and records. <ul style="list-style-type: none"> • Personal injury • Damage to property • Disciplinary 	Recommend 3 years from date of complaint if adult and until the child's 25 th birthday	May be kept in electronic form	Statutory	Non-Maintained Special Schools (England) Regulations 2015 SI 2015 No 728 Schedule 1-27 Revokes SI 2011 No 1627] SI 2015 No 387	M
9.22.3.2	Complaints	Recommend 3 years from date of complaint	To be in writing	Statutory	Non-Maintained Special Schools (England) Regulations 2015 SI 2015 No 728 Schedule 1 Revokes SI 2011 No 1627] SI 2015 No 387	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.22.4	Administration of medication	To be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained Section 22.4	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 3.8	M
9.22.4.1	Medical treatment	To be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained Section 22.4	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 3.9	M
9.22.4.2	Medical or nursing procedures for a disabled child	To be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained Section 22.4	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 3.10	M
9.22.4.3	Restraint (Use of force or restricting liberty of movement)	Recommend to be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained Section 22.4	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 12.1	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.22.4.4	Major sanctions	Recommend to be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained Section 22.4	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 12.6	M
9.22.4.5	Numbers of staff working in the school	Recommend retain for current year plus two	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 15.2	M
9.22.4.6	Risk assessment where only one staff on duty	Recommend to be reviewed at 3 year intervals or sooner if significant changes	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 15.9	M
9.22.4.7	Complaints	Recommend 3 years from date of complaint	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 18.1	M
9.22.4.8	Monitoring reports	Recommend the life of the school	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 20.3	M
9.22.4.9	Yearly review by head teacher, governing body, trustees, partnership or organization responsible for the school.	Recommend the life of the school	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.22.4.10	Childs record	To be kept for a period of 25 years after the date of birth of the child or are passed to the next school and a receipt obtained Section 22.4	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 22.1	M
9.22.4.11	School register – includes <ul style="list-style-type: none"> • Each child resident at school • Dates of admission and departure of each child • Who was responsible for their placement • Where they were living/accommodated prior to arrival • Where they are living/accommodated on leaving school • Placing authority and legal status • Duty rosters identifying staff working with children by day or night 	To be retained at least 5 years from date of last entry Section 22.4	Written or electronic form	Central Government	Department of Education Residential Special Schools National Minimum Standards 1 April 2015 Section 22.4	M
9.23	Inspection and monitoring					
9.23.1	OFSTED	Current report plus 1	None specified	Corporate	Pass to Local History Officer	M
9.23.2	LEA advisory/inspection reports	CY+ 6 years	None specified	Corporate		M
9.23.3	Independent inspectors' reports/papers for inspection	CY+ 6 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.23.4	Inspection of records of schools falling under the National Care Standards Commission	NA	None specified	Statutory	Records may be inspected by an authorised person. National Care Standards Commission (Inspection of Schools and Colleges) Regulations 2002. SI 2002 No 552 Regulation 4 (Revokes SI 1991 No 975) The Childrens Act 1989 Section 87 (3)	M
9.23.5	Statements	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Education (School Inspection) (England) Regulations 2005 SI 2005 N0 2038 Regulation 7 Revokes SI 1997 No 1966 SI 1999 No 601 SI 199 No 2545	M
9.23.5.1	School inspection reports	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Education (School Inspection) (England) Regulations 2005 SI 2005 N0 2038 Regulation 11 SI 1997 No 1966 SI 1999 No 601 SI 199 No 2545	M
9.23.6.	Nursery education inspection report	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Nursery Education (Inspection) (England) Regulations 2005 SI 2005 No 2299 Regulation 5	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.23.7	Day care and child minding inspections	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Day Care and Child Minding (Inspection) (England) Regulations 2005 SI 2005 N0 2300 Regulation 5	M
9.23.8	Information regarding results for Secretary of State	Recommend current year plus previous	To be in writing	Statutory	Education (School Performance Information) (England) (Amendment) (N0 2) Regulations 2005 Regulations 5, 6, 7, 8, 9, 10 Amends SI 2001 No 3446	M
9.23.9	Notification to parents of a Section 5 inspection	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Education Act 2005 Section 6	M
9.23.9.1	Inspection reports	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Education Act 2005 Section 11	M
9.23.9.2	Other notices from the Chief Inspector	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Education Act 2005 Sections 13, 14	M
9.23.9.3	LA written statement	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Education Act 2005 Section 15	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.23.10	Section 136 report and statement	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	Education and Inspection Act 2006 Chapter 40 Sections 136, 137	M

9.24	Learner data (European)					
9.24.1	Equal opportunities	CY + 12 years	None specified	Corporate	EU Guidelines	M
9.24.2	Quality assurance	CY + 12 years	None specified	Corporate	EU Guidelines	M

9.25	Liaison with LEA / Dfes and funding agencies					
9.25.1	Attendance returns	CY+ 1 year	None specified	Corporate		M
9.25.2	Circulars	Until superseded	None specified	Corporate		M
9.25.3	Education Bulletin	CY+ 2 years	None specified	Corporate		M
9.25.4	D of E returns: Forms 7	CY+ 6 years	None specified	Corporate		M
9.25.5	D of E returns: Records of extra district pupils	CY+ 6 years	None specified	Corporate		M
9.25.6	Return of Travellers' children's	CY+ 6 years	None specified	Corporate		M
9.25.7	Secondary transfer sheets	CY+ 1 year	None specified	Corporate		M
9.25.8	September organisation forms	CY+ 1 year	None specified	Corporate		M

9.26	Maintenance contracts					
	See 9.18					

9.27	Maintained schools					
9.27.1	Budgets	CY + 6 years	None specified	Statutory	Financing of Maintained Schools (England) Regulations 2004 SI 2004 No 3130	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.27.2	Publication of scheme	Whilst valid	paper / electronic	Statutory	Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Regulation 30 Consider offering a copy to the Local History Officer or Archivist.	M
9.27.2.1	Register of business interests of the governors and the headteacher	Recommend whilst valid plus 12 months	None specified	Statutory	Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Schedule 3 - 16	M
9.27.2.2	Inventories of assets	Whilst valid	None specified	Statutory	Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Schedule 3 - 16	M
9.27.2.3	Statement as to taxation of sums paid or received by a governing body	CY + 6 years	None specified	Statutory	Financing of Maintained School (England) (No 2) Regulations 2003 SI 2003 No 3247 Schedule 3 - 16	M
9.27.3	Proposal notice for establishment of new school	Recommend life of new school unless not proceeded with then 6 years from date of notice	To be published	Statutory	Education and Inspections Act 2006 Chapter 40 Sections 7, 8	M
9.27.3.1	Intervention warning notice	Recommend life of the school	None specified	Statutory	Education and Inspections Act 2006 Chapter 40 Section 60	M
9.27.3.2	A sustainable modes of travel strategy	Until superseded	None specified	Statutory	Education and Inspections Act 2006 Chapter 40 Section 76 (Inserts Section 508A into the Education Act 1996)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.27.3.3	Behaviour policy	Until superseded	To be in writing	Statutory	Education and Inspections Act 2006 Chapter 40 Section 88	M
9.27.3.4	Parenting contract	Whilst relevant	To be in writing	Statutory	Education and Inspections Act 2006 Chapter 40 Section 97 and The Anti-social Behaviour Act 2003 Section 19	M
9.27.3.5	Proceedings of joint committees	Recommend the life of the collaboration arrangements plus 6 years	To be in writing	Statutory	Collaboration Arrangements (Maintained Schools and Further Education) (England) Regulations 2007 SI 2007 No 1321 Regulation 8	M
9.27.3.5. 1	Minutes	Recommend the life of the collaboration arrangements plus 6 years	To be in writing	Statutory	Collaboration Arrangements (Maintained Schools and Further Education) (England) Regulations 2007 SI 2007 No 1321 Regulation 10	

9.28	Old Pupils Associations					
9.28.1	Secretary: minute books	CY+ 12 years	None specified	Corporate	Consult Local History Officer/archivist	M
9.28.2	Secretary: correspondence	CY+ 6 years	None specifies	Corporate		M
9.28.3	Secretary: publications	CY+ 6 years	None specified	Corporate		M
9.28.4	Secretary/Treasurer: membership list	Until superseded	None specified	Corporate		M
9.28.5	Treasurer: annual accounts	CY+ 6 years	None specified	Audit		M
9.28.6	Treasurer: account books	CY+ 6 years	None specified	Audit		M
9.28.7	Treasurer: other accounts	CY+ 6 years	None specified	Audit		M

9.29	Parent – Teacher Associations					
9.29.1	Account records	CY+ 6 years	None specified	Audit		M
9.29.2	Annual statement of accounts	CY+ 6 years	Paper/electronic	Audit		M
9.29.3	Audio tapes	Current year	Electronic	Corporate	Consult Local History Officer / Archivist before destruction	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.29.4	Files	CY+ 6 years	Paper	Corporate		M
9.29.5	Minutes	CY+ 12 years	Paper/electronic	Corporate	Consult Local History Officer/Archivist	M
9.29.6	Newsletter	CY+ 6 years	Paper	Corporate	Consult Local History Officer /Archivist before destruction	M
9.29.7	Photographs	Current year	Paper/ electronic	Corporate	Consult Local History Officer/ Archivist before destruction	M
9.29.8	Supporting financial information	CY+ 6 years	None specified	Audit		M
9.29.9	Video tapes	Current year	Electronic	Corporate	Consult Local History Officer / Archivist before destruction	M

9.30	Property					
9.30.1	Burglary, theft and vandalism report forms	CY+ 6 years	None specified	Corporate		M
9.30.2	Capital grant and loan sanction files	CY+ 12 years	None specified	Corporate		M
9.30.3	Contractors' reports	CY+ 6 years	None specified	Corporate		M
9.30.4	Inventories of furniture and equipment	Until superseded	None specified	Corporate		M
9.30.5	Maintenance log books	10 Years after last entry	None specified	Corporate		M
9.30.6	Maintenance contracts- <i>see Finance</i>					
9.30.7	Orders for repairs, maintenance and supplies	CY+ 6 years	None specified	Audit		M
9.30.8	Plans	Until superseded	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M
9.30.9	Records of lettings of school premises	CY+ 6 years	None specified	Audit		M
9.30.10	Records of insurance (policies and schedules)	Until superseded	None specified	Corporate		M
9.30.11	Registers of loans	12 years after repayment of last loan	None specified	Audit		M
9.30.12	Title Deeds	Current Deeds only	None specified	Corporate	Consult Local History Officer / Archivist	P

9.31	Publicity material					
9.31.1	Publicity material	Until superseded or out of date	None specified	Corporate	Common practice. Consider archiving one copy of major events	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.32	Pupils / students					
9.32.1	Absence books	CY+ 6 years	None specified	Corporate		M
9.32.2	Absence letters	CY+ 2 years	None specified	Corporate		M
9.32.3	Behavior file	CY + 1 year	None specified	Corporate	Common practice	M
9.32.3.1	Penalty notices	Recommend 6 years after pupil's 18 th birthday	To be in writing	Statutory	Education (Penalty Notices) (England) (Amendment) Regulations 2005 SI 2005 No 2029 Amends SI 2004 No 181 and SI 2004 No 290	M
9.32.4	Curricular records	6 years after pupil's 18 th birthday. To be transferred from junior to secondary school if appropriate	None specified	Statutory	Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 Regulation 4 Revokes SI 2000 No 297 SI 2001 No 1212 SI 2002 No 1680 SI 2003 No 1006	M
9.32.5	Head teacher' annual report on each pupil	6 years after pupil's 18 th birthday. To be transferred from junior to secondary school if appropriate	Paper / electronic	Statutory	Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 Regulation 6 Revokes SI 2000 No 297 SI 2001 No 1212 SI 2002 No 1680 SI 2003 No 1006	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.32.6	Head Teacher' report to school leavers	6 years after pupil's 18 th birthday. To be transferred from junior to secondary school if appropriate	Paper / electronic	Statutory	Education (Pupil Information) (England) Regulations 2005 SI 2005 No 1437 Regulation 8 Revokes SI 2000 No 297 SI 2001 No 1212 SI 2002 No 1680 SI 2003 No 1006	M
9.32.7	Pupil database	Current information only	None specified	Statutory	Data Protection Act 1998	M
9.32.8	Pupil's educational record	6 years after 18th birthday	None specified	Statutory	The Education (School Records) Regulations 1989 SI. 1989 No 1261	M
9.32.9	Pupil files	CY+ 6 years	None specified	Corporate		M
9.32.9.1	Record cards - primary	Current with attendances	None specified	Corporate	Pass on to secondary school	M
9.32.9.2	Record cards - secondary	CY+ 6 years	None specified	Corporate		M
9.32.10	Records of achievement	Whilst child attends school	None specified	Corporate		M
9.32.11	Referral forms	CY + 6 years	None specified	Corporate	Good business practice	M
9.32.12	Tuition management	CY + 3 years	None specified	Corporate	Good business practice	M
9.32.13	Work profiles	CY + 3 years	None specified	Corporate	Good business practice	M
9.32.14	Individual pupil information	6 years after pupil's 18 th birthday. To be transferred from junior to secondary school if appropriate	None specified	Statutory	Education (Information About Individual Pupils) (England) 2013 SI 2013 No 2094 Schedules 1, 2 Revokes SI 2006 No 601	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.32.15	Notice to keep child away from school	Recommend 6 years from date of 18 th birthday	To be in writing	Statutory	Health Protection (Local Authority Powers) regulations 2010 SI 2010 No 657 Regulation 2 See also Public Health (Control of Disease) Act 1984. Chapter 22. and the amendments of the 2008 Act	M

9.33 Registers						
9.33.1	Child employment	Until 25 th birthday	None specified	Corporate	Common practice	M
9.33.2	Child protection	Until 25 th birthday	None specified	Corporate	Common practice	M
9.33.3	Class registers	To be preserved for a period of three years after the date on which the entry was made Regulation 14	Entries to be in ink. May be kept electronically but note regulation 15	Statutory	Education (Pupil Registration) (England) Regulations 2006 SI 2006 No 1751 Regulations 4, 5, 6. Revokes SI 1995 No 2089	M
9.33.4	Looked after children	Until 25 th birthday	None specified	Corporate	Common practice	M
9.33.5	School admissions register	To be preserved for a period of three years after the date on which the entry was made	May be kept electronically but note regulation 16	Statutory	Education (Pupil Registration) Regulations 2006 Regulations 4,5,6,14 As amended by SI 2006 No 792 Revokes SI 1995 No 2089 Keeping children safe in education. July 2015 (Statutory Guidance from Dept. of Education) Consult local history office/ Archivist at end of retention period.	M

9.34 School admissions						
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Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.34.1	Admission forum	CY + 3 years	None specified	Corporate	Good business practice	M
9.34.2	Arrangements	CY + 6 years	None specified	Corporate	Good business practice	M
9.34.3	Parental requests	Until 25 th birthday of pupil	None specified	Corporate	Good business practice	M
9.34.4	Service delivery	Until superseded but consider archiving one copy of each year in case of legal challenge	None specified	Corporate	Good business practice	M
9.34.5	Admission authority	Recommend it be added and retained with pupils records	To be in writing	Statutory	Education and Inspections Act 2006 Chapter 40 Section 50	M
9.34.6	Qualifying schemes	Until superseded	None specified	Statutory	School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007 SI 2007 No 194 Regulation 4 Revokes SI 2002 No 2903 SI 2002 No 2904 SI 2003 No 2751 SI 2004 No 1515 SI 2004 No 1516 SI 2005 No 2	M

9.35	School appeals					
9.35.1	Admissions	Until 25 th birthday	None specified	Corporate	Good business practice	M
9.35.2	Exclusions	Until 25 th birthday	None specified	Corporate	Good business practice	M

9.36	School assets					
9.36.1	Asset registers (furniture etc)	Keep up to date	None specified	Corporate	Good business practice	M
9.36.2	Estate management files	CY + 6 years	None specified	Corporate	Good business practice	M
9.36.3	Repairs and maintenance	CY + 6 years	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.37	School companies					
9.37.1	Notice required if member wishes to leave company	Recommend date of notice plus 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 14	M
9.37.1.1	L.A. reasons for refusal to be a member of a School Company	Recommend date of refusal plus 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 16	M
9.37.1.2	School's designate supervising authority	Whilst relevant plus 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 17	M
9.37.1.3	Failure to agree	Recommend 6 years from the date of notice to Secretary of State	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 18	M
9.37.1.4	Secretary's of State designation	Whilst relevant plus 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 19	M
9.37.1.5	Revocation of designation	Recommend 6 years after date of revocation	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 20	M
9.37.1.6	L.A. resignation as supervising authority	Recommend 6 years after date of notice	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 21	M
9.37.1.7	Notification of ceasing to be a School Company	Recommend 12 years after date of notice	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 24	M
9.37.1.8	Notification L.A. is the supervising authority	Recommend whilst relevant plus 12 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 25	M
9.37.1.9	Notice to Secretary of State re changes of membership, name or registered number Or if ceases to be relevant local education authority	Recommend date of the notice plus 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 27	M
9.37.1.10	Audited accounts	CY plus 6 years	Not specified	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 28 (2)	M
9.37.1.11	Changes to constitution	Whilst relevant	Not specified	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 28 (3)	M
9.37.1.12	L.A. warning notice of direction	Recommend whilst relevant plus 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 31	M
9.37.1.13	Direction to governing body to reduce involvement in management	Recommend whilst relevant plus 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 32	M
9.37.1.14	Direction to governing body to resign	Recommend date of	To be in writing	Statutory	School Company Regulations 2002	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		notice plus 12 years			SI2002 No 2978. Regulation 33	
9.37.1.15	Revocation of 9.37.1.13 or 9.37.1.14	Recommend a minimum of 6 years	To be in writing	Statutory	School Company Regulations 2002 SI2002 No 2978. Regulation 34	M
9.38	School Council					
9.38.1	Children's' council	CY+ 3 years	Paper/electronic	Corporate		M
9.38.2	Secretary: minutes books	CY+ 3 years	Paper/electronic	Corporate		M
9.38.3	Secretary: correspondence and notices	CY+ 3 years	Paper/electronic	Corporate		M
9.39	School organisation					
9.39.1	Administrative and general files	CY+ 6 years	None specified	Corporate		M
9.39.2	Annual calendar of events	Current year	None specified	Corporate		M
9.39.3	Circulars to staff	CY+ 2 years	Paper	Corporate		M
9.39.4	Circulars to pupils	CY+ 2 years	Paper	Corporate		M
9.39.5	Head teachers official diary	CY+ 1 years	Paper / electronic	Corporate		M
9.39.6	Log books	CY+ 6 years	Paper	Corporate	Consult Local History Officer / Archivist before disposal	M
9.39.7	Newsletters to parents	CY+ 2 years	Paper	Corporate		M
9.39.8	Staff handbook	Until superseded	Paper	Corporate		M
9.39.9	Staff meeting minutes	CY+ 6 years	Paper / electronic	Corporate		M
9.39.10	School prospectus	CY+ 1 years	Paper /electronic	Corporate		M
9.39.11	Visitors' book	CY+ 5 years	Paper	Corporate	May be required for evidence	M
9.40	Service level agreements					
9.40.1	Service level agreements	Whilst relevant	None specified	Corporate	Good business practice	M
9.40.2	Children and Young People's plan	Recommend current plan plus previous one	To be in writing and to be published on the authority's website Regulation 6	Statutory	Children and Young People's Plan (England) Regulations 2005 SI 2005 No 2149 Regulation 3	M
9.41	Service plan					
9.41.1	Service plan	Current plan + 1 year	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.42	Special Educational Needs [SEN] and disability					
9.42.1	Consideration of request	Recommend until 30 th birthday	None specified	Statutory	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530 Regulation 3	M
9.42.1.1	Determination on if provision is required or not	Recommend until 30 th birthday	To be in writing	Statutory	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530 Regulation 4, 5, 10	M
9.42.1.2	Advice and information obtained	Recommend until 30 th birthday	None specified	Statutory	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530 Regulation 6	M
9.42.1.3	EHC plan including reviews and reassessments	Recommend until 30 th birthday	None specified	Statutory	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530 Regulation 12, 18, 25	M
9.42.1.4	Mediation certificate	Recommend until 30 th birthday	None specified	Statutory	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530 Regulation 39	M
9.42.1.5	SEN Information Report	Until superseded or whilst relevant	To be in writing	Statutory	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530 Regulation 51	M
9.42.1.6	LA local offer	Until supersede or whilst relevant	To be in writing	Statutory	Special Educational Needs and Disability Regulations 2014 SI 2014 No 1530 Regulation 53	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.43	Teachers and staff					
9.43.1	Administrative and technical staff files	CY+12 years	Paper/electronic	Corporate		M
9.43.2	Personnel database	Current information only	Paper/electronic	Statutory	Data Protection Act 1998	M
9.43.3	Salary cards	CY+ 85 years	Paper/electronic	Corporate	May be referred to for pension rights	P
9.43.4	Statutory sick pay notification	CY+ 6 years	Paper/electronic	Audit		M
9.43.5	Supply Teacher's records	CY + 2 years	None specified	Corporate		M
9.43.6	Teachers' files	CY + 12 years	None specified	Corporate	See also the Health and Safety Section	M
9.43.7	Training	Attach to personnel file	None specified	Corporate	Good business practice	M

9.44	Teaching and the curriculum					
9.44.1	Annual Curriculum returns					M
9.44.1.1	GM schools	CY+ 3 years	None specified	Corporate		M
9.44.1.2	LEA schools	CY+ 3 years	None specified	Corporate		M
9.44.2	Interim and final reports of the National Curriculum Council	Current information only	None specified	Corporate		M
9.44.3	Curriculum development minutes	CY+ 6 years	Paper /electronic	Corporate		M
9.44.4	Curriculum development files	CY+ 6 years	Paper /electronic	Corporate		M
9.44.5	School syllabus	CY+ 1 year	Paper /electronic	Corporate		M
9.44.6	Schemes of work	CY+1 year	Paper /electronic	Corporate		M
9.44.7	Timetable	CY+ 1 year	Paper /electronic	Corporate		M
9.44.8	Class record books	CY+1 year	Paper	Corporate		M
9.44.9	Mark Books	CY+1 year	Paper	Corporate		M
9.44.10	Record of homework set	CY+1 year	None specified	Corporate		M
9.44.11	Pupils' work	CY+1 year	Paper	Corporate		M
9.44.12	Examination results	CY+ 6 year	Paper /electronic	Corporate		M
9.44.13	Aggregated assessment results	CY + 6	Paper / electronic	Corporate		
9.44.13.1	LEA schools	CY+5 years	None specified	Corporate		M
9.44.13.2	GM schools	CY+5 years	None specified	Corporate		M
9.44.14	SATS records	CY+ 6 years	None specified	Corporate		M
9.44.15	PANDA	CY+ 6 years	None specified	Corporate		M
9.44.16	Value added records	CY+ 6 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.45	Transport Education					
9.45.1	Contracts	Contract + 6 years if under £50,000 Contract + 12 years if more than £50,000 or under seal	Paper	Statutory	Limitation Act 1980	M
9.45.2	Costing sheets	Contract + 6 years unless earlier disposal authorised by Audit	None specified	Corporate	Good business practice	M
9.45.3	Home to school applications	Service provision + 1 year	None specified	Corporate	Good business practice	M
9.45.4	Parent refusal and disciplinary letters	CY + 6 years	None specified	Corporate	Good business practice	M
9.45.5	Pass lists	Keep up to date. Review annually and weed as necessary	None specified	Corporate	Good business practice	M
9.45.6	Quality checks	CY + 3 years	None specified	Corporate	Good business practice	M
9.45.7	Requests	CY + 2 years. If litigation expected then retain until pupils 25 th birthday	None specified	Corporate	Good business practice	M
9.45.8	Route lists	Keep up to date. Review annually and weed as necessary	None specified	Corporate	Good business practice	M
9.45.9	Special educational needs – ad hoc requisitions	Service provision + 1 year	None specified	Corporate	Good business practice	M
9.45.10	Transport Schedules	CY + 2 years	None specified	Corporate	Good business practice	M
9.45.11	Travel saver applications	Service provision + 1 year	None specified	Corporate	Good business practice	M
9.46	Welfare					
9.46.1	Clothing grants	CY + 6 years	None specified	Audit		M
9.45.2	Welfare fund grants	CY + 6 years	None specified	Audit		M
9.47	Work experience					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.47.1	Work experience	CY + 1 year unless major incident involved then until 25th birthday of student. If concerning asbestos/radiation or some other health and safety incident then according to appropriate legislation	None specified	Statutory	Limitation Act 1980 Health and Safety at work Act etc 1974 and subsequent legislation	M

Section 10 Emergency Services and Planning

- 10.1 Emergency Planning
- 10.2 Control of Major Accident Hazards [COMAH]
- 10.3 Incident logs

Section 10 Emergency Services and Planning

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
10.1	Emergency planning					
10.1	Community Risk Register	To be kept up to date	None specified	Statutory	Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 SI 2005 No 2042 Regulation 15	M
10.1.1	Contingency Protocols	Current protocol plus 1	None specified	Statutory	Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 SI 2005 No 2042 Regulation 7	M
10.1.2	Contacts	Keep up to date	None specified	Corporate	Good business practice	M
10.1.3	Incident report forms	CY + 12 years	None specified	Statutory	Limitation Act 1980	M
10.1.4	Incident logs	CY + 12 years	None specified	Statutory	Limitation Act 1980	M
10.1.5	Plans (All directorates)	Until superseded	None specified	Corporate	Good business practice	M
10.1.6	Training records	CY + 3 years	None specified	Corporate	Refresher training recommended to take place at least every 3 years.	M
10.1.7	Information to the public about health protection measures	To be updated for significant changes and at least every 3 years	None specified	Statutory	Carriage of Dangerous Goods and Use of Transportable Equipment Regulations 2007 SI 2007 No 1573 Schedule 5 - 2	M
10.1.7.1	Preparation of emergency arrangements	To be kept up to date	Plan to be in writing	Statutory	Carriage of Dangerous Goods and Use of Transportable Equipment Regulations 2007 SI 2007 No 1573 Schedule 5 - 4	M

10.2 Control of Major Accident Hazards

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
	(COMAH)					
10.2.1	Notification of Start of new establishment	Recommend 15 years from end of operation	To be in writing	Statutory	The Control of Major Accident Hazards Regulations 2015. SI 2015 No 483 Regulation 6 Revokes SI 2005 No 1088 SI 2008 No 1087 SI 2009 No1595 SI 2013 No 766 Reg 3 SI 2014 No 162	M
10.2.1.1	Major Accident Prevention Policies	Recommend 15 years from end of operation	To be in writing	Statutory	The Control of Major Accident Hazards Regulations 2015. SI 2015 No 483 Regulation 7 Revokes SI 2005 No 1088 SI 2008 No 1087 SI 2009 No1595 SI 2013 No 766 Reg 3 SI 2014 No 162	M
10.2.1.2	Safety report	Review every 5 years or when significant changes.	To be in writing	Statutory	The Control of Major Accident Hazards Regulations 2015. SI 2015 No 483 Regulations 8, 10. Schedule 3 Revokes SI 2005 No 1088 SI 2008 No 1087 SI 2009 No1595 SI 2013 No 766 Reg 3 SI 2014 No 162	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
10.2.1.3	Internal emergency plan	Review every 3 years or when significant changes	To be in writing	Statutory	The Control of Major Accident Hazards Regulations 2015. SI 2015 No 483 Regulation 12. Schedule 4 Revokes SI 2005 No 1088 SI 2008 No 1087 SI 2009 No 1595 SI 2013 No 766 Reg 3 SI 2014 No 162	M
10.2.1.4	External emergency plan	Review period not to exceed 3 years	To be in writing	Statutory	The Control of Major Accident Hazards Regulations 2015. SI 2015 No 483 Regulation 13 Revokes SI 2005 No 1088 SI 2008 No 1087 SI 2009 No 1595 SI 2013 No 766 Reg 3 SI 2014 No 162	M
10.2.1.5	Exemption from previous offsite plan	Until superseded Review period not to exceed 3 years	To be in writing	Statutory	The Control of Major Accident Hazards Regulations 2015. SI 2015 No 483 Regulation 6 Revokes SI 2005 No 1088 SI 2008 No 1087 SI 2009 No 1595 SI 2013 No 766 Reg 3 SI 2014 No 162	M
10.2.1.6	Information to the public, schools, hospitals	To be kept up to date.	None specified	Statutory	The Control of Major Accident Hazards	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
	and other establishments serving the public which is situated in the area covered.	Review period not to exceed 3 years.			Regulations 2015. SI 2015 No 483 Regulations 17,18 Revokes SI 2005 No 1088 SI 2008 No 1087 SI 2009 No1595 SI 2013 No 766 Reg 3 SI 2014 No 162	
10.3	Incident Logs					
10.3.1	Incident and operational logs	Recommend 6 years after date of incident	None specified	Corporate		M

Section 11 Environmental Protection

11.1	Blockages
11.2	Clean Air
11.3	Dogs
11.4	Noise
11.5	Pest Control
11.6	Proceedings
11.7	Pollution
11.8	Public registers
11.9	Town and Country Planning
11.10	Water

Section 11 Environmental Protection

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.1	Blockages					
11.1	Clearance reports	CY + 3 years	None specified	Corporate		M
11.2	Private blockage clearance reports	CY + 6 years	None specified	Corporate		M
11.2	Clean Air					
11.2.1	Notice of measurement of grit, dust and fumes by occupiers	Recommend 6 years from date of notice	To be in writing	Statutory	Clean Air Act 1993 Chapter 11 Section 10	M
11.2.1.1	Records of measurement of grit, dust and fumes	Recommend 6 years from date of measurement	To be in writing	Statutory	Clean Air Act 1993 Chapter 11 Section 11	M
11.2.1.2	Information about furnaces and fuel consumed	Recommend 6 years from date of information	To be in writing	Statutory	Clean Air Act 1993 Chapter 11 Section 12	M
11.2.1.3	Notices requiring information about pollution	Recommend 6 years after date of supply of information. (The notice has a life of 12 months)	Issued notice to be writing	Statutory	Clean Air Act 1993 Chapter 11 Section 36	M
11.2.2	Improvement Plan	Until superseded	None specified	Statutory	Air Quality Standards Regulations 2007. SI 2007 No 64 Regulation 8 (4) Revokes SI 2003 No 2121 SI 2004 No 2888	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.2.2.1	Action plan	Until superseded	None specified	Statutory	Air Quality Standards Regulations 2007. SI 2007 No 64 Regulation 11 Revokes SI 2003 No 2121 SI 2004 No 2888	M
11.3	Dogs					
11.3.1	Seizure of stray dogs – register	12 months from date of entry	None specified	Statutory	Environmental Protection Act 1990 Section 149. Seizure of stray dogs. Register to be available for public inspection free of charge	M
11.4	Noise					
11.4.1	Noise level register	2 years from date of last entry in the register	None specified	Statutory	Control of Pollution Act 1974 Chapter 40 Section 64	M
11.5	Pest control					
11.5.1	Requests	CY + 2 years	None specified	Corporate		M
11.6	Proceedings					
11.6.1	Proceedings not commenced within 3 years of the offence	3 years from date of offence No proceedings shall be commenced more than three years after the commission of the offence. Regulation 12 (2)	N/A	Statutory	Genetically Modified Organisms (Traceability and Labeling) (England) Regulations 2004 SI 2004 No 2412 Regulation 12 (2)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.7	Pollution					
11.7.1	Integrated pollution control register	6 years after date of last entry in register	None specified	Corporate		M
11.7.2	Register relating to deposits and incineration at sea	6 years after last entry in register	May be kept in any form	Statutory	Food and Environment Protection Act 1985 Section 14 - Open to public inspection	M
11.7.3	Declaration of compliance	Recommend whilst relevant plus 6 years	To be in writing	Statutory	Waste Electrical and Electronic Equipment Regulations 2013 SI 2013 No 3113 Regulations 19, 39 Revokes SI 2006 No 3289	M
11.7.3.1	Record Keeping <ul style="list-style-type: none"> The amount of tonnes of all EEE he has put on the market in the UK in a compliance period by categories. The amount of tonnes collected or delivered Number units returned from private households 	4 years from date on which the record is made	May be electronic	Statutory	Waste Electrical and Electronic Equipment Regulations 2013 SI 2013 No 3113 Regulation 20, 41, 45, 67 Revokes SI 2006 No 3289	M
11.7.3.2	Information on new types of EEE	Recommend 10 years after the last item has been dispatched	May be electronic	Statutory	Waste Electrical and Electronic Equipment Regulations 2013 SI 2013 No 3113 Regulations 24 Revokes SI 2006 No 3289	M
11.7.3.3	Notification of new scheme members	Recommend 6 years after they cease to be come members	To be in writing	Statutory	Waste Electrical and Electronic Equipment Regulations 2013 SI 2013 No 3113 Regulations 25, 26 Revokes SI 2006 No 3289	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.7.3.4	Preliminary and final notification specifying WEEE for which operator is responsible for.	Recommend 6 years from date of notice	To be in writing	Statutory	Waste Electrical and Electronic Equipment Regulations 2006 SI 2006 No 3289 Regulation 22 (4)	M
11.7.3.5	Reports on collection and disposal totals	Recommend 4 years from date of report	To be in writing	Statutory	Waste Electrical and Electronic Equipment Regulations 2013 SI 2013 No 3113 Regulations 35 Revokes SI 2006 No 3289	M
11.7.3.6	Reports of EEE put on the market	Recommend 4 years from date of report	To be in writing	Statutory	Waste Electrical and Electronic Equipment Regulations 2013 SI 2013 No 3113 Regulations 38 Revokes SI 2006 No 3289	M
11.7.3.7	Register of producers Open to the public	Superseded information may be discarded after the later information has been entered for 4 years	In any format but must be indexed	Statutory	Waste Electrical and Electronic Equipment Regulations 2013 SI 2013 No 3113 Regulations 77 (5) Revokes SI 2006 No 3289	M
11.7.4	Training records Name of employee Training provided and date Date of issue of certificate(s)	“Must be kept for the required period” Recommend employment plus 6 years	None stated	Statutory	Ozone Depleting Substances (Qualifications) regulations 2006 SI No 2006 No 1510 Regulation 7 Copy of record to be made available to employee if so requested	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.7.5	Records in relation to exempt activities	To be kept for a period of at least two years	None stated	Statutory	Waste Management (England and Wales) Regulations 2006 SI 2006 No 937 Regulation 6 Amends the Waste Management Licensing Regulations 1994 SI 1994 No 1066	M
11.7.6	Exempt waste operations – Record Keeping	To be kept for a period of 2 years	None stated	Statutory	Environment Permitting (England and Wales) Regulations 2007 SI 2007 No 3538 Regulation 12 (3)(b)	M
11.7.6.1	Records	To be retained the operator of a materials facility for a minimum of four years from the date that it is first recorded.	None stated	Statutory	Environment Permitting (England and Wales) Regulations 2014 SI 2014 No 255 Regulation 3 (1), (2)(a)(b) Amends SI 2010 No 675	M
11.7.7	<ul style="list-style-type: none"> • Portable Batteries – Reg 12 • Treatment, recycling, record keeping and reporting after withdrawal of scheme – Reg 16 • Compliance schemes – Reg 22 • Batteries placed on market – Reg 23 • Waste batteries – Reg 24 • Industrial / Automotive batteries – Reg 39 • Battery treatment operator or exporter – Reg 67 	4 years from the date on which they are made	None stated	Statutory	Waste Batteries and Accumulators Regulations 2009. SI 2009 No 890 See also Directive 2006/66EC	M
11.8	Public Registers					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.8.1	Public registers	A regulator is not required to keep in its public register information which is no longer relevant for the purposes of public participation required under these regulations	May be kept in any form	Statutory	Environmental Protection Act 1990 Chapter 43 as amended the Environment Act 1995 Chapter 25 As amended by Environment Permitting (England and Wales) Regulations 2007 SI 2007 No 3538	M

11.9	Town and Country Planning –also see	20.18				
11.9.1	Environmental Statement Screening opinion or direction Scoping opinion or directions Notification under regulation 10(1),11(2) 12(4) Direction under regulation 4(4) Statement of reasons for above	To be placed on the appropriate register and remain available for a period of two years.	To be in writing	Statutory	Town and country Planning (Environmental Impact Assessment) Regulations 2017 SI 2017 No 571 Regulations 28 and 45 Revokes SI 2011 No 1824 except parts 1 and 2 where requests were made before the 2017 Regulations came into force.	M
11.9.2	Application for a regulatory approval in relation to a regulated activity	Recommend whilst relevant plus 16 years	To be in writing	Statutory	Marine Works (Environmental Impact Assessment) Regulations 2007 SI 2007 No 1518 Regulation 12	M
11.9.2.1	Scoping opinions	Recommend whilst relevant plus 16 years	None specified	Statutory	Marine Works (Environmental Impact Assessment) Regulations 2007 SI 2007 No 1518 Regulation 13	M
11.9.2.2	Notification and publication of decisions	Recommend whilst relevant plus 16 years	To be in writing	Statutory	Marine Works (Environmental Impact Assessment) Regulations 2007 SI 2007 No 1518 Regulation 23	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.9.3	Register of individuals and associations seeking to acquire serviced plots of land	Whilst relevant	None specified	Statutory	Self-build and Custom Housebuilding Act 2015. C 17 Self-build and Custom Housebuilding (Register) Regulations 2016 Si 2016 No 950 Regulations 4 and 5 Revokes SI 2016 No 105	M
11.9.4	Screening decision	To be available for public inspection at the place of the register for at least two years after the date on which the screening decision is made.	None specified.	Statutory	Electricity Works (Environmental Impact assessment) (England and Wales) regulations 2017 SI 2017 No 580 Regulation 16	M
11.10	Water					
11.10.1	Flood and Water register (Kept by lead local flood authority)	To be kept up to date	None specified	Statutory	Flood and Water Management Act 2010 (c.29) Section 21	M
11.10.2	Organic manure: nitrogen limits per hectare	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 8 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M

11.10.2.1	Fertilisation Plan	Five years after the record ceased to be current Regulation 35	To be in permanent form	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 10 (4), (5) Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.2	Organic manure: <ul style="list-style-type: none"> • amount required • month in which it is to be spread 	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 11 Schedule 3-6 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.3	Risk map	To be maintained but may be destroyed five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 15 Schedule 3 - 7 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M

11.10.2.4	<p>Annual records relating to storage.</p> <ul style="list-style-type: none"> • The number of animals in a building or hardstanding • Temporary field sites for freestanding heaps and dates of use 	Five years after the record ceased to be current Regulation 35	None specified	Statutory	<p>Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 26, 27 (7)</p> <p>Amends SI 2010 No 1159 Regulation 10</p> <p>Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849</p>	M
11.10.2.5	Record of nitrogen produced by animals on the holding	Five years after the record ceased to be current Regulation 35	None specified	Statutory	<p>Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 27 Schedule 3-14</p> <p>Amends SI 2010 No 1159 Regulation 10</p> <p>Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849</p>	M
11.10.2.6	Livestock manure brought on to or sent off the holding	Five years after the record ceased to be current Regulation 35	None specified	Statutory	<p>Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 28 Schedule 3- 15</p> <p>Amends SI 2010 No 1159 Regulation 10</p> <p>Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849</p>	M

11.10.2.7	Sampling and analysis original report	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 29 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.7	Record of crops sown	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 30 Schedule 3-16 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.7	Records of spreading nitrogen fertiliser	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 31 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M

11.10.2.8	Record of the yield of arable crop and how any grassland was managed	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 32 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.9	Advice from FACTS	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Regulation 33 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.10	Size of the holding	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Schedule 3- 12 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M

11.10.2.1 1	Storage of manure during storage period	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Schedule 3-13 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.1 2	Spreading phosphate fertiliser	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Schedule 3-17 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M
11.10.2.1 3	Date of ploughing	Five years after the record ceased to be current Regulation 35	None specified	Statutory	Nitrate Pollution Prevention Regulations 2015 SI 2015 No 668 Schedule 3-18 Amends SI 2010 No 1159 Regulation 10 Revokes SI 2008 No 2349 SI 2009 No 3160 SI2012 No 1849	M

11.10.3.1	Record of size of holding	Until superseded	None specified	Statutory	Nitrate Pollution Prevention (Amendment) Regulations 2016 SI 2016 No 1190 Amends SI 2015 No 668 Regulation 6 – insert regulation 25A	M
11.10.3.2	Record of storage capacity	Until superseded	None specified	Statutory	Nitrate Pollution Prevention (Amendment) Regulations 2016 SI 2016 No 1190 Amends SI 2015 No 668 Regulation 6 – insert regulation 25B	M

Section 12 Finance

12.1	Accounts
12.2	Administration
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12.27	Superannuation
12.28	Tenders – <i>see Contracts 12.8</i>

Advice on keeping records from the old ADAPT programme.

The final payment for the ADAPT programme was claimed by the UK Government on 31/03/06. This means that the documentation for all ADAPT projects must be retained for 3 more years i.e. until 31/03/09.

(Date posted - 10/04/06)

Important Notice - Keeping Records for Past European Structural Fund Programmes (1993 - 1999)

[This message](#) concerns all records for past European Structural Fund Programmes from 1993 to 1999.

(Date posted - 06/02/06)

All project documentation relating to these programmes should be kept until otherwise instructed by the European Secretariat.

For each programme we are required to keep all project documentation for three years after the European Commission has made their final payment to the UK. We are also required to keep some documentation for a longer period. The European Secretariat will send out further instructions telling you when it is safe to destroy records for past programmes.

If you have any queries about record keeping for past European Structural Fund programmes please contact Barry North in the European Secretariat at barry.north@goem.gsi.gov.uk or telephone 0115 9712601.

See also 9.19.3

Section 12 Finance

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
12.1	Accounts					
12.1	Auditing information	CY + 3 years	None stated	District Audit / Audit		M
12.1.2	Audited accounts	CY + 6 years	None stated	District Audit / VAT Accountant	Archive one copy	M
12.1.3	Capital budget control systems	CY + 6 years	None stated	Corporate		M
12.1.4	Capital financing	CY + 6 years	None specified	District Audit		M
12.1.5	Cash lists	CY + 6 years	None specified	District Audit		M
12.1.6	End of year out-turn statements	CY + 10 years	None stated	Corporate		M
12.1.7	Estimates	CY + 6 years	None stated	District Audit		M
12.1.8	Financial system maintenance reports (Various)	CY + 6 years	None stated	Corporate	Good business practice	M
12.1.9	Free meal sheets (Adults)	CY + 3 years	None stated	District Audit		M
12.1.10	Hand written ledgers	As for similar information regardless of format	Paper	Corporate	Common practice	M
12.1.11	Invoices	CY + 6 years	None stated	District Audit		M
12.1.12	Orders	CY + 6 years	None stated	District Audit		M
12.1.13	Petty cash	CY + 6 years	None stated	District Audit		M
12.1.14	Posted transactions	CY + 6 years	None stated	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
12.1.15	Print requisitions	CY + 4 years	None stated	District Audit		M
12.1.16	Queries	CY + 2 years	None stated	Audit		M
12.1.17	Revenue budget control system	CY + 6 years	Paper / electronic	District Audit		M
12.1.18	School meal income sheets	CY + 6 years	None stated	District Audit / VAT Accountant		M
12.1.19	Stores requisitions	CY + 4 years	None stated	District Audit		M
12.1.20	Supporting tabulations (Various)	CY + 6 years	Paper / electronic	District Audit		M
12.1.21	Take up reports (Reports on changeover from previous computer systems to current)	10 years from change over.	None specified	Corporate	Good business practice	P
12.1.22	Transfer Journals	CY + 6 years	None stated	District Audit		M
12.1.23	Transport Sheets	CY + 4 years	Paper / electronic	District Audit		M
12.1.24	Travel permits	3 years after death or cessation of service	None specified	Corporate		M
12.1.25	Annual Review Accounting records Accounting control systems Record of approval Statement of accounts Notice of public rights Notice of conclusion of audit	Recommend Current year 6 years	None specified	Statutory	Accounts and Audit (England) Regulations 2011 SI 2011 No 817 Revokes SI 2003 No 533 SI 2004 No 556 SI 2006 No 564 SI 2009 No 473 SI 2009 No 3322 Amends SI 2004 No 3168 SI 2006 No 2914 SI 2008 No 912	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
12.2	Administration					
12.2.1	General	CY + 2 years	None specified	Corporate		M
12.3	Assets					
12.3.1	Asset registers	To be kept up to date. Retain information for 6 years after disposal of item unless Audit authorises a shorter retention period	None specified	Audit		P
12.3.2	Estate management files	CY + 6 years	None specified	Corporate	Good business practice	M
12.3.3	Leaseholder files	6 years after ceasing to be a leaseholder	None specified	Statute	Limitation Act 1980	P
12.3.4	Right to buy files	12 years after completion of sale	None specified	Statute	Limitation Act 1980	P
12.3.5	Repairs and consultation files	CY + 6 years	None specified	Statute	Limitation Act 1980	M
12.4	Budgets					
12.4.1	Budgets variations	CY + 3 years	None specified	Corporate		M
12.4.2	Budget workings	CY + 3 years	None specified	Corporate	Common practice	M
12.4.3	End of year out-turn statements – Copies	CY + 3 years	None specified	Corporate		M
12.4.4	Blank					
12.4.5	European bidding and funding information	CY + 10 years	None specified	Corporate		M
12.4.6	Objective 2 project papers	CY + 10 years	None specified	Corporate		M
12.4.7	Objective 2 – other papers	CY + 5 years	None specified	Corporate		M
12.4.8	Posted transactions – copies	CY + 3 years	None specified	Corporate		M
12.4.9	Revenue estimates	CY + 3 years	None specified	Corporate		M
12.4.10	Single generation budget information	CY + 5 years	None specified	Corporate		M
12.4.11	Trial balance	CY + 6 years	None specified	Corporate		M
12.5	Cashiers					
12.5.1	Acknowledgement receipt of pay-packet	CY + 2 years	Paper	Audit		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
12.5.2	Bank paying book	Life of book plus 2 years	Paper / electronic	Audit		M
12.5.3	Bank statements - copies	CY + 2 years providing originals are still available for CY + 6 years	None specified	Statutory / Audit	Limitation Act 1980	M
12.5.4	Cash receipts and adjustments	CY + 2 years	None specified	Audit		M
12.5.5	Cash receipting print-outs	CY + 2 years	None specified	Audit		M
12.5.6	Cash register rolls [audit rolls]	CY + 6 years	Paper	Audit		M
12.5.7	Cashiers paying in sheets	CY + 2 years	None specified	Audit		M
12.5.8	Cashiers paying in sheet summary	CY + 2 years	None specified	Audit		M
12.5.9	Cheques register	CY + 6 years	None specified	Audit		M
12.5.10	Cheques register – post dated	CY + 2 years	None specified	Audit		M
12.5.11	Cheques register – unpaid	CY + 2 years	None specified	Audit		M
12.5.12	Collection and Deposit [C & D] Book	CY + 6 years	None specified	Audit		M
12.5.13	Daily cash reconciliation sheets	CY + 2 years	None specified	Audit		M
12.5.14	Handy till envelopes	CY + 2 years	Paper	Audit		M
12.5.15	Paying in sheets	CY + 2 years	None specified	Audit		M
12.5.16	Petty cash vouchers	CY + 6 years	Paper	Audit		M
12.5.17	Receipt stubs – Council tax	CY + 2 years	None specified	Audit		M
12.5.18	Receipt stubs – others	CY + 2 years	None specified	Audit		M
12.5.19	Uncollected wages book	CY + 6 years	None specified	Statutory	Limitation Act 1980	M

12.6 Charities						
12.6.1	Charity financial reports	CY + 6 years CY + 12 Years if relating to land	None specified	Statutory	Charities Act 1993 Sections 46 & 93 See also Sections 3 & 19	M
12.6.1.1	Accounts for charities for the relief of property	CY + 2 years	None specified	Statutory	Charities Act 1993 Section 1 (3) and Section 93 (for land)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
12.6.1.2	Accounts	CY + 6 years Where the charity ceases to exist within a period of 6 years from the last accounts then to be kept by the last charity trustees unless the Commissioners consent in writing to the records being destroyed or otherwise disposed of	None specified	Statutory	Charities Act 1993 Section 41	M

12.7	Clients records					
12.7.1	Appointeeship	6 years after death	None specified	Corporate		P
12.7.2	Children's trust funds	Until 75 th birthday	None specified	Corporate		P
12.7.3	Property of deceased clients	6 years after close of case	None specified	Corporate		P
12.7.4	Trust funds	12 years after closing of trust	None specified	Corporate		P

12.8	Contracts					
12.8.1	Contracts under seal (See 12.8.5)	12 years from contract completion date	None specified	Statutory	Limitation Act 1980 (includes all references to contract) See also Public Contracts Regulations 2015 SI 2015 No102 Utilities Contract Regulations 2006 Regulation 37	M
12.8.2	Contracts not under seal	6 years from contract completion date	None specified	Statutory	Limitation Act 1980 (includes all references to contract) See also Public Contracts Regulations 2015 SI 2015 No 102 Utilities Contract Regulations 2006 Regulation 37	M
12.8.3	Contract documentation	According to 12.8.1. or 12.8.2	None specified	Statutory	Limitation Act 1980 See also Public Contracts Regulations 2015 SI 2015 No 102 Utilities Contract Regulations 2006 Regulation 37	M
12.8.4	Unsuccessful tenders and quotations	4 years from the award of the contract	None specified	Corporate	See also SI 2006 No 5 Public Contracts Regulations 2015 SI 2015 No 102 Utilities Contract Regulations 2006 Regulation 37	M
12.8.5	Contracts falling under the Public Contract Regulations 2015 in excess of 1,000,000EUR for public supply or public service contracts or 10,000,000 EUR in the case of public work contracts	For at least the duration of the contract. Recommend 12 years from contract completion date.	Electronic or paper	Statutory	Public Contracts Regulations 2015 SI 2015 No102 Regulation 83	M
12.8.5.1	Individual reports drawn up under regulation 84	For at least 3 years from the date of the award of the contract	Electronic or paper	Statutory	Public Contracts Regulations 2015 SI 2015 No 102 Regulation 84	M

12.9	Controlled stationery					
12.1.1	Tickets with monetary value	CY + 2 years	None specified	Audit		M
12.10	Correspondence					
12.10.1	Correspondence	CY + 3 years unless connected with income or payment then CY + 6 years	None specified	Audit		M
12.11	Debt					
12.11.1	Collection	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
12.11.2	Debtors information	CY + 6 years	None specified	Corporate	Note the principles of the Data Protection Act 1998	M
12.11.3	Former tenants arrears and accounts	6 years from cessation of tenancy	None specified	Statutory	Limitation Act 1980	M
12.12	Decision making					
12.12.1	Delegated decisions	Life of decision + 6 years	None specified	Corporate	Good business practice	M
12.12.2	Supporting information	Life of information affected + 6 years	None specified	Corporate	Good business practice	M
12.13	General income					
12.13.1	Bank statements	CY + 6 years Copies retained for CY + 2 years	Paper / electronic	Audit / VAT		M
12.13.2	Bookings / hirings	CY + 6 years	None specified	Audit		M
12.13.3	Caretaker – financial information	CY + 6 years	None specified	Audit		M
12.13.4	Cash register till rolls	CY + 6 years	Paper	Audit		M
12.13.5	Cash summary sheets	CY + 2 years	None specified	Audit		M
12.13.6	Completed bank paying in book	CY + 6 years	Paper / electronic	Statutory	Limitation Act 1980	M
12.13.7	Completed receipt books	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
12.13.8	Daily income tracking	CY + 1 year	None specified	Audit		M
12.13.9	Housing cash receipts and adjustments	CY + 3 years	None specified	Audit		M
12.13.10	Land charges Pt 1 financial	CY + 6 years	Paper / electronic	Audit		M

12.13.11	Land charges - cash lists for personal searches	CY + 2 years	None specified	Audit		M
12.13.12	Off and On street financial returns	CY + 2 years	None specified	Audit		M
12.13.13	Pay and display – audit tickets	CY + 6 years	Paper	Audit		M
12.13.14	Pay and display – Test tickets	CY + 2 years	Paper	Audit		M
12.13.15	Penalty charge notices [PCN's] - cancelled	CY + 2 years	Paper / electronic	Audit		M
12.13.16	Penalty charge notices [PCN's] – copies	CY + 2 years	Paper / electronic	Audit		M
12.13.17	Penalty charge notices [PCN's] – paid	CY + 2 years	Paper / electronic	Audit		M
12.13.18	Penalty charge notices [PCN's] – till rolls	CY + 6 years	Paper	Audit		M
12.13.19	Rechargeable works	CY + 2 years	None specified	Audit		M
12.13.20	Reconciliation	CY + 6 years	None specified	Statutory	Customs and Excise Management Act 1979. VAT Guide – C & E Notice 700/21	M
12.13.21	Shop records – account adjustments	CY + 3 years	None specified	Audit		M
12.14	General Payment					
12.14.1	Bank mandates	Life of mandate + 6 years	None specified	Audit		M
12.14.2	Bank reconciliation	CY + 2 years	None specified	Audit		M
12.14.3	Batch control information	CY + 2 years	None specified	Audit		M
12.14.4	Cheque ledger	CY + 6 years	None specified	Audit		M
12.14.5	Cheques – spoilt	CY + 2 years	Paper	Audit		M
12.14.6	Delivery notes	CY + 2 years	None specified	Audit / VAT accountant		M
12.14.7	Internal transfers / journals	CY + 2 years	None specified	Audit		M
12.14.8	Invoice registers	CY + 2 years	None specified	Audit		M
12.14.9	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	None specified	Corporate	Other departments should also retain listings for the period specified	M
12.14.10	Official orders	CY + 6 years	None specified	Audit		M
12.14.11	Paid cheques or cheque stubs	CY + 2 providing statements showing clearance have been received	Paper	Audit		M
12.14.12	Petty cash vouchers	CY + 6 years	Paper	Audit		M
12.14.13	Requisition for supplies / works	CY + 2 years	None specified	Audit		M

12.15	Grants					
12.15.1	Claims	CY + 6 years	None specified	Audit		M
12.15.2	Financial assessment forms – cases not proceeded with	CY + 2 years	None specified	Audit		M
12.15.3	Grants and awards	CY + 6 years	None specified	Audit		M
12.16	Housing benefit					
12.16.1	Application forms and supporting documents	CY + 4 years	None specified	Audit		M
12.16.2	Returns	CY + 6 years	None specified	Audit		M
12.17	Hospitality register					
12.17.1	Hospitality register	CY + 6 years	None specified	Audit / Standards		M
12.18	Insurance – See Risk Management and Insurance					
12.19	Investments					
12.19.1	Contract notes	CY + 6 years	None specified	Statute	Limitation Act 1980	M
12.19.2	Fund managers quarterly report	CY + 10 years	None specified	Corporate	Good business practice	M
12.19.3	List of holdings / history of holdings	Review every 25 years	None specified	Corporate	Good business practice	M
12.20	Leases					
12.20.1	Leases	Life of lease + 6 years	Paper	Statutory	Limitation Act 1980	P
12.21	Loans					
12.21.1	Copy bond certificate	6 years after redemption of bonds	None specified	Statutory	Limitation Act 1980	M
12.21.2	Grants to vacant properties	CY + 10 years	None specified	Audit		M
12.21.3	Renovation grants	CY + 6 years	None specified	Audit		M
12.21.4	Student grants / awards	6 years after repayment of grant	None specified	Audit		M

12.21.5	Temporary loans register	12 years after loan repaid	None specified	Statutory	Limitation Act 1980	M
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12.22	Mortgages					
12.22.1	Edits and controls – weekly reports	CY + 2 years	None specified	Audit		M
12.22.2	End of year reports	6 years after mortgage repaid	None specified	Audit		M
12.22.3	Giro credit slips	CY + 2 years	None specified	Audit		M
12.22.4	Housing Associations	12 years after mortgage repaid	None specified	Statutory	Limitation Act 1980	M
12.22.5	Individuals	12 years after mortgage repaid	None specified	Statutory	Limitation Act 1980	P
12.22.6	Input forms for cash and adjustments to cash allocations on mortgage repayments	CY + 6 years	None specified	Audit		M
12.22.7	Insurance ledgers	CY + 6 years	None specified	Audit		M
12.22.8	Registers of bonds / mortgages	Review after 50 years	None specified	Corporate		P
12.22.9	Working papers and reconciliations on mortgage accounts	CY + 6 years	None specified	Audit		M

12.23	Payment of accounts					
12.23.1	Authorised signatures	6 years after person ceases to be a signatory	None specified	Audit		M
12.23.2	Bank mandates on cheque signatories for imprest account	6 years after person ceases to be a signatory	None specified	Audit		M
12.23.3	Batch control register (All types of payment)	CY + 6 years	None specified	Audit		M
12.23.4	Batch control slips – originals	CY + 6 years	None specified	Statutory	Limitation Act 1980 Taxes Management Act 1970	M
12.23.5	Cheques – cancelled / returned	CY + 6 years	None specified	Audit		M
12.23.6	Cheques – copy	CY + 6 years	None specified	Audit		M
12.23.7	Cheques – spoilt	CY + 2 years	None specified	Audit		M

12.23.8	Claims in respect of Housing Benefit and Council Tax Benefit	CY + 6 years	None specified	Statutory	Social Security (Claims and Information) (Housing Benefit and council Tax Benefit) Regulations 2002. SI 2002 No 1132 Limitation Act 1980	M
12.23.9	Contracts register	Review every 25 years	None specified	Audit		M
12.23.10	Controlled stationery register	CY + 6 years	None specified	Audit		M
12.23.11	Credits / refunds	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
12.23.12	Debts – <i>see 12.9</i>					M
12.23.13	Expenditure tracking – daily	CY + 1 year	None specified	Audit		M
12.23.14	Expenditure – special expenses	CY + 6 years	None specified	Audit		M
12.23.15	Foreign payments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Custom and Excise Notice 700/21	M
12.23.16	Gully charges	CY + 2 years	None specified	Audit	Covers keys etc dropped down drains	M
12.23.17	Imprest accounts	CY + 6 years	None specified	Audit		M
12.23.18	Imprest register (List of imprest holders and balances held)	Until superseded	None specified	Audit		M
12.23.19	Invoices - originals	CY + 6 years	None specified	Statutory	Limitation Act 1980 Taxes Management Act 1970	M
12.23.20	Invoices - copies	CY + 3 years	None specified	Audit		M
12.23.21	Mayor's / Councillor's expenses and allowances	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	M
12.23.22	Periodical payment register	6 years after final installment	None specified	Audit		M
12.23.23	Remittance advices to creditors – copies	CY + 2 years	None specified	Audit		M
12.23.24	VAT receipts / invoices – originals	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Custom and Excise Notice 700/21 With negotiation paper records may be destroyed after 3 years providing the microfilmed or scanned images are of an acceptable standard and are kept for 6 years.	M
12.23.25	Write - offs	CY + 6 years	None specified	Audit		M

12.24	Parish Precepts
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12.24.1	Parish precepts	CY + 6 years	None specified	Audit		M
12.25	Payroll					
12.25.1	Absence record	CY + 3 years	None specified	Corporate		M
12.25.2	Batches	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.3	Bonus sheets	CY + 3 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.4	Car allowance claims	CY + 3 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.5	Car loans	Completion of loan + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.6	Car mileage output	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.7	Elements	CY + 2 years	None specified	Audit		M
12.25.8	Income tax form P60	CY + 6 years	None specified	Statutory/ Corporate	The minimum requirement as stated in Inland Revenue Booklet 490 is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a Corporate decision to retain for CY+ 6 years. Employees should retain records for 22 months after current tax year	M
12.25.9	Insurance	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.10	Maternity payment	CY + 3	None specified	Corporate		M
12.25.11	Members Allowance register	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.12	National Insurance – Schedule of payments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.13	Overtime	CY + 3 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.14	Part time fee claims	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.15	Pay packet receipt by employee	CY + 2 years	To be in writing	Audit		M
12.25.16	Payroll awards	CY + 6 years	None specified	Audit		M

12.25.17	Payroll – gross / net weekly or monthly	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.18	Payroll reports	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.19	Payslips – copies	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.20	Pension payroll	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.21	Personal bank details	Until superseded + 3 years	None specified	Corporate	If employment ceases then end of employment + 6 years	M
12.25.22	Sickness records	CY + 3 years	None specified	Corporate		M
12.25.23	Staff returns	CY + 3 years	None specified	Audit		M
12.25.24	Superannuation adjustments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.25	Superannuation reports	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
12.25.26	Tax forms P6 /P11 / P11D / P35 / P45 // P46 / P48	CY + 6 years	None specified	Statutory / Corporate	The minimum requirement as stated in Inland Revenue Booklet 490 is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a Corporate decision to retain for CY+ 6 Years. Employees should retain records for 22 months after current tax year	M
12.25.27	Time sheets /clock cards / flexitime	CY + 3 years	None specified	Audit		M

12.26	Revenues (Rates / Council Tax)					
12.26.1	Business rates – correspondence and supporting documents	CY + 2 years	None specified	Audit		M
12.26.2	Council Tax – bandings	CY + 10 years	None specified	Audit		M
12.26.3	Council Tax business rates post 1990	Review after 50 years	None specified	Audit	Offer to Local History Officer or Archivist	M
12.26.4	Correspondence	CY + 3 years	None specified	Audit		M
12.26.5	Rates – valuation lists pre 1990	Review after 50 years	Paper	Audit	Offer to Local History Officer or Archivist	P

12.26.6	Valuation certificates	When superseded + 10 years	None specified	Audit		P
12.26.7	Recording and holding information	May continue to hold a record, whether supplied or obtained or recorded, for such period as is considered appropriate	None specified	Statutory	Council Tax Benefit Regulations 2006 SI 2006 No 215 Regulations 93 and 94	M
12.26.8	Recording and holding information	Until person moves out of the district or dies. “May continue to hold a record, whether supplied or obtained or recorded, for such period as is considered appropriate”	None specified	Statutory	Council Tax Benefit (persons who have attained the qualifying age for state pension credit) Regulations 2006 SI 2006 No 216 Regulations 78 and 79	M

12.27	Superannuation				
	<p>Note: Pensions are now covered by the Pensions Act 2008 and onward legislation. Taxation of Pensions Act 2014 Pension Schemes Act 2015 SI 2008 No 239, SI 2009 No 3150 SI 2014 No 3138 SI2016 No 946</p>	<p>SI 2008 No 1083 SI 2010 No 5 LGPC Guidance</p>			<p>Not all these pieces of legislation refer to retention periods. The important point is to keep information relating to the payment of a pension for at least 6 years after the last payment</p>

12.27	Superannuation					
	<p>Note: Pensions are now covered by the Pensions Act 2008. SI 2008 No 239, SI 2009 No 3150 SI 2014 No 3138</p>	<p>SI 2008 No 1083 SI 2010 No 5 LGPC Guidance</p>				
12.27.1	Actuarial certificates	Review every 10 years	None specified	Statutory	Pensions Act	M
12.27.2	Audit trail reports	CY + 6 years	None specified	Audit		M

12.27.3	Half yearly tabulations of employees superannuable pay and contributions	CY+12 years	None specified	Audit		M
12.27.4	Internal transfers	CY + 6 years	None specified	Audit		M
12.27.5	Journals	CY + 6 years	None specified	Audit		M
12.27.6	Members records (including contributions and Opt in / Opt out notices)	Minimum of 15 years	None specified	Statutory	Local Government Pension Scheme (Miscellaneous) Regulations 2009 SI 2009 No 3150	P
12.27.7	Pensioners Records	Recommend 6 years after cessation of payment	None specified	Statutory	Limitation Act 1980 - Sums recoverable by statute) <i>See also Pensions Act 2008 Section 60</i>	P
12.27.8	Superannuation adjustments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	M
12.27.9	Superannuation reports	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	M
12.27.10	Transfer value documents in members files	Review every 10 years	None specified	Statutory	Pensions Act 2008	P
12.27.11	Valuation working papers	Review every 10 years	None specified	Statutory	Pensions Act 2008	P
12.27.12	Protected Rights –transfer of payments	Recommend 6 years after employees have transferred to new employer	Some records have to be in writing	Statutory	Protected Rights (Transfer Payment) Regulations 1996 SI 1996/1461 as amended by SIs 1997/786, 1999/3198, 2000/1403, 2005/555, 2005/2906	M

12.27.13	All records listed within the regulations (Regulations 6 and 7)	Records listed in regulations 6 and 7 must be kept for a period of 6 years starting on the day record must be first kept. This does not apply to any record which is kept under (1)(i) of Regulations 6 and 7 where the record must be kept for 4 years starting on the day on which the record must first be kept	To be in such form and manner so that they are capable of being arranged according to the corresponding employer pension scheme reference and are legible or can be provided in legible form	Statutory	Employers' Duties (Registration and Compliance) Regulations 2010 SI 2010 No 5 Regulations 5 ,6, 7, 8	M
12.27.14	Opt out / Opt in notices	Recommend until the person's 100 birthday	To be in writing	Corporate	The actual length is a corporate decision but it must be born in mind that a person may still be working in their 70 / 80s	P
12.27.15	Records of pension board meetings and decisions.	Recommend these remain as business documents for 10 years and are then archived.	To be in writing	Corporate		M

12.28	Tenders – see Contracts 12.8
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Section 13 Health and Safety

13.1	Abrasive wheels
13.2	Accidents
13.3	Agreements / Arrangements
13.4	Asbestos
13.5	Compressed Air
13.6	Construction
13.7	Control of major accident hazards [COMAH] – <i>see Section 10 – Emergency Services</i>
13.8	Control of Substances Hazardous to Health [COSHH]
13.9	Fire
13.10	Gas
13.11	Inspections / Examinations
13.12	Legionellosis
13.13	Lifting operations
13.14	Lifts
13.15	Noise
13.16	Personal protective equipment (PPE)
13.17	Policies
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13.19	Prohibition and improvement
13.20	Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)
13.21	Risk Assessments
13.22	Safe systems of work
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13.24	Training
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13.27	Working time
13.28	Young Persons
13.29	Electromagnetic fields at work

Section 13 Health and Safety

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.1	Abrasive Wheels					
13.1.1	Abrasive Wheels (F2346)	Not required to be retained after January 2001	Paper	Statutory	Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306 Although the legislation has been revoked there is a possible need to retain them under other legislation relating to the maintenance of equipment. EG : Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306	M
13.2	Accidents					
13.2.1	Accident forms/reports	CY+ 6 years	None specified	Corporate	Includes associated papers. Some organisations are retaining internal accident reports for a minimum of 12 years in case of litigation. Some organisations are attaching the internal accident report to the employees health file and retaining it for 40 years	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.2.2	BI 510 [Accident books]	3 years after last entry in the book This includes the new format to be used from 1/1/04	Paper / electronic	Statutory	Social Security (Claims and Payments) Regulations 1979. SI 1979 No 628 Social Security (Claims and Payments) Regulations SI 1987 No 1968 Revokes all but Part 1 of SI 1979 No 628 Social Security Administration Act 1992 Section 8. Social Security (Claims and Payments) Amendment (No 30 Regulations 1993 SI 1993 No 2113 Allows the information to be kept electronically Completed pages must be kept secure with restricted access. Data Protection Act 1998.	M

13.3	Agreements / Arrangements					
13.3.1	Written record of the agreements between contractors	The duration of the agreement + 12 months	None specified	Statutory	Construction (Health and Welfare) Regulations 1996. SI 1996 No 1592	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.4	Asbestos					
13.4.1	Assessments and reviews	Whilst relevant	To be recorded Could be paper / film / electronic	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 4 (7) Revokes SI 2006 No 2739	M
13.4.1.1	Identifying plan and measures for managing the risk	Whilst relevant but to be reviewed at regular intervals	To be in writing	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 4 (8) Revokes SI 2006 No 2739	M
13.4.1.2	Risk Assessment	Whilst relevant	To be recorded	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 6 Revokes SI 2006 No 2739 Copy of the significant findings of the risk assessment to be kept at the premises at which, and for such time as the work is being carried out.	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.4.1.3	Plan of work	Recommend retention for at least 6 months from completion of work	To be in writing	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 7 Revokes SI 2006 No 2739 Copy to be kept at those premises, and for such time as the work to which the plan relates is being carried out	M
13.4.1.4	Licence to work with asbestos Existing licences issued under Asbestos (Licensing) Regulations 1983 SI 1983 No 1649 The Asbestos (Licensing) (Amendments) Regulations. SI 1998 No 3233 Control of Asbestos at Work Regulations 2006 Continue to have effect	Whilst relevant	To be in writing	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 8 Revokes SI 2006 No 2739	M
13.4.1.5	Notification of work with asbestos	Recommend for at least 3 years after work is complete	To be in writing	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 9 Revokes SI 2006 No 2739	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.4.1.6	Employee information/ instruction/ training	Recommend add to personnel record	None specified	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 10 Revokes SI 2006 No 2739	M
13.4.1.7	Maintenance of control measures etc	At least 5 years from the date on which it was made	To be a suitable record	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 13 (3) Revokes SI 2006 No 2739 See also PPE/COSHH	M
13.4.1.8	Arrangements to deal with accidents, incidents and emergencies	In the case of any accident, incident or emergency recommend 40 years from date of incident. Otherwise whilst relevant	None specified	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 15 Revokes SI 2006 No 2739 Information to be displayed in the work place and made available to accident and emergency services	P
13.4.1.9	Record or suitable summary of air monitoring of employees exposure to asbestos	5 years from date of monitoring or 40 years if health record required	A suitable record	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19 Revokes SI 2006 No 2739 If ceasing to trade records to be passed to the HSE	M/P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.4.1.10	Site clearance certifications	Recommend add to the premise health and safety file and retain for the life of the building	None specified	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 20 Revokes SI 2006 No 2739	P
13.4.1.11	Health records - where exposure exceeds the action level	CY plus 40 from date of last incident Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.	To be in a suitable form	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 22 (b) Revokes SI 2006 No 2739	P
13.4.1.13	Medical examination certificates	Certificate or copy to be kept for 4 years from the date on which it was issued	None specified	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 22 (4) Revokes SI 2006 No 2739	P
13.4.1.14	Exemption certificate	Recommend time expired or revoked plus 40 years Consider adding a copy of the certificate to the health records and retaining for 40 years	To be in writing	Statutory	Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 32 Revokes SI 2006 No 2739	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.5	Compressed Air					
13.5.1	Notification to HSE, likely receiving hospitals, emergency services etc	Until work completed	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 6 Notification	M
13.5.1.1	Plant and equipment examinations and tests	Recommend current year + 6 years	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 8	M
13.5.1.2	Health Records	40 years from date of last entry	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 10 Employee to receive copy of entries relating to period of work	P
13.5.1.3	Record of exposure times and pressures	40 years from date of last entry	None specified	Statutory	Work in Compressed Air Regulation. 1996 SI 1996 No 1656 Regulation 11 (4) Employee to receive copy of entries relating to period of work	P
13.5.1.4	Individual record of exposure	40 years from date of the last entry	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 11 (5)	P
13.6	Construction					
13.6.1	Construction Phase Plan	Life of health and safety file	To be in writing. Includes electronic form	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulations 2, 16 Revokes SI 2007 No 320	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.6.1.1	Preconstruction information	Life of health and safety file	To be in writing. Includes electronic form	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulation 4 (4) Revokes SI 2007 No 320	P
13.6.1.2	Construction phase plan	Recommend adding to health and safety file	To be in writing	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulations 4 (5)(a), 12 Revokes SI 2007 No 320	P
13.6.1.3	Health and safety file	To be passed from owner to owner until superseded by new file	To be in writing. Includes electronic form	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulations 4 (5)(b), 12 Revokes SI 2007 No 320	P
13.6.1.4	Appointment of principal designer and the principal contractor	Recommend adding to the health and safety file	To be in writing	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulation 5 Revokes SI 2007 No 320	

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.6.1.5	Notification of project	Recommend adding to health and safety file	To be in writing	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulation 6 Revokes SI 2007 No 320	P
13.6.1.6	Demolition or dismantling	Recommend adding to health and safety file. If complete building being demolished then for 15 years after demolition complete	To be recorded in writing	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulation 20 Revokes SI 2007 No 320	P
13.6.1.7	Reports of inspections	To be kept on site until construction work completed and then for 3 months	To be in writing	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulation 24 Revokes SI 2007 No 320	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.6.1.8	Emergency procedures	To be available to all on site during construction work	To be in writing	Statutory	Construction (Design and Management) Regulations 2015 SI 2015 No 51 Regulation 30 Revokes SI 2007 No 320	M

13.8	Control of Substances Hazardous to Health [COSHH]					
13.8.1	Health surveillance	40 years from date of incident	None specified	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	P
13.8.1.1	Monitoring exposure	General records CY + 6 years Personal records CY + 40 years	None specified	Statutory	Control of Substances Hazardous to Health Regulations 2002 SI 2002 2677 Regulation 10	P

13.9	Fire					
	SI 2005 No 1541 to come into force on 1 April 2006 and revokes the Fire Precaution Act 1971					
13.9.1	Fire alarm tests	Last two certificates	None specified	Corporate		M
13.9.2	Emergency lighting tests	Last two certificates	None specified	corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.9.3	Fire certificate Fire certificates for special premises	Not required after 1 April 2006	N/A	Statutory	Fire Certificates (Special Premises) Regulations 1976 SI 1976 No 2003 Regulation 5: Fire Precautions Act 1971 Chapter 40 Section 6 NB From 1 April 2006 refer to SI 2005 No 1541	M
13.9.4	Fire precaution log book	6 years after last entry	None specified	Corporate		M
13.9.5	Safety certificate for stands at sports grounds	Whilst relevant	To be in writing	Statutory	Fire Safety and Safety of Places of Sport Act 1987 Chapter 27 Section 23	M
13.9.5.1	Notice of alterations or extensions to a regulated stand	Until work is completed and approved	To be in writing	Statutory	Fire Safety and Safety of Places of Sport Act 1987 Chapter 27 Section 23	M
13.9.6	Risk Assessment	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 9	M
13.9.6.1	Fire safety arrangements	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 11	M
13.9.6.2	Procedures for serious and imminent danger and for danger area. Although there appears to be no requirement for a record to be kept it would be in the interest of the organisation to do so in case of litigation	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 15	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.9.6.3	Information on additional emergency measures in respect of dangerous substances	To be reviewed regularly and kept up to date	None specified but to be made available to the relevant persons including the emergency services. To be displayed on at the premises unless the results of the risk assessment make this unnecessary.	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 16	M
13.9.6.4	Maintenance Although there appears to be no requirement for a record to be kept it would be in the interest of the organisation to do so in case of litigation.	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 17	M
13.9.6.5	Provision of information to employees	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 19	M
13.9.6.6	Provision of information to employers and the self employed from outside undertakings Although there appears to be no requirement for a record to be kept it would be in the interest of the organisation to do so in case of litigation.	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 20	M
13.9.6.7	Training	Recommend details of training be kept on the personnel file	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 21	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.9.6.8	Alteration notices	Recommend 6 years after the action specified in the notice has been completed	None specified but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 29	M
13.9.6.9	Enforcement notice	Recommend 6 years after enforcement action complete	None specified but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 30	M
13.9.6.10	Prohibition notice	Recommend 6 years after issue or withdrawal.	None stated but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 31	M
13.9.6.11	Notification concerning a cut off switch	Recommend 6 years after action complete	None specified but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 37	M

13.10	Gas
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Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.10.1	Maintenance records of residential premises	Until there have been two further checks of the appliance or flue. If the appliance or flue has been removed from the premises then for a period of 2 years from the date of the last check of that appliance or flue.	paper/electronic	Statutory	Gas Safety (Installation and Use) (Amendment) Regulations 1998 SI 1998 No 2451 Part F 36 (3)(c) See also Part F 36 (6) (7) (8) As amended by SI 2018 No 139	M
13.10.2	Fitting certificate	10 years after last equipment or protective system was manufactured	paper	Statutory	Gas Appliances (Safety) Regulations 1995 SI 1995 No 1629 Regulations. 23, 25	M

13.11	Inspections / Examinations					
13.11.1	Building installations	Last two certificates	None specified	Corporate		M
13.11.2	Safety inspections audits	CY + 3 years	None specified	Corporate		M

13.12	Legionellosis					
13.12.1	Cooling tower register	6 years after the last entry is no longer relevant	None specified	Statutory	Limitation Act 1980	M
13.12.2	In / out of use logbook	Until equipment or building disposed of + 2 years	None specified	Corporate	Health and Safety Executive / Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	M
13.12.3	Logbook of inspections, tests and maintenance	Until equipment or building disposed of + 2 years	None specified	Corporate	Health and Safety Executive / Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.13	Lifting Operations					
13.13.1	Lifting Operations Thorough examinations	For as long as equipment is operated	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 9 Current report to accompany equipment if sold on	M
13.13.1.1	Lifting Operations Thorough examination and inspection (other than an accessory)	For as long as the equipment is operated	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
13.13.1.2	Lifting Operations Thorough examination and inspection (accessory for lifting)	2 years from date of report	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
13.13.1.3	Lifting Operations Thorough examination and inspection (Installation or after assembly at new site/location)	For as long as the equipment is operated	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
13.13.1.4	Lifting Operations Thorough examination and inspection (6 / 12 monthly inspections under Reg. 9)	Until superseded or the expiration of 2 years whichever is later	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
13.13.1.5	Lifting Operations Records made under regulation 10 (2)	Until superseded	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
13.14	Lifts					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.14.1	Installer	Must keep the technical documentation, the EU declaration of conformity and where applicable, any approval decision, drawn up in respect of a lift for a period of ten years beginning on the day on which the lift is placed on the market.	None specified	Statutory	The Lift Regulations 2016 SI 2016 No 1093 Regulation 9 See also Directive 2014/33/EU Revokes SI 1997 No 831	M
13.14.1.1	Monitoring of lifts on the market. An installer must keep a register and promptly make entries in that register of any complaints or lifts that are not in conformity	Must keep an entry made in the register for a period of at least ten years beginning on the day on which the obligations to make the entry arose.	None specified	Statutory	The Lift Regulations 2016 SI 2016 No 1093 Regulation 11 See also Directive 2014/33/EU Revokes SI 1997 No 831	M
13.14.1.2	Retention of technical documentation and EU declaration of conformity by the manufacturer	For a period of ten years beginning on the day on which the safety component for lifts is placed on the market.	None specified	Statutory	The Lift Regulations 2016 SI 2016 No 1093 Regulation 18 See also Directive 2014/33/EU Revokes SI 1997 No 831	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.14.1.3	Monitoring of safety components made available on the market by the manufacturer. To keep a register and enter promptly any complaints or safety components not in conformity	Must keep an entry made in the register for a period of at least ten years beginning on the day on which the obligations to make the entry arose.	None specified	Statutory	The Lift Regulations 2016 SI 2016 No 1093 Regulation 21 See also Directive 2014/33/EU Revokes SI 1997 No 831	M
13.14.1.4	Monitoring of safety components for lifts by an installer. To keep a register	Must keep an entry made in the register for a period of at least ten years beginning on the day on which the obligations to make the entry arose	None specified	Statutory	The Lift Regulations 2016 SI 2016 No 1093 Regulation 31 See also Directive 2014/33/EU Revokes SI 1997 No 831	M
13.14.1.5	Retention of technical documentation and EU declaration of conformity by the importer	For a period of ten years beginning on the day on which the safety component for lifts is placed on the market	None specified	Statutory	The Lift Regulations 2016 SI 2016 No 1093 Regulation 33 See also Directive 2014/33/EU Revokes SI 1997 No 831	M

13.15	Noise					
13.15.1	Noise	N/A	N/A	Statutory	Noise at Work Regulations 1989 SI 1989 No 1970 These regulations have been revoked by SI 2005 No 1643 except for music and entertainment which will come under the new regulations from April 2008	M
13.15.2	Assessment Records	Until a further noise assessment is made. As hearing loss can be progressive it is recommended the assessment be added to the employee's health file	None specified	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulation 5	M
13.15.2.1	Information and training	Recommend the HR file is annotated in case of claims	None specified	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 6 (3) and 10	M
13.15.2.2	Health Surveillance record	Recommend the HR file is annotated in case of claims	None specified	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulation 9	M
13.15.2.3	Exemption certificate	Recommend time expired or revoked plus 6 years	To be in writing	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 11, 12, 13	M

13.16	Personal Protective Equipment [PPE]
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13.16.1	Risk assessment	Until superseded	Although not specified it is common practice to make such an assessment in writing. See also the Guidance on Regulations	Statutory	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 6	M
13.16.1.1	Record of maintenance and examination	Recommend 5 years from date of action	Although not specified it is common practice to make a record in writing. See also the Guidance on Regulations	Statutory	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 7	M
13.16.1.2	Record of training	Recommend minimum 3 years from date of action or add to employees personnel file.	Although not specified it is common practice to make a record in writing. See also the Guidance on Regulations	Statutory	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 9	M
13.16.2	Record of issue	Life of equipment	Although not specified it is common practice to make a record in writing.	Statutory	Personal Protective Equipment at Work Guidance on Regulations 1992	M

13.17	Policies					
13.17.1	Written statement of employers general policy for the health and safety at work of employees	Until superseded	paper/electronic	Statutory	Health and Safety at Work etc. Act 1974 Section 2(3): Written statement of general policy for employees health and safety at work	M

13.17.1.1	The organisation and arrangements for carrying out the policy at 4.9.1	Until superseded	None specified	Statutory	Health and Safety at Work etc. Act 1974 Section 2(3): Written statement of general policy for employees health and safety at work	M
13.17.2	Written rules regulating the wearing of suitable head protection on a construction site	For the duration of the work on the site	None specified	Statutory	Construction (Head Protection) Regulations 1989 SI 1989 No 2209 Regulation 5: Rules and directions	M
13.17.3	Record of health and safety arrangements	Until arrangements are changed	None specified	Statutory	Management of Health and Safety at Work Regulations 1992 Regulation 4: Health and safety	M
13.17.4	Notice stating the composition of the Safety Committee and the workplaces covered by it	For life of the Committee	None specified	Statutory	Safety Representatives and Safety Committee Regulations 1977 Regulation 9:	M

13.18	Pressure Systems					
13.18.1	Duty to keep technical documentation and EU declaration of conformity	10 years beginning on the day on which the pressure equipment or assembly is placed on the market	None specified	Statutory	The Pressure Systems (Safety) Regulations 2016. SI 2016 No 1105 Regulation 12 Revokes SI 1998 No 2306 SI 1999 No 2001 SI 2000 No 128	M
13.18.1.1	Retention of technical documentation and EU declaration of conformity - Importer	10 years beginning on the day on which the pressure equipment or assembly is placed on the market	None specified	Statutory	The Pressure Systems (Safety) Regulations 2016. SI 2016 No 1105 Regulation 28 Revokes SI 1998 No 2306 SI 1999 No 2001 SI 2000 No 128	M

13.19	Prohibition and improvement					
13.19.1	Prohibition and improvement notices	Whilst relevant plus 6 years	To be in writing	Statutory	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 And other various health and safety legislation	M

13.20	Reporting of Injuries, Disease and Dangerous Occurrences [RIDDOR]					
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13.20.1	<p>Record keeping- A record must be kept of any reportable incident under regulations 4,5,6, or which contains the particulars specified in paragraphs 5 to 11 of Part 2 of Schedule 1</p> <p>Diagnosis reportable under regulations 8, 9 or 10 which contains the particulars specified in paragraphs 12 to 17 of part 2 of Schedule 1.</p> <p>Injury to a person at work resulting from an accident arising out of or in connection with that work, incapacitating that person for routine work for more than three consecutive days (excluding the day of the accident), which contains the particulars specified in paragraphs 18 to 21 of Part 2 of Schedule 1</p>	For at least three years from the date on which it was made.	None specified	Statutory	<p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</p> <p>SI 2013 No 1471</p> <p>Regulation 12 (2)</p> <p>Revokes SI 1995 No 3165 SI 2012 No 199</p>	M
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13.21	Risk Assessments					
13.21.1	Risk assessments	Until superseded but review every 3 years if no change	None specified	Statutory	<p>Management of Health and Safety at Work Regulations 1992</p> <p>SI 1992 No 2051</p> <p>Regulation 3 : Risk assessments</p>	M

13.22	Safe Systems of Work					
13.22.1	Safe systems of work	Until superseded	None specified	Corporate	Good business practice	M

13.22.2	Safe systems of work certificates	Recommend 6 months after completion of work if there has been no incident. Following an incident a minimum of 6 years is recommended	Paper	Corporate	Good business practice	M
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13.23	Swimming pools					
13.23.1	Pool safety operating procedure Includes Emergency Action Plan and Normal Operating Procedure	Until superseded	None specified	Corporate	HSE Guidance Note HSG 179	M

13.24	Training					
13.24.1	Food hygiene courses for business	CY + 3 years	None specified	Corporate	These are frequently part of an FOI request	M
13.24.2	Health and safety training	CY + 6 years or add to personnel file	None specified	Corporate		M

13.25	Vibrations					
13.25.1	Risk assessments	Until superseded	None specified but recommend they be in writing	Statutory	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 5	M
13.25.1.1	Health surveillance	Recommend they be added to HR file in case of claims	Record or copy to be in a suitable form	Statutory	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 7	M
13.25.1.2	Information, instruction and training	Recommend adding to HR file in case of claims	None specified	Statutory	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 8	M

13.26	Work Equipment					
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13.26.1	Machine maintenance log books	Life of equipment	None specified	Statutory	Provision and Use of Work Equipment Regulations 1998 SI No 1998 No 2306 Regulation 5	M
13.26.2	EC Declaration of conformity of the machinery	For a period of at least 10 years from the last date of manufacture of the machinery	None specified	Statutory	Supply of Machinery (Safety) Regulations 2008. SI 2008 No 1597 Regulation Part 2. Annex II: Declarations Revokes SIs 1992 /3073, 1994 /2063, 2005/831. Amends SI 1989/2288	M
13.26.2.1	Technical file for machinery	For at least 10 years following the date of manufacture of the machinery or, in the case of series manufacture, of the date of the last unit produced.	None specified	Statutory	Supply of Machinery (Safety) Regulations 2008. SI 2008 No 1597 Regulation Part 7. Annex VII: Technical files Revokes SIs 1992 /3073, 1994 /2063, 2005/831. Amends SI 1989/2288	M
13.26.2.2	EC type examination	The manufacturer and the notified body shall retain copy of the certificate, of the technical file and all relevant documents for the period of 15 years from the date of issue of the certificate.	None specified	Statutory	Supply of Machinery (Safety) Regulations 2008. SI 2008 No 1597 Regulation Part 9. Annex IV: Type Examinations Revokes SIs 1992 /3073, 1994 /2063, 2005/831. Amends SI 1989/2288	M

13.27	Working Time
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13.27.1	Drivers hours	12 months	Tachograph Analogue and electronic including driver's cards	Statutory	Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103 Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904 Passenger and goods Vehicles (Recording Equipment) (downloading and Retention of Data) regulations 2008 SI 2008 No 198 EC Regulation 561/2006 EC or AETR rules may also apply Includes digital recording equipment	M
13.27.1.1	Driver's records book	12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used Driver to retain book for 14 days after all weekly record sheets have been used.	As specified in Regulation 5 and Schedule 2	Statutory	Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103. Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421 Regulation 11 Preservation of driver's record books.	M
13.27.2	Notice in lieu of collective or workforce agreement	Recommend whilst relevant + 6 years	Written notice	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 4 (3)	M

13.27.2.1	Notification to worker or the regulations and provisions of collective or workforce agreement	Recommend whilst relevant + 6 years	To be in writing Schedule 1	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 10	M
13.27.2.2	Time worked for another employer	Retain for 2 years after the end of the period covered by records	To be in writing Regulation 12	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (a)	M
13.27.2.3	Records showing compliance in the case of each mobile worker	Retain for 2 years after the end of the period covered by records	None specified	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (c)	M
13.27.3	Application for flexible working	Recommend whilst relevant	None specified	Statutory	Flexible Working Regulations SI 2014 No 1398 Regulation 2 Revokes SI 2002 No 3236 (As amended) except to applications made before 20 June 2014.	M

13.28	Young Persons					
13.28.1	Young persons /Children - risk assessments – Work Experience To be given to employees and parents/guardians/schools BEFORE employment	Until young person attains 25 th birthday	None specified	Statutory	The Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 10	M

13.29	Electromagnetic fields at work					
13.29.1	Action plan	Until superseded	None specified	Statutory	Control of Electromagnetic Fields at Work Regulations 2016 SI 2016 No 588 Regulations 7 and 12	M
13.29.2	Risk assessment	Until superseded	None specified	Statutory	Control of Electromagnetic Fields at Work Regulations 2016 SI 2016 No 588 Regulations 8 and 12	M
13.29.3	Information and training	Add to personnel file	None specified	Statutory	Control of Electromagnetic Fields at Work Regulations 2016 SI 2016 No 588 Regulations 10 and 12	M
13.29.4	Health Surveillance and medical examinations	Add to personnel file	None specified	Statutory	Control of Electromagnetic Fields at Work Regulations 2016 SI 2016 No 5888 Regulations 11 and 12	M

Section 14 Housing

14.1	Acquisition/disposal
14.2	Approved list of contractors
14.3	Assessment / advice information
14.4	Benefit
14.5	Building Jobs
14.6	Caretakers / Facilities Managers
14.7	Clerk of Works
14.8	Compulsory purchase
14.9	Contracts – <i>see Finance</i>
14.10	Correspondence
14.11	Decorating
14.12	Entry cards and keys
14.13	Estate files
14.14	Flats
14.15	Grants to vacate property
14.16	Heating
14.17	Homeless persons
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14.19	Leases
14.20	Leasehold
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14.22	Literature
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14.24	National House Building Council [NHBC]
14.25	ODPM
14.26	Property
14.27	Quantity surveyors
14.28	Repairs
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Section 14 Housing

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
14.1	Acquisition/disposal					
14.1.1	Acquisition/disposal of property	12 years after interest in property ceases	None specified	Statutory	Limitation Act 1980	M
14.2	Approved list of contractors					
14.2.1	Approved list of contractors	Until superseded	None specified	Corporate		M
14.2.2	Unsuccessful applicants	12 months from date of notification	None specified	Corporate	Could become a FOI request	M
14.3	Assessment / advice					
14.3.1	Assessment / advice information	2 years after removal from housing list	None specified	Corporate	Best practice	M
14.4	Benefit					
14.4.1	Application forms and supporting documents	Recommend cessation of benefit plus 6 years Regulations 110 and 111 (b)	To be in writing	Statutory	Housing Benefit Regulations 2006 SI 2006 No 213 Regulation 83	M
14.4.2	Notification of decisions	Recommend cessation of benefit plus 6 years	To be in writing	Statutory	Housing Benefit Regulations 2006 SI 2006 No 213 Regulation 90	M
14.5	Building jobs					
14.5.1	Building jobs	CY + 6 years	None specified	Audit		M
14.5.2	Call out and job tickets	CY + 2 years	Paper	Audit		M
14.6	Caretakers / Facility managers					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
14.6.1	Caretakers / Facility managers administration files	CY + 6 years	None specified	Corporate		M
14.7	Clerk of works					
14.7.1	Clerk of Works files	CY + 6 years CY + 15 years if considering negligence	None specified	Statutory	Limitation Act 1980 Latent Damages Act 1986	M
14.8	Compulsory purchase					
14.8.1	Compulsory purchase orders	Review 6 years after purchase date. Consider destruction 12 years after purchase date. See notes	Paper	Corporate	Note: Hillingdon LBC V ARC Ltd Limitation Act 1980 Section 9	M
14.9	Contracts – See Finance					
14.10	Correspondence					
14.10.1	General	CY + 2 years	None specified	Corporate	Good business practice	M
14.10.2	Project or person specific	As per main subject	None specified	Corporate	Good business practice	M
14.11	Decorating					
14.11.1	External and internal decorating	One decoration cycle	None specified	Corporate		M
14.12	Entry cards and keys					
14.12.1	Entry cards and key files	Whilst valid	None specified	Corporate		M
14.13	Estate Files					
14.13.1	Estate files	CY + 6 years	None specified	Corporate		M
14.14	Flats					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
14.14.1	Purchase	Until disposed of + 12 years	None specified	Statutory	Limitation Act 1980	M
14.14.2	Sales	12 years from date of sale	None specified	Statutory	Limitation Act 1980	M

14.15	Grants to vacate property					
14.15.1	Applicant files	CY + 10 years	None specified	Audit		M

14.16	Heating					
14.16.1	Domestic boiler replacement	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
14.16.2	Heating installations	10 years after last entry	None specified	Statutory	EC directives and Health and Safety	M
14.16.3	Boiler maintenance certificates – available to occupier on request but see also Part F 36 (6) (7) (8) of the Regulations	2 years from date of check	None specified	Statutory	Gas Safety (Installation and Use) (Amendment) Regulations 1998 SI 1998 No 2451 Parts F 36 (3) (c) Management of Houses in Multiple Occupation (England) Regulations 2006. SI 2006 No 372 Section 6 (1)	M
14.16.4	Fixed electrical installation test certificate	Until superseded	None specified	Statutory	Management of Houses in Multiple Occupation (England) Regulations 2006. SI 2006 No 372 Section 6 (3)	M

14.17	Homeless persons					
14.17.1	Applications	Unsuccessful – CY + 3 Years Successful - add to tenant's file	None specified	Corporate		M
14.17.1.1	Notice Procedure	To be kept under review.	To be in writing	Statutory	Homeless (Review) Procedure Regulations 2018	M

14.17.2	Homeless persons – list / register	2 years after removal from housing list / register	None specified	Corporate		M
14.17.3	Waiting List	Keep up to date review annually and weed as necessary	None specified	Corporate		M

14.18	Index cards					
14.18.1	Index cards – general	Until superseded	Paper	Corporate		M

14.19	Leases					
14.19.1	Leases – Commercial	Until the lease expires	Paper – original	Corporate		P
14.19.2	Lease - grants	10 years after completion of grant	Paper	Audit		M
14.19.3	Lease – Notice of Insurance	Life of the insurance + 12 months	Paper	Statutory	Leasehold Houses (Notice of Insurance Cover) (England) Regulations 2004 SI 2004 No 3097	M
14.19.4	Signed leases (open / closed)	Whilst valid + 10 years	Paper	Corporate		P
14.19.5	Terminations	10 years after termination	Paper	Corporate	In case of litigation	M

14.20	Leasehold					
14.20.1	Maintenance	Life of property + 6 years	None specified	Corporate	Good business practice	M
14.20.2	Notice of rent	Date of notice + 6 years	To be in writing	Statutory	Landlord and Tenant (Notice of Rent) (England) Regulations 2004 SI 2004 No 3096 Schedule	M
14.20.3	Occupant details	Whilst leased + 6 years	None specified	Corporate	Good business practice	M
14.20.4	Ownership	Life of ownership + 6 years	None specified	Corporate	Good business practice	M

14.21	Letting					
14.21.1	Letting	3 years after letting ends	None specified	Corporate	Information on asbestos to be retained 100 years from demolition of property	M / P

14.22	Literature					
14.22.1	Building literature – Journals Magazines etc	Until superseded but review at least once a year	Paper	Corporate		M
14.23	Medical register					
14.23.1	Medical assessment register	2 years after removal from housing list	None specified	Corporate		M
14.24	National House Building Council					
14.24.1	NHBC Certificate	CY + 12 years	Paper	Corporate	Guarantees work against defects for ten years. The following may also be relevant Building Act 1984 Limitation Act 1980 Latent Damage Act 1986	M
14.25	Form P1E (Dept. for Communities & Local Government)					
14.25.1	P1E Homelessness - covers all decisions made during the quarter (regardless of when the application was made), about applications	Keep up to date Review annually and weed as necessary	None specified	Corporate		M
14.26	Property					
14.26.1	Assessing housing conditions	Retain on behalf of the appropriate national authority	None specified	Statutory	Housing Act 2004 Chapter 34 Section 3 (3)	M
14.26.1.1	Statement of reason for taking relevant action	Recommend 6 years from date of statement	To be in writing	Statutory	Housing Act 2004 Chapter 34 Section 8 (2)	M
14.26.1.2	Improvement notice for category 1 and 2 hazards	Recommend 6 years from date improvement actioned	To be in writing	Statutory	Housing Act 2004 Chapter 34 Sections 11 and 12	M

14.26.1.3	Revocation / variation notices	Recommend 6 years from date of notice	To be in writing	Statutory	Housing Act 2004 Chapter 34 Section 16	M
14.26.1.4	Decision on review of notices	Recommend 6 years from date of notice	To be in writing	Statutory	Housing Act 2004 Chapter 34 Section 17	M
14.26.1.5	Prohibition order	Recommend 6 years from date prohibition ends	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Sections 20 and 21	M
14.26.1.6	Hazard awareness notices Hazards 1 and 2	Recommend 6 years from date of notice	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Sections 28 and 29	M
14.26.1.7	Notice before entering premises	Recommend 6 years from date of notice	To be in writing	Statutory	Housing Act 2004 Chapter 34 Section 40 (6)	M
14.26.1.8	Emergency prohibition order	Recommend 6 years from date order ends	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Section 43	M
14.26.1.9	Demolition order	Recommend 6 years from date of order	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Section 46 Amends the Housing Act 1985 (c. 68) Section 265	M
14.26.1.10	Licensing of Houses of Multiple Occupation	Continues in force for the period that is so specified or determined. That period must not end more than 5 years after the date on which the licence was granted or it came into force. Licence ceases if holder dies	To be in writing – includes electronic form Section 247	Licensing of Houses of Multiple Occupation	Housing Act 2004 Chapter 34 Sections 55, 61 and 68 Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006. SI 2006 No 373 Regulation 7 and Schedule 2 SI 2018 No 221	M

14.26.1. 11	Licensing of Part 3 houses	Continues in force for the period that is so specified or determined. That period must not end more than 5 years after the date on which the licence was granted or it came into force. Licence ceases if holder dies	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Section 91	M
14.26.1. 12	Interim management order [IMO]	Expires after 12 months	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Section 101 (3)	M
14.26.1. 13	Final management order Registers of Management Orders	Expires 5 years after it was made	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Section 101 (4) Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006. SI 2006 No 373 Regulation 13	M
14.26.1. 14	Empty Dwelling management orders [EDMO's] (Interim and final) Final EDMO lasts for 5 years	Recommend 6 years after expiry of order	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Section 132 Housing (Management Orders and Empty Dwelling Management Orders) (Supplemental Provisions) (England) Regulations 2006. SI 2006 No 368 Regulation 2	M

14.26.1.15	Overcrowding notices	Recommend 6 years from date of notice	To be in writing – includes electronic form Section 247	Statutory	Housing Act 2004 Chapter 34 Section 139	M
14.26.1.16	Residential property and home information packs	Until superseded	To be in writing	Statutory	Housing Act 2004 Chapter 34 Section 148	M
14.26.1.17	Register of home condition reports	Until superseded	None specified	Statutory	Housing Act 2004 Chapter 34 Section 165 Enforced by local weights and measures authority – Section 166	M
14.26.1.18	Register of licences and management orders	To be kept up to date	None specified but to be made available for inspection by the public	Statutory	Housing Act 2004 Chapter 34 Section 232	M
14.26.1.19	Annual gas safety certificate	Until superseded by next one	To be in writing	Statutory	Housing Act 2004 Chapter 34 Schedule 4 – (2)	M
14.26.1.20	Terms of occupation	Until superseded	To be in writing	Statutory	Housing Act 2004 Chapter 34 Schedule 4 – (5)	M
14.26.2	Empty property register	Keep up to date. Review annually and weed as necessary	None specified	Corporate	Good business practice	M
14.26.3	Equity shared ownership	12 years after mortgage expires	Paper	Statutory	Limitation Act 1980	P
14.26.4	Freehold title deeds	Until interest in property ceases	Paper	Corporate		P
14.26.5	Mortgages	12 years after mortgage is repaid	Paper / electronic	Statutory	Limitation Act 1980	P
14.26.6	Proposal Notices (including evidence)	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Housing (Right to Manage) (England) Regulations 2008. SI 2008 No 2361 Regulation 9 Revokes SI 1994 No 627	M

14.26.6.1	Refusal and acceptance notices	Retain refusal notices for at least 3 years. Regulation 11 Acceptance notices whilst relevant plus 3 years	To be in writing	Statutory	Housing (Right to Manage) (England) Regulations 2008. SI 2008 No 2361 Regulation 11 Revokes SI 1994 No 627	M
14.26.6.2	Referral notices	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Housing (Right to Manage) (England) Regulations 2008. SI 2008 No 2361 Regulation 12 Revokes SI 1994 No 627	M
14.26.6.3	Feasibility study	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Housing (Right to Manage) (England) Regulations 2008. SI 2008 No 2361 Regulation 13 Revokes SI 1994 No 627	M
14.26.6.4	Ballots	Recommend papers be retained securely for 12 months after date of ballot	To be in writing	Statutory	Housing (Right to Manage) (England) Regulations 2008. SI 2008 No 2361 Regulations 10 and 15 Revokes SI 1994 No 627 Housing and Regeneration Act 2008 c 17 Section 294 – Ballots before certain disposals to private landlords	M

14.26.6.5	Agreements	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Housing (Right to Manage) (England) Regulations 2008. SI 2008 No 2361 Regulation 16 Revokes SI 1994 No 627	M
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14.27	Quantity surveyors					
14.27.1	Surveying information	CY + 6 years CY + 15 years if considering negligence	None specified	Statutory	Limitation Act 1980	M

14.28	Repairs					
14.28.1	Repairs	CY + 6 years	None specified	Audit		M
14.28.2	Repair statistics	CY + 2 years	None specified	Corporate		M

14.29	Right to Buy					
14.29.1	Buy back	12 years from date of sale	None specified	Statutory	Limitation Act 1980	M
14.29.2.	Information to secure tenant	Current version to be sent to secure tenant once in every period of 5 years	In any form	Statutory	Housing (Right to Buy) (Information to Secure Tenants) (England) Order 2005 SI 2005 No 1735 Regulations 4 and 5	M
14.29.3	RTB2 (England) Reply to tenants Right to buy claim under the Housing Act 1985 Section 124	Recommend date of notice + 12 years	To be in writing Schedule	Statutory	Housing (Right to Buy) (Prescribed Forms) (Amendment) (England) (No 2) Regulations 2005 SI 2005 No 1736 Schedule	M
14.29.4	Sales	12 years from date of sale	None specified	Statutory	Limitation Act 1980 Housing Act 1980	M
14.29.5	Survey files	12 years from date of sale	None specified	Statutory	Limitation Act 1980	M

14.29.6	Service of offer notice- Leasehold	Recommend date of notice + 12 years	To be in writing	Statutory	Housing (Right of First Refusal) (England) Regulations 2005 SI 2005 No 1917 Regulation 3	M
14.29.6.1	Service of offer notice - Freehold	Recommend date of notice + 12 years	To be in writing	Statutory	Housing (Right of First Refusal) (England) Regulations 2005 SI 2005 No 1917 Regulation 4	M
14.29.6.2	Acknowledge of receipt of offer notice	Recommend date of notice + 12 years	To be in writing	Statutory	Housing (Right of First Refusal) (England) Regulations 2005 SI 2005 No 1917 Regulation 5	M
14.29.6.3	Acceptance notice	Recommend date of notice + 12 years	To be in writing	Statutory	Housing (Right of First Refusal) (England) Regulations 2005 SI 2005 No 1917 Regulation 6	M
14.29.6.4	Rejection notice	Recommend date of notice + 12 years	To be in writing	Statutory	Housing (Right of First Refusal) (England) Regulations 2005 SI 2005 No 1917 Regulation 7	M
14.29.6.5	Nomination of another person to accept an offer	Recommend date of notice + 12 years	To be in writing	Statutory	Housing (Right of First Refusal) (England) Regulations 2005 SI 2005 No 1917 Regulation 8. (3)	M
14.29.7	Notice claiming the right to buy – RTB1	Recommend purchase date of house plus 12 years	To be in writing	Statutory	Housing (Right to Buy) (Prescribed Forms) (amendment) (England) (No 3) Regulations 2005 SI 2005 No 2876 Schedule Amends Housing (Right to Buy) (Prescribed Forms) Regulations 1986	P

14.30	Security					
14.30.1	Entry cards and keys	Whilst valid + 6 months	None specified	Corporate		M

14.31 Surveys / Inspections						
14.31.1	Surveys – Block Building	Until superseded by new survey + 6 years 15 years in the case of negligence	None specified	Statutory	Limitation Act 1980	M
14.31.2	Post inspections	6 years from inspection	None specified	Corporate		M
14.31.3	Housing Health and Safety Rating	Life of the premises	To be writing or electronic form	Statutory	Housing Health and Safety Rating System (England) Regulations 2005 SI 2005 No 3208 Regulation 5	M

14.32 Tenant Files						
14.32.1	Applications	Unsuccessful CY + 3 years. Successful - place on tenant's file	None specified	Corporate	Good business practice	M
14.32.2	Notice – Demotion Order	Recommend life of order + 6 years	To be in writing	Statutory	Secure Tenancies (Notices) (Amendment) (England) Regulations 2004 SI 2004 No 1627 Regulation 2 - Amends The Secure Tenancies (Notices) Regulations 1987 See also the Anti-social Behavior Act 2003 Section 14	M
14.32.3	Relationship files	12 years from cessation of tenancy	None specified	Corporate	If asbestos is found on property then case file must be retained according to the Asbestos regulations	M / P
14.32.4	Signed leases (open / closed)	Whilst valid plus 6 years	Paper	Audit		M
14.32.5	The 17 forms issued under the Landlord and Tenant Act 1954. Part 2	Recommend length of tenancy + 6 years	To be in writing	Statutory	Landlord and Tenant Act 1954 Part 2 (Notices) Regulation 2004 SI 2004 No 1005 Schedule 1	M
14.32.6	Unsigned leases	Until lease signed or not proceeded with	Paper	Corporate		M

14.33	Voids					
14.33.1	Voids	Until property re-let	None specified	Corporate	Information on asbestos to be retained for 100 years from demolition of property	P

Section 15 Human Resources

15.1	Disability
15.2	Disciplinary action
15.3	Employment law
15.4	Equal opportunities
15.5	Jobs / posts
15.6	Leave
15.7	Pay
15.8	Personnel records
15.9	Policies and procedures
15.10	Recruitment
15.11	Sickness records
15.12	Trade Union matters
15.13	Training
15.14	Youth training
15.15	Work Time

Section 15 Human Resources

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
15.1	Disability					
15.1.1	Forms for questions and replies	Recommend employment + 6 years	As per Schedules	Statutory	Disability Discrimination (Questions and Replies) Order 2004 SI 2004 No 1168 Schedules 1 and 2	M
15.1.2	Forms for questions and replies	Recommend employment + 6 years	As per Schedules	Statutory	Disability Discrimination (Questions and Replies) Order 2005 SI 2005 No 2703 Schedules 1 and 2 Amends SI 2004 No 1168	M
15.1.3.	Disability Equality Scheme	Until superseded (To be reviewed every three years – Regulation 2 (4))	To be published	Statutory	Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005 SI 2005 No 2966 Regulation 2	M
15.1.3.1	Annual Report	Retain one copy in the archives	To be published	Statutory	Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005 SI 2005 No 2966 Regulation 4	M

15.2	Disciplinary action					
Note	<p>Following a discussion with a fellow records manager it has been decided to change the recommendation for disciplinary action. The following is a recommendation and it is for LAs to make the final decision on action taken.</p> <p>The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.</p> <p>Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line and defend him- or herself by saying "I would never do something like that",</p>					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
	<p>reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had "fifteen years of unblemished service", the record of the disciplinary proceedings would be effective evidence to counter this claim.</p> <p>Employers should, therefore, be careful not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be "removed from the file". This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept</p>					
15.2.1	Unfounded	Destroy immediately	None specified	Corporate	Action on behaviour concerning children or young persons must remain on record	M
15.2.2	Oral warning	Recommend length of warning be 6 months from date of warning. Retain record on personnel file.	Oral	Corporate	ACAS Code of Practice	M
15.2.3	Written warning	Recommend length of warning be 12 months from date of warning. Retain record on personnel file.	To be in writing	Corporate	ACAS Code of Practice	M
15.2.4	Final Warning	Recommend length of warning be 18 months from final warning. Retain record on personnel file.	To be in writing	Corporate	ACAS Code of Practice	M
15.2.5	Dismissal	Employment + 6 years	To be in writing	Statutory	Employment Act 2002 Schedule 2	M
15.2.6	Written statement to employee who is dismissed while absent during adoption leave	Employment + 6 years	To be in writing	Statutory	The Employment Rights Act 1996 Section 92 (4A)	M
15.3	Employment law					
15.3.1	Employment law	Update files on a regular basis and weed annually	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
15.3	Employment law					
15.3.2	Notification of Employee Liability information	Recommend 6 years after employee transfers	To be in writing or in a readily accessible form	Statutory	Transfer of Undertakings (Protection of Employment) Regulations SI 2006 No 246 Regulation 11 Revokes SI 1981 No 1974	M

15.4	Equal Opportunities					
15.4.1	Monitoring forms	CY + 3 years	None specified	Corporate	Good business practice	M
15.4.2	Policies	Current policy + 1 year	None specified	Corporate	Good business practice	M
15.4.3	Draft reports from the Commission for Equality and Human Rights	Recommend date of final report + 6 years	None specified	Statutory	Equality Act 2006 Chapter 3 Section 16 (5), 20 (4)	M
15.4.3.1	Notice of requirement for an Action Plan	Recommend date of notice + 6 years	To be in writing	Statutory	Equality Act 2006 Chapter 3 Section 21,	M
15.4.3.2	Action Plan	Recommend date of Action Plan + 6 years	None specified	Statutory	Equality Act 2006 Chapter 3 Section 22	M
15.4.3.3	Agreement	Recommend date of agreement + 6 years	None specified	Statutory	Equality Act 2006 Chapter 3 Section 23	M
15.4.3.4	Compliance notice	Recommend date of compliance notice + 6 years	To be in writing	Statutory	Equality Act 2006 Chapter 3 Section 32	M
15.4.3.5	Forms for use by a potential claimant / respondent	Recommend completion of action + 6 years	None specified	Statutory	Equality Act 2006 Chapter 3 Section 70	M

15.4	Equal Opportunities					
15.4.4	Equal pay audit	Recommend 3 years from the date the Tribunal a judgment (orally or in writing) stating there has been a breach.	Orally or in writing. (3) (2)	Statutory	Equality Act 2010 (Equal Pay Audits) Regulations 2014 SI 2014 No 2559 Section 3 (1) (a) and Section 9 (a)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
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15.5 Jobs/posts						
15.5.1	Applications	Unsuccessful – 6 months Successful – add to personnel file	None specified	Corporate	Good business practice	M
15.5.2	Job descriptions	Keep current. Review annually	None specified	Corporate	Good business practice	M
15.5.3	Job evaluation	Current evaluation + 1 year	None specified	Corporate	Good business practice	M
15.5.4	Vacancies	CY + 1 year	None specified	Corporate	Good business practice	M

15.6 Leave						
15.6.1	Adoption leave	CY + 3 years	To be in writing	Corporate	Good business practice	M
15.6.2	Notification for paternity leave for overseas adoption	3 years after application	To be in writing	Statutory	Paternity and Adoption Leave (Adoption from Overseas) Regulations 2003 SI 2003 No 921 Regulation 10	M
15.6.3	Annual	CY + 1 year	None specified	Corporate	Good business practice	M
15.6.4	Flexible	CY + 1 year	None specified	Corporate	Good business practice	M
15.6.5	Maternity/paternity	CY + 1 year	None specified	Corporate	Good business practice	M
15.6.6	Sick (see 15.11.1)	CY + 3 years	None specified	Corporate	Good business practice	M
15.6.7	Special	CY + 1 year	None specified	Corporate	Good business practice	M
15.6.8	Time off in lieu [TOIL]	CY + 1 year	None specified	Corporate	Good business practice	M

15.7 Pay						
15.7.1	Equal pay Question and Replies forms	Employment + 6 years	To be in writing	Statutory	Equal Pay (Questions and Replies) Order 2003 SI 2003 No 722 Schedules 1 and 2	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
15.7.2	Paternity pay entitlement	CY + 6 years	To be in writing if employee requests	Statutory	Social Security Conditions and Benefits Act 1992 Sections 171ZA, 171ZB, 171ZC, 171ZL	M

15.8	Personnel records					
15.8.1	Employee files - includes <ul style="list-style-type: none"> • Formal offer letter • CRB clearance • Evidence of eligibility to work in UK • Driving licence (copy) • Medical clearance • Qualifications (copy) 	Employment + 6 years Except superannuation information	None specified	Statutory	Limitation Act 1980 Asylum and Immigration Act 1996 Transfer of Undertakings (Protection of Employment) Regulations 2006. SI 2006 No 246 Access to files should be in accordance with the authority's open file policy. All files should be disposed of as confidential waste.	M

15.9	Policies and procedures					
15.9.1	Policies and procedures	Keep up to date Review and weed annually	None specified	Corporate	Good business practice	M

15.10	Recruitment					
15.10.1	Adverts	Until post filled	None specified	Corporate	Good business practice	M
	Interviews	Date of interview + 6 months	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
15.11	Sickness records					
15.11.1	Sickness records Self certificates Doctor's certificates	Recommend CY+ 3 years	None specified	Corporate	The Data Protection Act- Schedule 3 covers the holding of sensitive information. David Smith of the Commissioner's Office has said 'Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then CY + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and CY + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept CY+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.	M
15.11.2	Statutory Sick Pay Records	Statutory Sick Pay Records to be retained by employers is now revoked.	N/A	Statutory	Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 SI 2014 No 55 Revokes Regulation of 13 of the 1982 Regulations	
15.12	Trade Union Matters					
15.12.1	Agreements	Until superseded + 1 year	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
15.12.2	Handbook	Until completely superseded	None specified	Union / Corporate		M
15.12.3	Joint Consultative Committee Minutes	Retain master for archives	None specified	Corporate	Good business practice	M
15.12.4	Notice of union learning representative	Whilst relevant + 3 years	To be in writing	Statutory	The Trade Union and Labour Relations (Consolidation) Act 1992 Section168A	M
15.12.5	Working papers	Until they become a policy + 3 years	None specified	Corporate	Good business practice	M

15.13 Training						
15.13.1	Attendance at training	CY + 1 year	None specified	Corporate	Good business practice	
15.13.2	Continuous Professional Development [CDP]	Add to personnel file and destroy 6 years after employment ends	None specified	Corporate	Good business practice	M
15.13.3	Programme materials	Whilst current	None specified	Corporate	Good business practice	M
15.13.4	Training records (other than youth training)	6 years after employment ceases	None specified	Corporate	The training record may need to be referred to in any industrial action. NB Certain health and safety records may have to be kept longer. See Health and Safety Section	M / P
15.13.5	Post entry training	2 years after completion of qualification/course	None specified	Corporate		M

15.14 Youth Training						
15.14.1	Attendance records	CY+5 years	None specified	Corporate		M
15.14.2	Trainee files	CY+5 years	None specified	Corporate		M
15.14.3	Trainee records	CY+5 years	None specified	Corporate		M
15.14.4	Sponsor reports	CY+5 years	None specified	Corporate		M
15.14.5	Sponsors - dead files	CY+2 years	None specified	Corporate		M
15.14.6	Exam results/qualifications	CY+6 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
15.15	Working Time					
15.15.1	Employee Opt-out	Recommend 2 years after date of termination of agreement	To be in writing	Statutory	Working Time Regulations 1998 SI 1998 No. 1833 Regulation 5 Regulation 9	M
15.15.1.1	Record of time worked	2 years after date on which they were made	None specified	Statutory	Working Time Regulations 1998 SI 1998 No. 1833 Regulation 5(4) & Regulation 9 (b)	M

Section 16 Information and Communication Technology (ICT)

- 16.1 Back up tapes
- 16.2 Inventory
- 16.3 Projects
- 16.4 Service desk
- 16.5 Software
- 16.6 Systems

Section 16 Information and Communication Technology

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
16.1	Back up tapes					
16.1.1	Back / archive tapes / discs	For as long as the information on them is required as stated by the retention schedule	Electronic	Corporate / Statutory	Failure to destroy the information on back up tapes or discs at the same time as kept in other formats may lead to embarrassment or legal action as it is 'still held'	M
16.2	Inventory					
16.2.1	Inventory	Paper format - Until the last item has been superseded + 6 years Electronic – Entry to be retained until 6 years after disposal	Paper / electronic	Audit	Good business practice	M
16.3	Projects					
16.3.1	Drawings	Whilst relevant + 6 years	None specified	Statutory	Limitation Act 1980	M
16.3.2	Monitoring	Whilst relevant + 6 years	None specified	Corporate	Good business practice	M
16.3.3	Planning	On completion weed file and consider for archiving	None specified	Corporate	Good business practice	M
16.3.4	Reference material	Whilst relevant then weed or destroy	None specified	Corporate	Good business practice	M
16.3.5	Tenders – <i>See Finance</i>					
16.4	Service desk					
16.4.1	Requests	CY + 2 years	None specified	Corporate	Common practice	M
16.4.2	Trends	CY + 2 years	None specified	Corporate	Common practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
16.5	Software					
16.5.1	Agreements	Expiry + 6 years	None specified	Statutory	Limitation Act 1980 Copyright legislation	M
16.5.2	Licenses	Expiry + 6 years	None specified	Statutory	Limitation Act 1980 Copyright legislation	M
16.6	Systems					
16.6.1	Configuration	Keep up to date	None specified	Corporate	Good business practice	M
16.6.2	Documentation	Keep up to date	None specified	Corporate	Good business practice	M

Section 17 Information Management (Includes Data Protection and FOI)

- 17.1 Data Protection
- 17.2 Freedom of Information
- 17.3 Intranet
- 17.4 Website

Section 17 Information Management

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
17.1	Data Protection					
17.1.1	Correspondence	CY + 2 years	None specified	Corporate	Common practice	M
17.2	Freedom of Information					
17.2.1	Correspondence	CY + 2 years	None specified	Corporate	Common practice	M
17.3	Intranet					
17.3.1	Contents	As for master records	None specified	Corporate	Common practice. Ensure masters and Intranet information matches in content and date	M
17.4	Website					
17.4.1	Contents	As for master records	None specified	Corporate	Good business practice. Ensure masters and web information matches in content and date	M
17.4.2	Snapshots	Consult archivist	None specified	Corporate	Good business practice	M

Section 18 Legal Services (Includes Land Charges)

18.1	Agreements
18.2	Case files
18.3	Certificates
18.4	Contracts
18.5	Land charges
18.6	S101 Agreements
18.7	Terrier maps

Section 18 Legal Services –includes Land Charges

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
18.1	Agreements					
18.1.1	Copy agreements – Commercial rent and miscellaneous charges	12 months after expiry of lease / licence / agreement	None specified	Corporate		M
18.2	Case files					
18.2.1	Case files [Contravention files] [Enforcement files] [Prosecution files]	6 years after conclusion of case or last significant action	None specified	Statutory	Limitation Act 1980	M
18.3	Certificates					
18.3.1	Lawful use of land	Retain until change of lawful use	Paper	Corporate	Good business practice	M
18.4	Contracts.					
18.4.1	Contracts	Not under seal - 6 years after end of contract Under seal – 12 years after end of contract	None specified	Statutory	Limitation Act 1980	M
18.5	Land charges					
18.5.1	Adoption of highways – Section 38	Life of the highway + 12 years	None specified	Corporate	Consult Local History Officer / Archivist before destruction	P
18.5.2	Agreement book	Until superseded	None specified	Corporate		P
18.5.3	Ancient Monuments/Buildings of historical interest	Until superseded	None specified	Corporate	Consult Local History Officer/Archivist before destruction	P
18.5.4	Architectural & historical interest	Until superseded	None specified	Corporate	Consult Local History Officer / Archivist before destruction	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
18.5.5	Article 4 direction	Until superseded	None specified	Corporate		M
18.5.6	Building Control lists	CY+ 2 years	None specified	Corporate		M
18.5.7	CAAD	CY+ 2 years	None specified	Corporate		M
18.5.8	Land Charges Register	Recommend CY+ 2 years	None specified	Statutory	Local Land Charges Act 1977	M
18.5.9	Combined drainage orders	Until superseded	None specified	Corporate		M
18.5.10	Common land search papers	CY+ 2 years	None specified	Corporate		M
18.5.11	Compensation Pt 6B	Until superseded	None specified	Corporate		M
18.5.12	Conservation areas	Until superseded	None specified	Corporate		M
18.5.13	Deed of dedication	Until superseded	None specified	Corporate		M
18.5.14	Duplicate searches	CY+ 15 years	None specified	Corporate	Latent Damages Act	M
18.5.15	Enforcement notices	CY+ 5 years	Paper / electronic	Corporate		M
18.5.16	Enquiries (Paid)	CY + 15 years	None specified	Audit / Statutory	Latent Damages Act	M
18.5.17	Error reports on searches	12 months	None specified	Corporate		M
18.5.18	Footpaths	Until superseded	None specified	Corporate		P
18.5.19	Intentionally Blank					P
18.5.20	Intentionally Blank					P
18.5.21	Light obstruction notices	Until superseded	None specified	Lands Tribunal		
18.5.22	Major Road Constructions	Until superseded but review at 10 year intervals	None specified	Corporate		P
18.5.23	Old plans of previous administrations	Until superseded	None specified	Corporate	Consult Local History Officer / Archivist before destruction	M
18.5.24	Part 1	CY+ 3 years	None specified	Corporate		M
18.5.26	Part 2	CY+ 3 years	None specified	Corporate		M
18.5.27	Part 4	CY+ 3 years	None specified	Corporate		M
18.5.28	Personal searches	CY + 15 years	Paper / electronic	Statutory	Latent Damages Act	M
18.5.29	Planning compensation - Pt 3B	Until superseded	None specified	Corporate		M
18.5.30	Receipts	CY + 15 years	Paper	Audit		M
18.5.31	Register of land Charges	Keep up to date	None specified	Statutory		P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
18.5	Land charges					
18.5.32	Register of town or village green Register of Common Land Any previous register continues to have effect – Regulation 14	To be kept up to date and available for inspection.	Every register must be bound but so that sheets can be added or removed without damage	Statutory	Commons Registration (England) Regulations 2014 SI 2014 No 3038 Regulation 5, 8	P
18.5.33	Section 38	CY+5 years	None specified	Corporate		P
18.5.34	Section 38 - unsigned	Until superseded	None specified	Corporate		P
18.5.35	Smoke control areas and maps	Until superseded	None specified	Corporate		P
18.5.36	Specific scientific interest	Consult Local History Officer / Archivist before destruction	None specified	Corporate		P
18.5.37	Street names and numbers	CY + 2 years	None specified	Corporate	Planning/Highways to keep Cessation + 6 years	P
18.5.38	Town planning agreements	Until superseded	None specified	Corporate		P
18.5.39	Tree preservation orders	Until superseded	None specified	Corporate	Consult Local History Officer /Archivist before destruction	P
18.5.40	Widening line for roads	Until superseded	None specified	Corporate		M
18.6	S 106 Agreements					
18.6.1	S106 Agreements	Review every 10 years	None specified	Corporate		P
18.7	Terrier Maps/GIS					
18.7.1	Terrier maps	To be kept up to date	None specified	Corporate	If paper copies replaced because of over colouring or annotation offer to archivist before destruction	P

Section 19 Leisure and Culture (Including parks)

- 19.1 Archives / Local history / Museums
- 19.2 Bookings – *See Section 12 Finance*
- 19.3 Leisure
- 19.4 Libraries
- 19.5 Parks
- 19.6 Streets and open spaces
- 19.7 Tourism
- 19.8 Town twinning
- 19.9 Woodlands and countryside

Section 19 Leisure and Culture

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
19.1	Archives / Local history / museums					
19.1.1	Collections catalogue	Review annually	None specified	Corporate	Good business practice	M
19.1.2	Copyright and permission forms	CY + 6 years	Paper	Corporate		M
19.1.3	Enquires	CY + 2 years	None specified	Corporate	Good business practice	M
19.1.4	Operational information <ul style="list-style-type: none"> • Collections • Displays • Events • Exhibitions 	Review annually	None specified	Corporate	Good business practice	M
19.1.5	Volunteers Personnel files Criminal record checks [CRBs]	6 years after ceasing to become a volunteer	None specified	Statutory	Limitation Act 1980	M
19.2	Bookings – See Finance					
19.3	Leisure					
19.3.1	Course applications	CY + 2 years	None specified	Corporate	Good business practice	M
19.3.2	Surveys	CY + 2 years	None specified	Corporate	Good business practice	M
19.4	Libraries					
19.4.1	Copyright and permission forms	CY + 6 years	Paper	Corporate		M
19.5	Parks					
19.5.1	Benches – commemorative	Keep up to date	None specified	Corporate	Common practice	M
19.5.2	Contract cost calculators	Keep up to date and retain for contract + 6 / 12 years according to value of contract	None specified	Corporate	Good business practice	M
19.5.3	Inventory	Keep up to date and	None specified	Statutory	Limitation Act 1980	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		review annually. Remove record of item 6 years after disposal				
19.5.4	Maintenance	Unless otherwise stated under health and safety CY + 6 years	None specified	Statutory	Limitation Act 1980	M
19.5.5	Ownership / lease	Until disposal + 6 years	None specified	Statutory	Limitation Act 1980	P
19.5.6	Play areas	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
19.5.7	Site data sheet	Length of contract + 6 / 12 years depending on value of contract – <i>see Finance</i>	None specified	Statutory	Limitation Act 1980	M
19.5.8	Standards	Whilst standard is still valid + 6 / 12 years depending on value of contract – <i>see Finance</i>	None specified	Statutory	Limitation Act 1980	M

19.6 Streets and open spaces						
19.6.1	Ground maintenance requisition forms	CY + 2 years	None specified	Corporate	Good business practice	M
19.6.2	Inspection reports	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
19.6.3	Public requests	CY + 2 years	None specified	Corporate	Good business practice	M
19.6.4	Tree enquiry	CY + 2 years	None specified	Corporate	Good business practice	M

19.7 Tourism						
19.7.1	Advertising	CY + 2 years	None specified	Corporate	Good business practice	M
19.7.2	Booking diary	CY + 3 years	None specified	Corporate	Good business practice	M
19.7.3	Booking – invoicing	CY + 6 years	None specified	Audit		M
19.7.4	Correspondence	CY + 2 years	None specified	Corporate	Good business practice	M
19.7.5	Event programming	Weed annually	None specified	Corporate	Good business practice	M
19.7.6	Function information	CY + 3 years	None specified	Corporate	Good business practice	M
19.7.7	Licences (Performing)	Validity + 1 year Minors until 25 birthday	None specified	Corporate	Good business practice	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
19.7.8	Marketing	Weed annually	None specified	Corporate	Good business practice	M
19.7.9	Press releases	Weed annually. Retain significant items for archives	None specified	Corporate	Good business practice	M
19.7.10	Programmes	Retain one copy for archives	None specified	Corporate	Good business practice	M
19.7.11	Project files – <i>Corporate Management</i>	Review annually and weed. Whilst relevant + 6 years	None specified	Corporate	Good business practice	M
19.7.12	Season reviews	Review annually. Retain significant ones for archives	None specified	Corporate	Good business practice	M
19.7.13	Shows / theatres	Review annually. Retain significant ones for archives	None specified	Corporate	Good business practice	M

19.8 Town Twinning						
19.8.1	Town Twinning	CY + 9 years. Archive original agreement and items of special interest	None specified	Corporate		M

19.9 Woodlands and Countryside						
19.9.1	Grants	CY + 6 years unless EU funded the CY + 10 years	None specified	Audit	Some EU grants may require records to be kept longer than 10 years	M
19.9.2	Registers	Review every 5 years	None specified	Corporate		P
19.9.3	Minutes and other documentation from a local access forum	2 years beginning with the date of the meeting	None specified	Statutory	Local Access Forums (England) Regulations 2007. SI 2007 No 268 Regulation 8	M

Section 20 Planning and Building Control

20.1	Archaeological
20.2	Building Regulations
20.3	Coastal Defence
20.4	Conservation
20.5	Development control
20.6	Enforcement
20.7	Enquiries
20.8	Fees
20.9	Graphical Information System [GIS]
20.10	Land drainage
20.11	Landscape
20.12	Listed buildings
20.13	Local Development Scheme
20.14	Mapping
20.15	Parks
20.16	Paths
20.17	Photographs
20.18	Planning applications
20.19	Policy
20.20	Roads – see <i>Highways</i>
20.21	Section 106
20.22	Structures
20.23	Trees

Section 20 Planning and Building Control

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
20.1	Archaeological					
20.1.1	Site files	Keep up to date. Review annually	None specified	Corporate		P
20.2	Building Regulations					
20.2.1	Applications	Review and weed at 5 year intervals	None specified	Corporate	Consider significant information for archives	M
20.2.2	Building Control Approvals Certificate of completion	15 years after expiry of planning permission	To be in writing	Statutory	Building Act 1984 Section 56. Approved Inspectors Regulations 2000 Regulation 30 Building Control Performance Standard 7	M
20.2.3	Comments	CY + 3 years	None specified	Corporate		M
20.2.4	Registers	Review every 10 years	Paper / electronic	Corporate		P
20.2.5	Building Control Body				20.2.5	Buildi ng Contr ol Body
20.2.5.1	Building Control Body Quality management System	To be kept up to date	To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 5	M
20.2.5.2	Building Control Body Continuing Professional Development records	Add to personnel folder	To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 8	M
20.2.5.3	Building Control Body Written opinions of contraventions	To be retained for 15 years after completion of job Page 16	To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 11	M
20.2.5.4	Building Control Body Schedule of modifications to clients	To be retained for 15 years after completion	To be in writing including	Statutory	Building control Performance Standards Advisory Group	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		of job	electronic		Page 11	
20.2.5.4	Building Control Body Schedule of modifications to clients	To be retained for 15 years after completion of job	To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 11	M
20.2.5.5	Building Control Body Records of the plan assessment process	Page 16	To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 11/12	M
20.2.5.6	Building Control Body Site Inspection Records	To be retained for 15 years after completion of job	To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 13	M
20.2.5.7	Building Control Body Inspection frequency plans	Page 16	To be a formal written plan To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 14	M
20.2.5.8	Building control Body Site inspection plans	To be retained for 15 years after completion of job	To be in writing including electronic	Statutory	Building control Performance Standards Advisory Group Page 15	M

20.3		Coastal Defence				
20.3.1	Grants	6 years from completion of work or if EU 10 years from completion of work	None specified	Corporate		M

20.4.		Conservation				
20.4.1	Grants	6 years from completion of work or if EU 10 years from completion of work	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
20.5	Development control					
20.5.1	Work files	Recommend a minimum of 6 years from closure of file	None specified	Corporate		M
20.6	Enforcement					
20.6.1	Inspections	12 years after issue of final certificate of inspection	None specified	Corporate		M
20.6.2	Warnings	6 years after completion of action	To be in writing	Corporate		M
20.7	Enquiries					
20.7.1	Enquiries / complaints / comments	CY + 2 years unless resulting in a significant change of policy. Then add to relevant file and consider archiving	None specified	Corporate		M
20.8	Fees					
20.8.1	Fee structure	Current + 1 year	None specified	Corporate		M
20.8.2	Receipts / accounts	CY + 6 years unless Audit authorises CY + 3 years	None specified	Audit		M
20.9	Graphical Information System [GIS]					
20.9.1	Boundaries	Keep up to date. Consider regular 'snapshots' for archives	None specified	Corporate		M
20.9.2	Contracts – see <i>Finance</i>					
20.9.3	Correspondence	CY plus 3 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
20.9.4	Photographs	Whilst relevant then consult with archives	None specified	Corporate		M
20.9.5	Projects – see <i>Corporate Management</i>					
20.9.6	Specifications	Whilst relevant and if part of contract then completion plus 6 or 12 years according to value of contract. See <i>Finance</i>	None specified	Corporate		M
20.9.7	New roads and street register	Keep up to date	None specified	Statutory	Highways Act	P
20.10	Land drainage					
20.10.1	Plans	Whilst relevant. Consult archives before disposal	None specified	Corporate		P
20.11	Landscape					
20.11.1	Parish – development control	Development plus 16 years	None specified	Corporate		M
20.11.2	Scheme / projects – see <i>Corporate Management</i>					
20.12	Listed buildings					
20.12.1	Case file	Life of listed building plus 12 years. Consult archives before destruction	None specified	Corporate		P
20.13	Local Develop Scheme					
20.13.1	Local development schemes	Recommend whilst current + 6 years	None specified	Statutory	Planning and Compulsory Purchase Act 2004. Chapter 2004. Section 15	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
20.13.1.1	Local Development Documents	Recommend whilst current plus 6 years	None specified	Statutory	Planning and Compulsory Purchase Act 2004. Chapter 2004. Section 17	M
20.13.1.2	Statement of community involvement	Recommend whilst current plus 6 years	None specified	Statutory	Planning and Compulsory Purchase Act 2004. Chapter 2004. Section 18	M
20.13.1.3	Local Development documents	Recommend whilst current plus 6 years	None specified	Statutory	Planning and Compulsory Purchase Act 2004. Chapter 2004. Section 19	M
20.13.1.4	Annual Monitoring Report	Recommend CY plus 6 years	None specified	Statutory	Planning and Compulsory Purchase Act 2004. Chapter 2004. Section 35	M
20.13.1.5	Temporary Stop Notice	Recommend completion of the building plus 6 years	To be in writing	Statutory	Planning and Compulsory Purchase Act 2004. Chapter 2004. Section 52	M
20.13.1.6	Correction notice	Recommend completion of the building plus 6 years	To be in writing	Statutory	Planning and Compulsory Purchase Act 2004. Chapter 2004. Section 57	M
20.13.2	<i>Business referendum – see 7.4.20</i>					
20.14	Mapping					
20.14.1	Data	Review annually. Consider ‘snapshots for the archives	None specified	Corporate		P
20.15	Parks					
20.15.1	Historic parks and gardens	Review annually and consult the archives before disposal	None specified	Corporate		P
20.16	Paths					
20.16.1	Parish paths	Review annually and consult archives before disposal	None specified	Corporate		P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
20.17	Photographs					
20.17.1	Aerial photographs	Review annually and consult the archives before disposal	None specified	Corporate		M
20.18	Planning applications – see also 11.9					
20.18.1	Case files	10 years after expiry of planning permission, closure or last significant action. Consider archiving information on significant schemes	None specified	Statutory	Planning Act as amended by the Planning and Compulsory Purchase Act 2004 Section 51 Planning permission reduced from 5 to 3 years	M
20.18.2	Preliminary information	Recommend 12 years from the date of final decision	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 5	M
20.18.2.1	Registration form	Recommend 12 years from the date of final decision	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 6	M
20.18.2.2	Technical adviser's report	Recommend 12 years from the date of final decision	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 7 (6)	M
20.18.2.3	Statements of case	Recommend 12 years from the date of final decision	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 11	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
20.18.2.4	Notice of inquiry	Recommend 12 years from the date of final decision	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 14 (6)	M
20.18.2.5	Proofs of evidence	Recommend 12 years from the date of final decision	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 17	M
20.18.2.6	Statement of common ground	Recommend 12 years from the date of final decision	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 18	M
20.18.2.7	Notification of decision	Recommend 12 years from the date of final decision. Consider archiving one copy	To be in writing	Statutory	Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2005 SI 2005 No 2115 Regulation 22	M

20.19		Policy				
20.19.1	Policy	Consider archiving significant changes in policy	None specified	Corporate		M

20.20		Public Utilities				
20.20.1	PUSWA footways and highways maintenance	Review every 25 years Consult with Local History Officer or Archivist	None specified	Statutory	Public Utilities Services Works Act	M

20.21		Roads – see <i>Highways</i>				
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Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
20.22	Section 106					
20.22.1	Section 106 agreements	Review every 10 years	None specified	Corporate		P
20.23	Structures					
20.23.1	Files	Life of structure plus 6 years	None specified	Corporate		P
20.23.2	Inspections	CY + 6 years	None specified	Corporate		M
20.24	Trees					
20.24.1	Preservation orders	Life of tree. Review every 5 years	None specified	Corporate		P

Section 21 Plant, Equipment and Stores

- 21.1 Assets
- 21.2 Stocktake
- 21.3 Vehicles

Section 21 Plant, Equipment and Stores

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
21.1	Assets					
21.1.1	List of assets	Current list + 1 year	None specified	Corporate		M
21.2	Stocktake					
21.2.1	Stocktaking information	Current information + 1 year	None specified	Corporate		M
21.3	Vehicles					
21.3.1	Accident records	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
21.3.2	Drivers record book	Driver to retain book for 14 days after all weekly record sheets have been used. 12 months from date of return of book to employer	As specified in Regulation 5 and Schedule 2	Statutory	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103 Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987 SI 1987 No 1421 Regulation 11 Preservation of driver's record books.	M
21.3.3	Goods vehicles inspections Remedial action on defects	Minimum of 15 months from date of entry. Recommend Until vehicle disposed of + 1 year	None specified	Statutory	Road Traffic Act 1988 Chapter 52 Section 74 (1)	M
21.3.4	Maintenance	Until vehicle disposed of + 1 year	None specified	Corporate		M
21.3.5	Mileage	Until vehicle disposed of.	Paper / electronic	Corporate		M
21.3.6	Minibus – driving assessments	Review every year and weed as necessary	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
21.3.7	MOT's	Current + 1 certificate	Paper	Corporate		M
21.3.8	Operational information	Until vehicle disposed of + 1 year	None specified	Corporate		M
21.3.9	Registration documents	Copies 2 years after disposal	None specified	Corporate		M
21.3.10	Self drive forms	CY + 1 Year	None specified	Corporate		M
21.3.11	Tachographs	12 months from date of use	Paper / electronic	Statutory	Transport Act 1968 Chapter 73. Sections 96, 98, 99, 103 EC Regulation 3821 / 85	M

Section 22 Public Relations

- 22.1 Campaigns
- 22.2 Citizen's panel
- 22.3 Competitions
- 22.4 Complaints
- 22.5 Photographs
- 22.6 Press release

Section 22 Public Relations

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
22.1	Campaigns					
22.1.1	Campaign	Life of campaign + 2 years unless significant then consider archiving	None specified	Corporate		M
22.2	Citizen's panel					
22.2.1	Administration files	CY + 3 years	None specified	Corporate		M
22.2.2	Consultation reports	CY + 3 years unless resulting in a significant change in policy then consider archiving	None specified	Corporate		M
22.3	Competitions					
22.3.1	Entries and results	End date + 3 months	None specified	Corporate		M
22.4	Complaints					
22.4.1	General	Minor CY + 3 years Major CY + 6 years If negligence involved then CY + 15 years	None specified	Statutory	Limitation Act 1980 Latent Damage Act 1986	M
22.4.2	Ombudsman	10 years after case closes	None specified	Corporate		M
22.5	Photographs					
22.5.1	Photographs	Review annually and weed. Photographs of major significance to be archived	None specified	Corporate		M
22.6	Press release					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
22.6.1	Press cuttings	CY + 1 year unless a major event then offer to Local History Officer / Archivist	None specified	Corporate		M
22.6.2	Press releases	CY + 3 years unless of significant interest then archive	None specified	Corporate		M

Section 23 Registrations (Births, Deaths and Marriages) and Coroners

- 23.1 Registration
- 23.2 - Births
- 23.3 - Deaths
- 23.4 - Marriage
- 23.5 Coroners

Section 23 Registrations (Births, Deaths and Marriages) and Coroners

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.1	Registration					
23.1.1	Appointment forms of registration officers	1 year after retirement	Paper	Registrar General		M
23.1.2	Births Deaths and Marriage Registers	100 years plus	Paper	Corporate		P
23.1.3	Counterfoils of certificates issued for line above	CY + 6 years	Paper	Registrar General		M
23.1.4	Counterfoils of Standard certificates of birth, marriages and death	CY + 2 years	Paper	Registrar General		M
23.1.5	Counterfoils of certificates issued for the purposes of certain other Acts	CY + 2 years	Paper	Registrar General		M
23.1.6	Correspondence relating to false information given to registration officers, falsification and forgery of certificates of birth, marriage or death, marriage of foreigners and persons divorced abroad.	CY + 3 years	None specified	Registrar General Guidance		M
23.1.7	Correspondence relating to registration of births, marriages and deaths, correction of errors, issue of certificates under certain Acts, irregular burials	CY + 3 years	None specified	Registrar General Guidance		M
23.1.8	Forms of appointment of authorised persons under the Marriage Act 1898 or the Marriage Act 1949	2 years after vacation of office	Paper	Statutory	Marriage Acts 1898 & 1949	M
23.1.9	Indexes to Births, Deaths and Marriage registers	100 years +	None specified	Corporate		P
23.1.10	Registrar General's authorities for registration after 12 months	2 years	Paper	Statutory	Section 7 and 21 Births & Deaths Registration Act 1953	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.1.11	Requisitions for certificates of birth, marriage or death issued under certain Acts	2 years	Paper/ electronic	Registrar General	Births, Deaths, Marriages and Civil Partnerships Records Regulations 2016 SI 2016 No 980. Civil Partnerships Records Regulations 2016 SI 2016 No 981 Allows for a request of a pdf certificate via the website www.gov.uk	M
23.1.12	Requisitions for certifications issued for the purposes of the 1st Schedule to the Industrial Assurance and Friendly Societies Act 1948 and the 5th Schedule to the Friendly Societies Act 1974	CY + 6 years	Paper	Statutory	1st Schedule - Industrial Assurance and Friendly Societies Act 1948 & 5th Schedule - Friendly Societies Act 1974 See also - Co-operative and Community Benefit Societies Act 2014.	M
23.1.13	Statutory declaration regarding the loss or destruction of a certificate issued under the Industrial Assurances and Friendly Societies Act and the Friendly Societies Act	CY + 6 years	Paper	Statutory	Industrial Assurances and Friendly Societies Act 1948 and the Friendly Societies Act 1974 See also - Co-operative and Community Benefit Societies Act 2014.	M

23.2	Births					
23.2.1	Counterfoils of certificates of registration of births and still births	CY + 1 year	Paper	Registrar General		M
23.2.2	Counterfoils of requisitions to persons liable to register who have failed to do so.	CY + 1 year	Paper	Registrar General		M

23.3	Deaths					
23.3.1	Counterfoils of certificates issued relating to a payment on the death of a child under 10	CY + 3 year	Paper	Statutory	Friendly Societies Act	M
23.3.2	Counterfoils of forms of report of death to coroner by registrar	CY + 1 year	Paper	Registrar General		M
23.3.3	Counterfoils of certificates for disposal	CY + 5 years	Paper	Registrar		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
	before or after registration of death			General		
23.3.4	Counterfoils of certificates issued for disposal of still births	CY + 5 years	Paper	Registrar General		M
23.3.5	Counterfoils of certificates issued for disposal with no liability to register	CY + 5 years	Paper	Registrar General		M
23.3.6	Declaration made by applications for certificates for disposal (no liability to register)	5 years	Paper	Registrar General		M
23.3.7	Form 17 - Issue of books and forms of medical certificates	5 years after last entry	Paper	Registrar General		M
23.3.8	Notification of disposals of bodies and deceased persons	5 years	Paper	Registrar General		M

23.4	Marriage					
23.4.1	Caveats against the grant of a superintendent registrar's certificate and licence, or Registrar General's licence for marriage	2 years	Paper	Registrar General		M
23.4.2	Civil Marriage venues	12 months after removal of venue from register	None specified	Corporate	As authorised under SI 2000 No 2853	M
23.4.3	Forms of consent to marriages of minors	1 year	Paper	Registrar General		M
23.4.4	Marriage notices	5 years	Paper	Registrar General		M
23.4.5	Notification of the issue of the Registrar General's licence or licences for marriage	2 years from date of marriage	Paper	Registrar General		M
23.4.6	Superintendent registrar's certificates and licences for marriage	2 years from date of marriage	Paper	Registrar General		M

23.5	Coroner					
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Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.5.1	<i>All records are governed by the Statutes shown in the Notes column</i>			Statutory	Coroners and Justice Act 2009 c25 Coroners Rules 1984 Access to Justice Act 1999 Section 71 Coroners (Amendment) Rules 1999 Coroners and Justice Act 2009 (c.25)	M /P
23.5.2	Coroner's Registers	Consult with archivist	Paper / electronic	Corporate		P
23.5.3	Disposal of material by pathologist	'must retain a record' 9A and 12A of the Coroner's Rules 1984	None specified	Statutory	Coroners (Amendment) Rules 2005 SI 2005 No 420 Regulations 3 and 4	M
23.5.4	Inquest reports	Recommend 15 years Sample for archives	Paper /electronic	Corporate	Common practice	M
23.5.5	Preservation of material from post-mortem examinations	As decided by the Coroner up to the date on which the coroner's function cease under the 1988 Act	None specified	Statutory	Coroner's (Amendment) Rules 2005 SI 2005 No 420 Regulations 3 and 4 Amends rules 9 and 12 of the Coroner's Rules 1984	M
23.5.6	Reported deaths	Recommend 15 years	Paper / electronic		Common practice	M

Section 24 Risk Management and Insurance

- 24.1 Claims
- 24.2 Policies
- 24.3 Underwriting

Section 24 Risk Management and Insurance

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
24.1	Claims					
24.1.1	Claims - general	Settlement of claim + 6 years	None specified	Corporate	Good business practice	M
24.1.2	Claim monitoring	Settlement of claim + 6 years	None specified	Corporate	Good business practice	M
24.1.3	Employer liability	Settlement + 6 years	None specified	Corporate	Good business practice	M
24.2	Policies					
24.2.1	Policy	Life of policy + 1 year	None specified	Corporate	Employers Liability Certificate should be retained for 40 years (Statutory) See 23.4.7	M
24.3	Underwriting					
24.3.1	Accident reports and related correspondence	Adults CY + 6 years. Children and young persons 6 years after 18 th birthday	None specified	Statutory	Limitation Act 1980. Some LA's are retaining for 25 years in case of litigation. Ensure the principles of the Data Protection Act are complied with	M
24.3.2	Claims files	7 years after settlement of claim or 6 years after 18 th birthday whichever is the later	None specified	Statutory	Limitation Act 1980 Workman's Compensation Act	M
24.3.3	Claims register	6 years after last entry	None specified	Corporate	Good business practice	M
24.3.4	Deceased persons register	50 years from last entry	None specified	Corporate		P
24.3.5	Engineering schedules	CY + 6 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
23.3.6	Incident reports and related correspondence	CY + 6 years. CY + 15 years for negligence not involving personal injuries	None specified	Statutory	Limitation Act 1980 Latent damage Act 1986	M
24.3.7	Insurance policies	Until superseded or discontinued	Paper	Audit	Employers Liability Certificate should be Displayed or be available in an electronic form to those to who it relates. SI 1998 No 2573 as amended by SI 2008 No 1765	M
24.3.8	Private street works	CY + 15 years	None specified	Statutory	Latent Damage Act 1986	M
24.3.9	Property files	6 years after disposal of property	None specified	Statutory	Limitations Act 1980	M
24.3.10	Renewals	Length of insurance + 6 years	None specified	Corporate		M
24.3.11	Right to buy – list of sum insured (History)	CY + 6 years	None specified	Corporate		M
24.3.12	Right to buy - property insurance	12 months after expiry of cover	Paper	Corporate		M
24.3.13	School journeys	CY + 6 years	None specified	Statute	Limitation Act 1908	M
24.3.14	Settlement of claims - journals	CY + 6 years	None specified	Corporate		M

Section 25 Social Care

- 25.1 Adults
- 25.1.1 - Adult placements
- 25.1.2 - Blue Badges
- 25.1.3 - Residential and home care
- 25.1.4 - Powers of Attorney
- 25.2 Children and young persons
- 25.2.1 - Adoption
- 25.2.2 - Fostering
- 25.2.3 -General
- 25.2.4 -Video recording
- 25.2.5 -Youth court
- 25.2.6 -Youth training

NB. The Health and Social Care Act 2008 dissolves the Commission for Healthcare Audit and Inspection, The Commission for Social Care Inspection and the Mental Health Act Commission. It also amends the Care Standards Act 2000.

Section 25 Social Care

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1	Adults					
	<p>Note: Local authority functions in relation to adults</p> <p>In so far as they relate to the provision of services (including assistance, counselling or support) or facilities to promote the welfare of persons over the age of 18 who are eligible for services under those sections because they are dependent on alcohol or drugs, because they are victims of domestic violence or abuse, have a history of abusive behaviour or because they have a mental disorder, and including assessment of the need for those services or facilities.</p>	NA	NA	NA	<p>National Assistance Act 1948 S.29 and directions made under it (<i>Welfare Arrangements</i>)</p> <p>Chronically Sick and Disabled Persons Act 1970 S.2 (<i>Provision of welfare Services</i>)</p> <p>Mental Health Act 1983 S. 117 (<i>After Care</i>)</p> <p>Carers and Disabled Children Act 2000 S. 6 (<i>Assessments: person with parental responsibility</i>)</p>	
	<p>Note: Local Health Board functions in relation to adults</p> <p>In so far as they relate to the provision of health services or facilities for ,or the treatment of persons who are dependent on drugs, or who are victims of domestic violence or abuse, have a history of violent or abusive behaviour or who have a mental disorder, to include the assessment of need for such services, facilities or treatment</p>	NA	NA	NA	<p>Mental Health Act 1983 S.117 (<i>After Care</i>)</p> <p>National Health Service Act 2006 S.82 (<i>Cooperation between NHS bodies and local authorities</i>)</p>	
25.1.1	-Adult Placement					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.1.2	Statement of purpose	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 4	M
25.1.1.3	Service users Guide	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 5	M
25.1.1.4	Notice of appointment of manager	Recommend whilst relevant plus 3 years	None specified	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 9	M
25.1.1.5	Notification of offences	Recommend whilst relevant plus 6 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 12	M
25.1.1.6	Placement Agreement	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 13	M
25.1.1.7	Carer agreements	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 17	M
25.1.1.8	Adult Placement Carer Handbook	Recommend whilst relevant plus 3 years	None specified	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 19	M
25.1.1.9	Service Users plan	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 20	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.1.10	Keeping of information and records	See Regulation 22 and Schedules 2 and 3	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 22	M
25.1.1.11	Report of visits by registered provider	Recommend current visit plus last two	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 25	M
25.1.1.12	Staff handbook	Recommend whilst relevant plus 3 years	None specified	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 31	M
25.1.1.13	Notification of incidents	3 years from date of incident	May be given orally but to be confirmed in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulations 22, 33	M
25.1.1.14	Notice of absence	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 34	M
25.1.1.15	Notice of changes	Recommend whilst relevant plus 3 years	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 35	M
25.1.1.16	Death of registered person	6 years from death	To be in writing	Statutory	Adult Placement Schemes (England) Regulations 2004 SI 2004 No 2071 Regulation 37	M
25.1.2	-Blue Badges					
25.1.2.1	Blue badges	3 years after death or cessation of service	None stated	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.3	-Residential and home care					
25.1.3.1	Residential Care Homes Application for registration	6 years after registration ceases	Paper	Corporate	Adult Residential care homes transferred to the National Care Standards Commission on 1/4/02 See HSC 2001/25 : LAC (2001)31 See also SI 2004 No 2987 Commission for Social Care Inspection (CSCI) and Commission for Health Care Audit and Inspection (CHAI)	M
25.1.3.1.1	Residential Care Homes Regulations 1984 Records kept under Schedule 2 <i>Copy of Statement of aims and objectives of the home</i> <i>Daily Register</i> <i>Statement of Sanctions (Children)</i> <i>Arrival Register (Children)</i> <i>Special Educational Needs (Children)</i> <i>Special Arrangements</i> <i>Medical and Dental Provision</i> <i>Handling and Administration of Medicines</i> <i>Scale of Charges</i> <i>Details of Staff or Carers</i> <i>Official Inspections</i>	A minimum of 3 years from date of last entry	Paper / electronic	Statutory	Residential Care Homes Regulations 1984 SI 1984 No 1345 Regulation 6 and Schedule 2 Responsibility for adult residential care homes transferred to the National Care Standards Commission on 1/4/02 See also SI 2004 No 2987 Commission for Social Care Inspection (CSCI) and Commission for Health Care Audit and Inspection (CHAI) Health and Social Care Act 2008 dissolves the Commission for Healthcare Audit and Inspection, The Commission for Social Care Inspection and the Mental Health Act Commission	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.3.1. 2	Residential Care Homes Notification of death, illness, or accident	3 years from date of last entry	Paper / electronic	Statutory	Residential Care Homes Regulations 1984 SI 1984 No 1345 Regulation 6	M
25.1.3.1. 3	Residential Care Homes Notice of absence	3 years from date of last entry	Paper / electronic	Statutory	Residential Care Homes Regulations 1984 SI 1984 No 1345 Regulation 6	M
25.1.3.1. 4	Residential Care Homes Registers kept by registration authority	A minimum of 6 years from date of last entry	Paper / electronic	Corporate	Residential Care Homes Regulations 1984 SI 1984 No 1345	M
25.1.3.1. 5	Residential Care Homes Notice of termination of accommodation	3 years from date of notice	Paper / electronic	Statutory	Residential Care Homes Regulations 1984 SI 1984 No 1345 Regulation 6	M
25.1.3.1. 6	Residential Care Homes Information for residents – making of complaints	Until superseded	Paper	Corporate	Residential Care Homes Regulations 1984 SI 1984 No 1345	M
25.1.3.2.	Residential Care Homes Annual returns to registration authority	The life of the home plus 6 years	Paper	Statutory	Limitation Act 1980	M
25.1.3.3	Registration Certificate of registration Notice of proposals Written representation Notice of decisions Report of an inspection Annual Returns Notification of death of registered person	Recommend all records retained under the Care Standards Act be a minimum of CY plus 30 years	To be in writing	Statutory	Copy to be available for inspection	P
25.1.3.4	Register	NA	May be kept electronically	Statutory	An authorised person may inspect and take copies of any documents or records. Care Standards Act 2000 Chapter 14 Section 121	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.3.5	Inspection of documents	NA	Any format	Statutory	Records on computer to be produced in a legible form in which they may be taken away Care Standards 2000 Chapter 14 Section 45	M
25.1.3.6	Statement of Purpose (Received from Domiciliary Care Agency)	Recommend until superseded plus 6 years	No specified format	Statutory	Domicillary Care Agencies Regulations 2002. SI 2002 No 3214 (England only) Regulation 4	M
25.1.3.6.1	Service Users Guide (Received from Domicillary Care Agency)	Recommend until superseded plus 6 years	No specified format	Statutory	Domicillary Care Agencies Regulations 2002. SI 2002 No 3214 Regulation 5 (England only)	M
25.1.3.6.2	Service user's plan	Recommend until superseded plus 6 years	No specified format	Statutory	Domicillary Care Agencies Regulations 2002. SI 2002 No 3214 Regulation 14 (England only)	M
25.1.3.6.3	Procedures for allegation of abuse	Until supersede plus 6 years	To be writing	Statutory	Domicillary Care Agencies Regulations 2002. SI 2002 No 3214 Regulation 14 (12) (England only)	M
25.1.3.6.4	Details of allegations of abuse, neglect, or other harm. Details of physical restraint	For a period not less than 3 years beginning on the date of the last entry.	Not specified	Statutory	Domicillary Care Agencies Regulations 2002. SI 2002 No 3214 (England only) Regulation 19 and Schedule 4	M
25.1.3.6.5	Staff handbook	Recommend until superseded plus 6 years	Format not specified	Statutory	Domicillary Care Agencies Regulations 2002. SI 2002 No 3214 (England only) Regulation 16	M
25.1.3.6.6	Complaints procedure	Recommend until superseded plus 6 years	To be in writing	Statutory	Domicillary Care Agencies Regulations 2002. SI 2002 No 3214 (England only) Regulation 20	M
25.1.3.7	Blind and partially sighted	7 years after movement from area or de-registration or cessation of services	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.3.8	Elderly (none part 3)	7 years after movement from area or de-registration or cessation of services	None specified	Corporate		M
25.1.3.9	Deaf persons	7 years after movement from area or de-registration or cessation of services	None specified	Corporate		M
25.1.3.10	Home Care	7 years after death or cessation of service	None specified	Corporate		M
25.1.3.11	Learning disability	7 years after death or cessation of service subject to Service Manager's decision that matter is unlikely to recur	Paper	Corporate	In view of increased litigation some authorities are retaining for 25 years but be aware of the requirements of the Data Protection Act and the Freedom of Information Act.	M
25.1.3.12	Mental Health	20 years after treatment. 10 years after death or cessation of service subject to Service Manager's decision that matter is unlikely to recur	Paper	Corporate	Mental Health Act 1985 In view of increased litigation some authorities are retaining for 25 years but be aware of the requirements of the Data Protection Act and the Freedom of Information Act.	M
25.1.3.12.1	Patient records including forms. A1; A2; A3; A4; A5; A6; A7; A8; A9; A10; A11; H1; H2; H3; H4; H5; H6; G1; G2; G3; G4; G5; G6; G7; G8; G9; G10; M1; M2; T1; T2; T3; T4; T5; T6; CT01; CT02; CT03; CT04; CT05; CT06; CT07; CT08; CT09; CTO10	Health Circular HC(89)20 20 years after no further treatment considered necessary; or 8 years after the patient's death if sooner. See also 25.1.3.12	To be in writing	Statutory	Mental Health (Hospital, Guardianship and Treatment) (England) Regulations 2008 SI.2008 No 1184. Revokes SIs : 1983/893; 1993/2156; 1996/540; 1997/801; 1998/2624; 2003/2042	P
25.1.3.13	Multi-part forms	CY + 2 years	Paper	Audit		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.3.14	Physically disabled	3 years after movement registration or cessation of services	None specified	Corporate		M
25.1.3.15	Social Services Family casework	3 years after cessation of service subject to Service Manager's decision that matter is unlikely to occur	Paper	Corporate	Limitation Act 1980 Latent Damage Act 1986 (15 years) In view of increased litigation some authorities are retaining for 25 years but be aware of the requirements of the Data Protection Act and the Freedom of Information Act.	M
25.1.3.16	Needs Assessment	Recommend 3 years after cessation of service	To be in writing Section 12 (3)	Statutory	Care Act 2014 Chapter 23 Section 9, 13	M
25.1.3.16 .1	Carer's assessment	Recommend 3 years after cessation of service	To be in writing Section 12 (4)	Statutory	Care Act 2014 Chapter 23 Section 10, 13	M
25.1.3.16 .2	Financial assessment – Care Account. NB This is the Care account NOT the Care file	99 years from when the LA is no longer required to keep the care account or where the adult dies, the local authority becomes aware of the death beginning with the day on which it last updated the account	To be in writing Section 17 (6)	Statutory	Care Act 2014 Chapter 23 Section 17	M
25.1.3.16 .3	Care and support plan Support plan (Carer) Including Personal budget	Recommend 3 years after cessation of service but see 25.1.3.16.2	To be in writing	Statutory	Care Act 2014 Chapter 23 Section 25 Section 26 See also SI 2014 No1652 for personal budget	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.1.3.16 .4	Register of sight-impaired adults, disabled adults etc.	To be kept up to date	None specified	Statutory	Care Act 2014 Chapter 23 Section 25 Section 77	M
25.1.4	- Powers of attorney					
25.1.4.1	Lasting Power of Attorney	Revoked on donor's death.	To be in writing	Statutory	Lasting Powers of Attorney, Enduring Powers of Attorney and Public Guardian Regulations 2007 SI 2007 No 1253 Regulation 22 Powers of Attorney executed before 1 April 2007 with or without seal still stand. (Regulation 3)	M
25.1.4.2	Endorsed security	May not be discharged until the end of the period of 7 years commencing with whichever of the dates first occurs in Section 37	To be in writing	Statutory	Lasting Powers of Attorney, Enduring Powers of Attorney and Public Guardian Regulations 2007 SI 2007 No 1253 Regulation 37	M

25.2	Children and young persons				
	<p>NOTE: LA functions in relation to children In so far as they relate to the provision of services(Including assistance, counselling or support for children “in need” for the purposes of Section 17 of the Childrens Act 1989 and their families, including the carrying out of any assessments for those purposes</p> <p>And to: Children and Social Work Act 2017 Section 3</p>	NA	NA	NA	<p>Chronically Sick and Disabled Persons Act 1970 S.2 (As it applies through the operation of S.28 of that Act) (<i>Provision of welfare services</i>)</p> <p>Mental Health Act 1983 S.117 (<i>After Care</i>)</p> <p>Children Act 1989 S. 17 and Schedule 2 part 1 (<i>Provision of services for children in need, their families and others</i>)</p> <p>Section 23CZB England</p> <p>National Health Service Act 2006 S. 82 (<i>Cooperation between NHS bodies and local authorities</i>)</p> <p>Children’s Homes Regulations 2001 SI 2001 No 3967</p>
	<p>NOTE: Local Health Board functions in relation to children. In so far as they relate to the provision of health services or facilities for, or treatment of children, who are in need for the purposes of S.17 of the Children Act 1989, including the assessment of need for such services or facilities</p>				<p>Mental Health Act 1983 s.117 (<i>After Care</i>)</p> <p>National Health Service Act 2006 S. 82 (<i>Cooperation between NHS bodies and the local authorities.</i>)</p> <p>Children Act 1989 section 23CZB England.</p>

25.2.1	- Adoption					
25.2.1.1	In Care and Adoption Orders	75 years from 18th birthday	Paper/microfiche	Corporate	SI 1983 No 1964 Regulation 14 (3) <i>Retain records for 75 years</i> but does not give a commencement date. Consideration should be given to microfilming of all relevant papers. Letters that were written by relatives of the adoptee, and photographs should not be destroyed after filming. NB see also Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 As from 30th December 2005	P
25.2.1.2	Assessment of persons needs for adoption support services	Recommend if no support to be given – date of assessment plus 6 years or to 24th birthday whichever is the earliest. If support is given then attach to adoption file	None specified	Statutory	Adoption and Children Act 2002 Section 4 (1)	M/P
25.2.1.2.1	Adoption Support Services Plan	To be kept under review	None specified	Statutory	Adoption and Children Act 2002 Section 4 (5)	M
25.2.1.3	Local Authority Plan for adoption services	To be regularly reviewed	None specified	Statutory	Adoption and Children Act 2002 Section 5 Children Act 2004 Chapter 31 Section 17 Repeals	M
25.2.1.3.1	Notification of events occurring in premises used for the purpose of an agency	Recommend 10 years after date of occurrence	To be in writing Section 144	Statutory	Adoption and Children Act 2002 Section 10	M

25.2.1.3. 2	Notice of periods when a manager of an agency proposes to be absent	Recommend 3 years from date of notice	To be in writing Section 144	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3. 3	Notice of intended change in the identity of a manager	Recommend 3 years from date of notice	To be in writing Section 144	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3. 4	Notices in change of ownership or identity of officers of an agency	Recommend 10 years after date of occurrence	To be in writing Section 144	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3. 5	Method of dealing with complaints	Recommend 15 years after it ceases to be valid	None specified	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3. 6	Advance consent or withdrawal of advance consent	To be kept with adoption file	None specified	Statutory	Adoption and Children Act 2002 Section 20	P
25.2.1.3. 7	Placement order	Until revoked or child reaches 18 plus 6 years.	None specified	Statutory	Adoption and Children Act 2002 Section 21	M
25.2.1.3. 8	Suitability of applicants to adopt. For reports required see SI 2005 No 1712	Recommend whilst valid + 6 years Non approvals 3 years from the date of refusal or withdrawal	None specified	Statutory	Adoption and Children Act 2002 Section 43	M
25.2.1.3. 9	Notice of intention to adopt	Whilst valid or 3 years from the date of withdrawal	To be writing Section 144	Statutory	Adoption and Children Act 2002 Section 44	M
25.2.1.3. 10	Adoption order	Recommend 100 years from date of adoption birthday	May be stored in paper, film or electronic format	Statutory	Adoption and Children Act 2002 Section 46	P
25.2.1.3. 11	Section 56 information – information to be kept about a person’s adoption and restrictions on disclosure	Recommend 100 years from date of adoption	None specified	Statutory	Adoption and Children Act 2002 Section 56 NB See also Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	P
25.2.1.3.	Special guardianship assessments	Recommend whilst	None specified	Statutory	Adoption and Children Act 2002	M

12		valid plus 10 years. If in relation to an ex looked after child then 75 years is recommended.			Section 115 ((Section 14F of the Childrens Act 1989 As amended by SI 2016 No 111	
25.2.1.3. 12	Special guardianship assessments	Recommend whilst valid plus 10 years. If in relation to an ex looked after child then 75 years is recommended.	None specified	Statutory	Adoption and Children Act 2002 Section 115 ((Section 14F of the Childrens Act 1989	M
25.2.1.4	Report on inspection of premises used for the discharge of relevant adoption functions	Until superseded	Paper / electronic	Statutory	National Care Standards Commission (Fees and Frequency of Inspections) (Adoption Agencies Regulations 2003. SI 2003 No 368 Regulation 8 - Frequency of inspections	M
25.2.1.5	Statement of Purpose.	Until superseded	Paper	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 2 Copies to be available to children who may be adopted, their parents and guardians Persons wishing to adopt Adopted persons, their parents, natural parents and former guardians	M
25.2.1.6	Children's Guide. (Local Authority Adoption Service)	Until superseded	Paper	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 3 and Schedule 2	M
25.2.1.6. 1	Appointment of manager (Local Authority Adoption Service)	Whilst relevant plus 6 years	Paper	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 5	M
25.2.1.6.	Arrangements for the protection of children –	Recommend until	Paper / electronic	Statutory	Local Authority Adoption Service	M

2	written policy (Local Authority Adoption Service)	superseded plus 12 years			(England) Regulations 2003 SI 2003 No 370 Regulation 9 Consideration should be given to retaining for a longer period in view of possible future litigation. If so the Data Protection Act regulations need to be considered.	
25.2.1.6. 3	Staff records (Local Authority Adoption Service)	15 years from the date of the last entry	Paper / electronic	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 14 and Schedule 4	M
25.2.1.6. 4	Complaints (Local Authority Adoption Service)	Three years from the date that it was made.	Paper / electronic	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 17	M
25.2.1.7	Case Records received from an adoption agency that ceases to exist or act	As for the local authority records	Paper /electronic / film	Statutory	Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003. SI 2003 No 367 Regulation 22 (6) Amends Regulation 16 (3) of the Adoption Agencies Regulations 1983	P
25.2.1.8	Central list – resignation of member	Recommend 10 years after date of resignation	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 As amended by SI 2011 No 589 Regulation 3 (2) & Regulation 4(5)	M
25.2.1.8. 1	Central list – termination of unsuitable person	Recommend 10 years after date of resignation	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 As amended by SI 2011 No 589 Regulation 4(6)	M

25.2.1.8. 2	Case Record	An adoption agency must keep the child's case record for such period as it considers appropriate – Regulation 40 Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	Proceedings of the adoption panel under Regulation 18 to be writing. Other information not specified	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 12	P
25.2.1.8. 3	Information to the child on the legal implications and procedures	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 13	P
25.2.1.8.	Information on legal implications and	Recommend 100 years	To be in writing	Statutory	Adoption Agencies Regulations 2005	P

4	procedures	<p>from date of adoption.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005</p>			SI 2005 No 389 Regulation 14	
25.2.1.8. 5	Child's health report	<p>Recommend 100 years from date of adoption.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005</p>	To be writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 15 (b)	P
25.2.1.8. 6	Child's permanence report	<p>Recommend 100 years from date of adoption.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005</p>	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 17	P

		SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005				
25.2.1.8.7	Adoption agency decision and notification	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 19 (3)	P
25.2.1.8.8	Prospective Adopter information on procedures	Recommend 6 years from date of provision of information Recommend add to adoption file if adoption proceeds See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after	To be writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 21 (d) As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013	P

		30th December 2005				
25.2.1.8.9	Prospective Adopter Stage 1 plan	<p>Recommend 6 years from date of assessment if not proceeded with</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6</p> <p>Applies to persons adopted on or after 30th December 2005</p>	To be in writing	Statutory	<p>Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 22</p> <p>As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013</p>	P
25.2.1.8.10	Prospective adopters' case record	<p>Recommend 6 years from date of assessment if not proceeded with</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6</p> <p>Applies to persons adopted on or after 30th December 2005</p>	To be in writing	Statutory	<p>Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 23</p> <p>As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013</p>	P

25.2.1.8.11	Police checks – enhanced criminal record certificate	<p>Add to adopter’s case record</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6</p> <p>Applies to persons adopted on or after 30th December 2005</p>	To be writing	Statutory	<p>Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 25</p> <p>As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013</p>	P
25.2.1.8.12	Decision and notification to prospective adopter	<p>Recommend 6 years from date of report. If adoption proceeds then add to adoption file.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6</p> <p>Applies to persons adopted on or after 30th December 2005</p>	To be in writing	Statutory	<p>Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 27</p> <p>As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013</p>	P

25.2.1.8. 13	Prospective adopter's assessment plan	<p>Recommend 6 years from date of report. If adoption proceeds then add to adoption file.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005</p>	To be in writing	Statutory	<p>Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 29</p> <p>As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013</p>	P
25.2.1.8. 14	Prospective adopter's report	<p>Recommend 6 years from date of report. If adoption proceeds then add to adoption file.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005</p>	To be in writing	Statutory	<p>Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 30 As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013</p>	M

25.2.1.8. 15	Adoption placement report	<p>Recommend 100 years from date of adoption.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005</p>	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 31 (d)	P
25.2.1.8. 16	Adoption agency decision in relation to proposed placement	<p>Add to adoption file</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005</p>	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 33 (3)	P

25.2.1.8. 17	Notification of proposed placement to Adopters general practitioner Primary care trust or local health board Local educational authority	Add to adoption file See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 35 (6)	P
25.2.1.8. 18	Changes to the adoption plan	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 35 (7)	P

25.2.1.8.19	Reviews and visits	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 36	P
25.2.1.8.20	Withdrawal of consent – record of access or disclosure	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 38 (3)	P
25.2.1.9	Adoptions with a foreign element Application for assessment of suitability	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 3 and 13	P
25.2.1.9.1	Adoptions with a foreign element Notification of child to be adopted	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 4 (2)(b)	P

25.2.1.9. 2	Adoptions with a foreign element Change of address	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 4 (5)	P
25.2.1.9. 3	Adoptions with a foreign element Case Record Visits Reviews	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 5	P
25.2.1.9. 4	Adoptions with a foreign element Notification to Adopter's general medical practitioner Primary Care Trust or Local Health Board Local Education Authority	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 5	P
25.2.1.9. 5	Adoption with a foreign element Counselling and information	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulations 14, 36, 37	P
25.2.1.10	Financial support Terms and agreement and annual statement	Recommend 6 years after financial support ceases	To be writing	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 12	M
25.2.1.10 .1	Assessment for financial support	Recommend 6 years after financial support ceases	To be in writing	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 14	M
25.2.1.10 .2	Adoption support services Notice of proposed decision and time allowed for making representations	Recommend 6 years after support ceases	None specified	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 17	M
25.2.1.10 .3	Plan	Recommend until superseded plus 6 years	To be in writing	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 16 Revokes SI 2003 No 1348	M
25.2.1.11	Section 56 information	100 years from date of	None specified	Statutory	Disclosure of Adoption Information	P

		the adoption order			(Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	
25.2.1.11 .1	Disclosures of Section 56 information by adoption agency See also SI 2018 No 152 re disclosure	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 10 Applies to persons adopted on or after 30th December 2005	P
25.2.1.11 .2	Agreements for the disclosure of protected information by adoption agency See also SI 2018 No 152 re disclosure	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 11 Applies to persons adopted on or after 30th December 2005	P
25.2.1.11 .3	Application to an adoption agency for disclosure of protected information under sections 61 or 62 of the Act See also SI 2018 No 152 re disclosure	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 12 Applies to persons adopted on or after 30th December 2005	P
25.2.1.11 .4	Views obtained under Section 61(3), 62(3) or (4) of the Act	Recommend 100 years from date of adoption	To be recorded in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 14 Applies to persons adopted on or after 30th December 2005	P
25.2.1.11 .5	Independent review of determinations	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions)	P

					Regulations 2005 SI 2005 No 888 Regulation 15 Applies to persons adopted on or after 30th December 2005	
25.2.1.11 .6	Information about the availability of counselling	Add to adoption file	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 16 Applies to persons adopted on or after 30th December 2005	P
25.2.1.11 .7	Disclosure of information for the purposes of counselling	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 18 Applies to persons adopted on or after 30th December 2005	P
25.2.1.12	Adoptions before 30 December 2005 Veto of consent to disclose	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoption and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005 SI 2005 No 890 Regulation 8	P
25.2.1.12 .1	Adoptions before 30 December 2005 Availability of counselling	Recommend 100 years from date of adoption	To be writing	Statutory	Adoption and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005 SI 2005 No 890 Regulation 10	P
25.2.1.12 .2	Adoptions before 30 December 2005 Replies from Registrar General and the Courts	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoption and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005 SI 2005 No 890 Regulations 14 and 15	P
25.2.1.13	Intentionally Blank					
25.2.1.13	Statement of Purpose and Children's Guide	Recommend until	To be in writing	Statutory	Adoption Support Agencies (England)	M

.1		superseded plus 12 years			and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 5 and Schedule 1	
25.2.1.13 .2	Review of Statement of Purpose and Children's Guide	Recommend a minimum of 3 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 6	M
25.2.1.13 .3	Notice of name, address and position in organisation of responsible individual	Until superseded plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 7	M
25.2.1.13 .4	Notification of appointment of manager	Until superseded plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 8	M
25.2.1.13 .5	Record of appropriate training	15 years from date of last entry	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulations 10, 22	P
25.2.1.13 .6	Notification of offences	Recommend 15 years from date of notification	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 11	P
25.2.1.13 .7	Arrangement for the protection of children Policy	Current policy plus previous	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 12	M
25.2.1.13 .8	Records with respect to services to individuals	To be retained for such period as the registered	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous	M

		provider considers appropriate			amendments) Regulations 2005. SI 2005 No 2720 Regulation 14 (2)	
25.2.1.13 .9	Complaints procedure	Recommend Current version plus previous	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 16	M
25.2.1.13 .10	Complaints	To be retained for at least 3 years from the date that it is made.	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 17 (3)	M
25.2.1.13 .11	Job descriptions and records of appropriate training of staff	15 years from date of last entry. Recommend they be added to personnel file and retained for employment plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulations 20, 22	P
25.2.1.13 .12	Records maintained under Schedule 1 (Outline only) For each employee <ul style="list-style-type: none"> • Full name • Sex • Date of birth • Home address • Qualifications • Dates of commencement and end of employment • Employed by registered provider or volunteer or under contract • Job description • Training 	15 years from date of last entry. Recommend they be added to personnel file and retained for employment plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 22 and Schedule 3	P
25.2.1.13 .13	Notifiable events <ul style="list-style-type: none"> • Referrals to the Secretary of State 	Death 12 years from date of event.	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005.	P

	<ul style="list-style-type: none"> Death or serious injury of a child receiving support 	Serious injury recommend 100 years from date of birth			SI 2005 No 2720 Regulation 24 and Schedule 4	
25.2.1.13 .14	Notification of absence of more than 28 days by registered provider or manager	Recommend 3 years from date of notification	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 26	M
25.2.1.13 .15	Notices of changes	Recommend 3 years from date of notification	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 27	M
25.2.1.13 .16	Information required by Schedule 2 in respect of information on persons seeking to work for an agency	15 years from date of last entry. Recommend 15 years after employment ceases	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Schedule 2 and Regulation 22	P
25.2.1.14	Record of a panel's review of a qualifying determination, including the reasons for its recommendation and whether the recommendation was unanimous or that of a majority	For 12 months from the date on which the recommendation was made and in conditions of appropriate security	To be in writing	Statutory	Independent Review of Determinations (Adoption and Fostering) Regulations 2009 SI 2009 No 395 Regulation 16	M
25.2.1.15	The Register	After being notified about a child under regulation 19A(3) remove from Part 1 any information relating to that child. After being notified about a child under regulation 4(4) remove from Part 2 any information relating to that child.	None specified	Statutory	Adoption and Children Act Register Regulations 2014 SI 2014 No 1492 Regulation 3, 5	P

		After being notified about a prospective adopter under regulation 30G(3) remove any information relating to the prospective adopter from Part 3 Information to be contained in the Register for only as long as necessary				
25.2.2	- Fostering					
25.2.2.1	Statement of purpose	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 3 (1) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	
25.2.2.2	The Children's Guide	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 3 (3) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M

25.2.2.2. 1	Notification of appointment of a manager	Recommend 10 years after it ceases to be valid	Format not specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 6 Regulation 10 for Local Authority Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2. 2	Notification of offences	Recommend add to personnel file	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 9 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P
25.2.2.2. 3	Policy for the protection of children	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 12 (1) (2) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P

25.2.2.2. 4	Allegations of abuse or neglect and action taken	Recommend 75th anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 12 (3) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P
25.2.2.2. 5	Policy on acceptable measures of control, restraint and discipline	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 13 (1) (2) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P
25.2.2.2. 6	Child absent without permission procedures	Recommend 10 years	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 13 (3) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2. 7	Procedures for considering complaints made by or on behalf of children- Independent Fostering Agencies	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 18 (1) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M

25.2.2.2. 8	Statement containing summary of complaints for preceding 12 months and action taken	Recommend 3 years after submission to Commission	Format not specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 18 (6) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2. 9	List of members considered to be suitable members of a fostering panel	To be kept up to date	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 23 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2. 10	Resignation of fostering panel member	Recommend 10 years after date of resignation	To be writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 23 (2) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2. 11	Notice of removal of name from fostering panel	Recommend 10 years from date of notice	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 23 (3) (9) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M

25.2.2.2. 12	Report on prospective foster parents	Three years if not accepted. If accepted 10 years after ceasing to be a foster parent.	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 26 (3) (b) & (6) Regulation 28 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2. 13	Case records for foster parents	10 years from the date of termination of approval. Regulation 32 Three years from date of refusal or withdrawal of the application to become a foster parent.	No format specified but to include information in Regulation 30 (2) (3)	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 30 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2. 14	Register of foster parents	10 years from the date of termination of approval Regulation 32	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 31 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M

25.2.2.2. 15	Cessation of fostering agency to carry out fostering functions	Records to be transferred to new fostering agency	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 33 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2. 16	Review of quality of care – report to Chief Inspector	Recommend current review plus one	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 35 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2. 17	Notification of events listed in column 1 of Schedule 7	Recommend 75th anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death	May be given orally but must be confirmed in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 36 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2. 18	Finance	Current year plus 6 years	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 37 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M

25.2.2.2. 19	Notice of absence of manager	Recommend 3 years from date of notice	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 38 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2. 20	Notices of changes <ul style="list-style-type: none"> • Person other than registered persons carries on or manages agency • Person ceases to carry on or manage • Where registered provider is an individual they change their name • In a partnership there is a change of membership • Where the name or address of the organization change • Change of director, manager, secretary etc • Change in identity of responsible individual • Where a trustee in bankruptcy is appointed or arrangements are made with creditors • Where a receiver, manager, liquidator is appointed 	Recommend 6 years after action	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 39 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.3	Notification of proposal to foster a child privately	Recommend 15 years after the end of the agreement	To be in writing	Statutory	Children (Private arrangements for Fostering) Regulations 2005 SI 2005 No 1533 Regulations 5, 7 This revokes and replaces Children (Private arrangements for Fostering) Regulations 1991.	M

25.2.3	-General					
25.2.3.1	Assessment under Carers (Recognition and Services) Act 1995	Recommend a minimum of 6 years after provision of service ceases	Any format	Statutory	Carers and Disabled Children Act 2000. Sections 1, 6 Limitation Act 1980 In view of litigation local authorities may consider a minimum of 30 years	M
25.2.3.2	Written Case Record including Regulation 4 (3), 5(3)(a)(b)(c) Assessment of needs Pathway plan and reviews See also 25.2.3.8	75 anniversary of the date of birth of the child or young person to whom they relate, or if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death. To be kept securely and only disclosed under Regulation 10 (5)	Paper/ film/ electronic	Statutory	Care Leavers (England) Regulations 2010. SI 2010 No 2571 Regulation 10 Records Children (Leaving Care) Act 2000 Revokes Children (Leaving Care) (England) Regulations 2001 SI 2001 No 2874 Regulation 10 (1)	P
25.2.3.3	Child minders	3 years after cessation of service subject to service managers decision	None specified	Corporate		M

25.2.3.4	Child Protection Register	Under 5 years of age keep up, after de- registration, to 5 th birthday Keep record for 2 years after de-registration up to 18 th birthday	Paper / electronic	DHS circular		P
25.2.3.5	Children's Records (See also 25.2.3.16)	75 anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death	To be in writing paper/ electronic/ film. Regulation 9	Statutory	Children and Young Persons Arrangements for Placement of Children (General) Regulations 1991 SI 1991 No 890 Regulations 8, 9, 10	P
25.2.3.6	Licence for child over 12 to train for a dangerous performance	6 years after child reaches 18 th birthday	Paper	Statutory	Children and Young Persons Act 1933 Chapter 12	M
25.2.3.6. 1	Licence for persons under 16 going abroad to perform for profit	6 years after 18 th birthday	Paper	Statutory	Children and Young Persons Act 1933 Chapter 12	M
25.2.3	-General					
25.2.3.6. 2	Licence to perform	Records to be kept by the holder of a licence under section 39(5) of the Act The licence holder, must on request produce the licence at all reasonable hours during the first and last performance to an authorised officer or a constable The holder of a licence	Paper, electronic	Statutory	Children and Young Persons Act 1963 Section 37 Section 38 was repealed under the Children and Families Act 2014 SI 2014 No 3309 Regulation 5, 11 Schedule 3 Revoked SI 200 No 2384 SI 200 No 10 SI 1968 No 1728 SI 1998 No 1678	M

		<p>shall keep the records specified in Schedule 3 to these Regulations, and shall retain them for six months after the performance or last performance to which the licence relates. Section 39 (5) of the 1963 Act</p> <p>Recommend this be increased to 6 years after the 18th birthday.</p>				
25.2.3.7	Placement of children case files	75 th anniversary of child's birth or 15 years after death if the child dies before age 18	None stated	Statutory	<p>Arrangement for Placement of Children (General) Regulations 1991 SI 1991 No 890</p> <p>Responsibility of day care children under 8 transferred from LA's to OFSTED Early Years Directorate on 1 September 2001</p>	P
25.2.3.8	Representation/Complaints procedure See also 25.2.3.2	Recommend a minimum of 6 years after the last representation/complaint	Paper / film / electronic	Statutory	<p>Children (Leaving Care) Act 2000</p> <p>In view of litigation local authorities may consider adding to case file</p>	M
25.2.3.9	Day care and child minding inspections	Recommend retention of the current report plus the previous one. Consider archiving a copy of each report.	To be in writing	Statutory	<p>Day Care and Child Minding (Inspection) (England) Regulations 2005 SI 2005 N0 2300 Regulation 5</p>	M

25.2.3.10	Day care and child minding complaints	10 years from the date on which the records were made Regulation 6A (8) of SI 2003 No 1996	To be in writing	Statutory	Day Care and Child Minding (National Standards) (Amendment) (England) Regulations 2005 SI 2005 No 2303 Regulation 3 Amends SI 2003 No 1996 by inserting Regulation 6A	M
25.2.3.11	Assessments of the sufficiency of the provision of childcare [childcare assessments]	Until superseded.	To be in a prescribed form	Statutory	Childcare Act 2006 Chapter 21 Section 11(4)	M
25.2.3.12	Information provided to the Independent Barring Board	Recommend a minimum of ten years (after removal from list if known)	None specified	Statutory	Safeguarding Vulnerable Groups Act 2006 Chapter 47 Sections 39, 40, 41, 42, 45, 46 Amends a number of other acts	M
25.2.3.13	Representations	Recommend 3 years after process concluded	May be made orally or in writing	Statutory	Children Act 1989 Representations Procedure (England) Regulations 2006 SI 2006 No 1738 Regulations 6, 16	M
25.2.3.13.1	Withdrawal of Representations	Recommend 3 years after date of withdrawal	May be withdrawn orally or in writing but LA to write and confirm withdrawal	Statutory	Children Act 1989 Representations Procedure (England) Regulations 2006 SI 2006 No 1738 Regulation 7	M
25.2.3.13.2	Monitoring records	Recommend CY plus 2 years	None specified	Statutory	Children Act 1989 Representations Procedure (England) Regulations 2006 SI 2006 No 1738 Regulation 13	M

25.2.3.14	<p>Accessible child record</p> <p>Becomes Archived information:</p> <ul style="list-style-type: none"> • For a none participating young person at the 18th birthday • For a participating young person 25th birthday. • Person who has died on the first anniversary of the death <p>Full information contained in Regulation 8</p>	<p>May be retained for 6 years from the date it becomes archived information.</p> <p>May be retained for longer than 6 years from the date it becomes archived if the Secretary of State for C, S and F or a local authority is satisfied it is necessary for the purpose of an investigation under Section 47 of the Children Act 1989, the exercise by a Local Safeguarding Children Board function, or function relating to child deaths</p>	None specified	Statutory	<p>Children Act 2004 Information Database (England) Regulations 2007. SI 2007 No 2182 Regulations 3, 6, 7, 8</p> <p>Revokes SI 2006 No 983</p>	M
25.2.3.15	Procedures for dealing with complaints	Until superseded	To be in writing	Statutory	<p>Childcare (General Childcare Register) Regulations 2008 SI 2008 No 975 Regulation 18</p> <p>Revokes SI 2007 No 730</p>	M
25.2.3.15 .1	Complaints	Three years from the date on which it was made SI 2009 No 1545	To be in writing	Statutory	<p>Childcare (General Childcare Register) Regulations 2008 SI 2008 No 975 Regulation 18 (f)</p> <p>Revokes SI 2007 No 730</p>	M

25.2.3.15 .2	Keeping of records other than complaints. Child's name, address, date of birth Name, address and telephone number of child's parents Days, hours attending premises Record of accidents Medical products administered including circumstances Record of consent	Two years from the date the record was made	None specified	Statutory	Childcare (General Childcare Register) Regulations 2008 SI 2008 No 975 Regulations 19, 20, 21 Schedule 6 – 20 to 25 Revokes SI 2007 No 730	M
25.2.3.16	Care Plan	Retain until 75 th anniversary of child's birth or if child dies before attaining the age of 18, for 15 years beginning with the date of the child's death	To be in writing	Statutory	Care, Planning, Placement and Case Review (England) Regulations 2010 SI 2010 No 959 Regulation 4 Revokes SI 1991 No 891 SI 1991 No 892 SI 1991 No 893 See also SI 2018 No 152 re disclosure	P
25.2.3.16 .1	Conduct of Reviews – Local Authority's policy on reviews	Whilst relevant or until superseded	To be in writing	Statutory	Care, Planning, Placement and Case Review (England) Regulations 2010 SI 2010 No 959 Regulation 34 Revokes SI 1991 No 891 SI 1991 No 892 SI 1991 No 893 See also The Children Act 1989 Guidance and regulations Volume 2 Care Planning, Placement and Case Review 2010 and April 2014 from Dept. of Education.	P
25.2.3.16 .2	Records of reviews	Retain until 75 th anniversary of child's birth or if child dies	To be in writing	Statutory	Care, Planning, Placement and Case Review (England) Regulations 2010 SI 2010 No 959	P

		before attaining the age of 18, for 15 years beginning with the date of the child's death			Regulation 38 Revokes SI 1991 No 891 SI 1991 No 892 SI 1991 No 893 See also The Children Act 1989 Guidance and regulations Volume 2 Care Planning, Placement and Case Review 2010 and April 2014 from Dept. of Education.	
25.2.3.16 .3	Records	Retain until 75th anniversary of child's birth or if child dies before attaining the age of 18, for 15 years beginning with the date of the child's death	To be in writing		Care, Planning, Placement and Case Review (England) Regulations 2010 SI 2010 No 959 Regulation 49 Revokes SI 1991 No 891 SI 1991 No 892 SI 1991 No 893 See also The Children Act 1989 Guidance and regulations Volume 2 Care Planning, Placement and Case Review 2010 and April 2014 from Dept. of Education.	P
25.2.3.17	Application for registration and accompanying documents	Recommend whilst relevant plus 15 years	To be in writing	Statutory	Care Standards Act 2000 (Registration) (England) Regulations 2010. SI 2010 No 2130 Regulation 3 Schedule 2 Revokes SI 2001 No 3969 SI 2003 No 369	M

25.2.3.17 .1	Registers	To be kept up to date	May be kept in electronic form capable of being reproduced	Statutory	Care Standards Act 2000 (Registration) (England) Regulations 2010. SI 2010 No 2130 Regulation 7 Schedule 5 Revokes SI 2001 No 3969 SI 2003 No 369	M
25.2.3.17 .2	Certificate of registration	To be returned to Her Majesty's Chief Inspector for Education, Children's Services and Skills	To be in writing	Statutory	Care Standards Act 2000 (Registration) (England) Regulations 2010. SI 2010 No 2130 Regulation 8, 9 Revokes SI 2001 No 3969 SI 2003 No 369	M
25.2.3.18	Statement of purpose and children's guide as per Schedule 1	Until superseded	My be in an electronic form but a copy to be given to each child accommodated in the home and certain adults	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 16 Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	M
25.2.3.18 .1	Child's placement plan	To be kept up to date. Recommend copies are placed on child's case file and kept accordingly	May be in an electronic form	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulations 17,18 Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	M

25.2.3.18 .2	Medicines – record of administration	To be kept up to date. Recommend copies are placed on the child's case record Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 16 Revokes SI 2001 No 3967 SI 2011 No 583	May be in an electronic form	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 23 Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	P
25.2.3.18 .3	Record of allegations of abuse or neglect and response action	Recommend they be placed on child's case record	May be in an electronic form	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 34 Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	P
25.2.3.18 .4	Behaviour management policies	Until superseded	May be in an electronic form	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 35 (1) Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	M

25.2.3.18 .5	Record of measure of control, discipline or restraint in relation to a child	Recommend they be placed on a child's case record	May be in an electronic form	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 35 (2) Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	M
25.2.3.18 .6	Children's Case Record	Retain until 75 th anniversary of child's birth or if child dies before attaining the age of 18, for 15 years beginning with the date of the child's death. If a home closes or the provider is not in business then the records must be transferred as per Regulation 36 (3)	May be in an electronic form	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 36 Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	P
25.2.3.18 .7	Other records as per Schedule 4 <ul style="list-style-type: none"> • Register of children • Staff, staff rosters, persons residing or working in the home, visitors • Fire drills • Accounts 	Retain for 15 years from date of last entry	May be in an electronic form	Statutory	Children's Homes (England) Regulations 2015 SI 2015 No 541 Regulation 37, Schedule 4 Amends SI 2010 No 2130 Revokes SI 2001 No 3967 SI 2011 No 583	M

25.2.3.19	Allegations against staff or volunteers	Until the person reaches normal retirement age or for 10 years if that will be the longer	To be retained on file	Government publication	Working Together to Safeguard Children HMG 2010 Page 358	M
25.2.3.20	Placement plan	Place on case file. Regulation 9. Retain until 75 th birthday of child's birth or if the child dies before attaining the age of 18 for 15 years beginning with the date of the child's death. Regulation 10	To be in writing	Statutory	Arrangements for placement of children by voluntary organisations and others (England) Regulations 2011 SI 2011 No 582 Regulation 4 Revokes SI 1991 No 890 SI 1991 No 895	M
25.2.3.20 .1	Medical assessment in accordance with Schedule 1 and health plan.	Place on case file. Regulation 9. Retain until 75 th birthday of child's birth or if the child dies before attaining the age of 18 for 15 years beginning with the date of the child's death. Regulation 10	To be in writing	Statutory	Arrangements for placement of children by voluntary organisations and others (England) Regulations 2011 SI 2011 No 582 Regulation 6 Revokes SI 1991 No 890 SI 1991 No 895	M
25.2.3.20 .2	Notification of arrangements	Place on case file. Regulation 9. Retain until 75 th birthday of child's birth or if the child dies before attaining the age of 18 for 15 years beginning with the date of the child's death. Regulation 10	To be in writing	Statutory	Arrangements for placement of children by voluntary organisations and others (England) Regulations 2011 SI 2011 No 582 Regulation 7 Revokes SI 1991 No 890 SI 1991 No 895	M

25.2.3.20 .3	Visits	Place on case file. Regulation 9. Retain until 75 th birthday of child's birth or if the child dies before attaining the age of 18 for 15 years beginning with the date of the child's death. Regulation 10	To be in writing	Statutory	Arrangements for placement of children by voluntary organisations and others (England) Regulations 2011 SI 2011 No 582 Regulation 13 & 16 Revokes SI 1991 No 890 SI 1991 No 895	M
25.2.3.20 .4	Review of children's cases	Place on case file. Regulation 9. Retain until 75 th birthday of child's birth or if the child dies before attaining the age of 18 for 15 years beginning with the date of the child's death. Regulation 10	To be in writing	Statutory	Arrangements for placement of children by voluntary organisations and others (England) Regulations 2011 SI 2011 No 582 Regulation 17 Revokes SI 1991 No 890 SI 1991 No 895	M
25.2.3.20 .5	Manner in which cases are to be reviewed	Place on case file. Regulation 9. Retain until 75 th birthday of child's birth or if the child dies before attaining the age of 18 for 15 years beginning with the date of the child's death. Regulation 10	To be in writing	Statutory	Arrangements for placement of children by voluntary organisations and others (England) Regulations 2011 SI 2011 No 582 Regulation 20 & 22, Schedules 1 & 4 Revokes SI 1991 No 890 SI 1991 No 895	M

25.2.3.20 .6	Recording review information <ul style="list-style-type: none"> Information obtained in respect of the review of the child's case Details of the proceedings at any meeting arranged by the authority at which the child's case is considered in connection with any aspect of the review of the case Details of any decision made in the course of or as a result of the review 	To be placed on case file	To be in writing	Statutory	Arrangements for placement of children by voluntary organisations and others (England) Regulations 2011 SI 2011 No 582 Regulation 27 Revokes SI 1991 No 890 SI 1991 No 895	M
25.2.3.21	Reports of visits	Recommend they be placed on the case file	To be in writing	Statutory	Visits to Children in Long-term Residential Care Regulations 2011 SI 2011 No 1010 Regulation 5	P
25.2.3.22	Statement of Purpose	Keep the statement under review	None specified	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulations 3 and 4. Schedule 1	M
25.2.3.22 .1	Policy on protection of children including prevention of bullying and missing children	Until superseded	To be in writing	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 13	M
25.2.3.22 .2	Behaviour Management Policy	Until superseded	To be in writing	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 16	M
25.2.3.22 .3	Measures of control, discipline or restraint	Add to child's case record	To be in writing	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 16 (3)	M

25.2.3.22 .4	Administration of medicines	Add to child's case record	To be in writing	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 18 (2) (c)	M
25.2.3.22 .5	Complaints Procedure	Until superseded	To be in writing	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 20	M
25.2.3.22 .6	Record of Complaints	Add to child's case record	To be in writing	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 20 (4)	M
25.2.3.22 .7	Childs case record	15 years from date when child was last accommodated by the scheme	To be in writing	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 24 (2) and Schedule 3	M
25.2.3.22 .8	Employee records	15 years from date of last entry	None specified	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 25 and Schedule 4	M
25.2.3.22 .9	Record of accidents Record of fire drills or tests Accounts Staff duty roster and actual roster Record of visitors to premises or site Allegation of abuse or neglect to a child and action taken	To be retained for a period of at least 15 years	None specified	Statutory	Residential Holiday Schemes for Disabled Children (England) Regulations 2013. SI 2013 No 1394 Regulation 25 and Schedule 4	M

25.2.4	-Video recording					
25.2.4.1	Video recording made under the Criminal Justice Act 1991	To be retained for as long as it may be needed for the purpose of a trial or appeal. The decision to destroy it must be made jointly by the Director of Social Services and the senior police officer concerned.	Electronic / analogue	Statutory	Code of Practice for Video Recorded Interviews with Child Witnesses for Criminal Proceedings 1991. Paragraph 3.14	M
25.2.5	-Youth Court					
25.2.5.1	End of rehabilitation period for offenders under 18 at date of conviction <ul style="list-style-type: none"> A custodial sentence of more than 30 months and up to , or consisting of, 48 months 	The end of the period of 42 months beginning with the day on which the sentence (including any licence period) is completed	None stated	Statutory	Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	M
25.2.5.1.1	End of rehabilitation period for offenders under 18 at date of conviction. <ul style="list-style-type: none"> A custodial sentence of more than 6 months and up to , or consisting of 30 months 	The end of the period of 24 months beginning with the day on which sentencing (including any licensing period) is completed	None stated	Statutory	Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	M

25.2.5.1. 2	End of rehabilitation period for offenders under 18 at date of conviction. <ul style="list-style-type: none"> • A custodial sentence of 6 months or less 	The end of the period of 18 months beginning with the day on which the sentence (including any licence period) is completed.	None stated	Statutory	Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	M
25.2.5.1. 3	End of rehabilitation period for offenders under 18 at date of conviction. <ul style="list-style-type: none"> • A fine 	The end of the period of 6 months beginning with the date of the conviction in respect of which the sentence is imposed	None stated	Statutory	Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	M
25.2.5.1. 4	End of rehabilitation period for offenders under 18 at date of conviction. <ul style="list-style-type: none"> • A compensation order 	The date on which the payment is made in full	None stated	Statutory	Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	M
25.2.5.1. 5	End of rehabilitation period for offenders under 18 at date of conviction. <ul style="list-style-type: none"> • A community or youth rehabilitation order 	The end of the period of 6 months beginning with the day provided for by or under the order as the last day on which the order is to have effect	None stated	Statutory	Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	M
25.2.5.1. 6	End of rehabilitation period for offenders under 18 at date of conviction. <ul style="list-style-type: none"> • A relevant order 	The day provided for under the last order on which the order is to have effect	None stated	Statutory	Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	M
25.2.5.2	Youth Offender team records Offender Records -Prevention programmes Stage 1	On completion of the prevention programme reduce non-YOT information to basic information holding. Save YOT specific information for 12 months	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M

25.2.5.2. 1	Youth Offender team records Offender Records – Prevention programmes Stage 2 and 3	On completion of the 12 month period delete and dispose	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.2. 2	Youth Offender team records Offender Records – Pre-Court Decisions – Reprimands, Final Warnings Stage 1	On the giving of the reprimand / final warning or completion of the final warning intervention reduce non YOT information to basic information holding. Retain YOT specific information for 12 months	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.2. 3	Youth Offender team records Offender Records – Pre-Court Decisions – Reprimands, Final Warnings Stage 2	On completion of the 2 months delete and dispose of YOT specific information (while recording last caseworker and outcome of last contact with YOT and last risk status) Retain basic information holding	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.2. 4	Youth Offender team records Offender Records – Pre-Court Decisions – Reprimands, Final Warnings Stage 3	At the end of 3 years or where the young person reaches the age of 18 years (whichever occurs first) delete and dispose of all	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M

25.2.5.2. 5	Youth Offender team records Offender records – Referral orders and sentences of Courts Stage 1	On completion of the order reduce YOT information to basic information holding. Retain YOT specific information for 3 years.	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.2. 6	Youth Offender team records Offender records – Referral orders and sentences of Courts Stage 2	On the expiry of 3 years delete and dispose of YOT specific information (while recording last caseworker and outcome of last contact with YOT and last risk status). Retain basic information holding.	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.2. 7	Youth Offender team records Offender records – Referral orders and sentences of Courts Stage 3	At the end of 5 years or when the young person reaches the age of 18 years (Whatever occurs first) delete and dispose of all.	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.6	Parent Case records (To be held in a separate file from that of the young person for whom they are responsible)	On programmes completion.	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.7	Victim case records	On programme completion	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M

25.2.5.8	<p>Young people convicted of sexual offences or assessed as presenting a risk (Actual or Potential) to children Sexual offenders sentenced under the Sexual Offences Act 2003.</p> <p>NOTE 1: Finite notification periods are halved if the person is under 18 when convicted or cautioned.</p> <p>NOTE 2: YOTS should not keep electronic or written registers of previously identified Schedule 1 offenders.</p> <p>NOTE 3: In keeping with the principle that YOTs should not retain information which is under the primary control of others, there seems no necessity for YOTs to retain data on the registration / risk status of a young person for sexual or violent offending beyond the periods of time identified in the recommended timescales for regular data archiving. (As shown below). Should a young person re-present to a YOT after the retention applicable to their previous case status as known to a YOT, the YOT should inquire of ViSOR (via the police or probation link), MAPPA and / or Children's Social Services of their current risk status</p>				Advice on Information Management in Youth Offending Teams. Youth Justice Board	
25.2.5.8.1	<p>Young people convicted of sexual offences or assessed as presenting a risk (Actual or Potential) to children Sexual offenders sentenced under the Sexual Offences Act 2003 the following notification periods to ViSOR apply.</p> <p>Imprisonment for life or for more 30 months or more, imprisonment for public protection, or admission to hospital under restriction order for life long restriction.</p>	<p>Indefinitely</p> <p><i>Editorial note</i> This means never to be destroyed – should it be death plus 6 years?</p>	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M

25.2.5.8. 2	Young people convicted of sexual offences or assessed as presenting a risk (Actual or Potential) to children Sexual offenders sentenced under the Sexual Offences Act 2003 the following notification periods to ViSOR apply. Imprisonment for more than 6 but less than 30 months	10 years	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.8. 3	Young people convicted of sexual offences or assessed as presenting a risk (Actual or Potential) to children Sexual offenders sentenced under the Sexual Offences Act 2003 the following notification periods to ViSOR apply. Caution	2 years	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.8. 4	Young people convicted of sexual offences or assessed as presenting a risk (Actual or Potential) to children Sexual offenders sentenced under the Sexual Offences Act 2003 the following notification periods to ViSOR apply. Conditional discharge	Period of the discharge	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.8. 5	Young people convicted of sexual offences or assessed as presenting a risk (Actual or Potential) to children Sexual offenders sentenced under the Sexual Offences Act 2003 the following notification periods to ViSOR apply. Any other	5 years	None stated	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.9	Matrimonial orders	25 years after cessation of order	Paper/microfilm	Corporate		M
25.2.5.10	Maintenance orders	3 years after cessation of order	Paper/microfilm	Corporate		M

25.2.5.11	Wardship	6 years after 18th birthday but see notes	Paper/microfiche	Corporate	There may be a preference to keep these files for 75 years after 18th birthday and match them to adoption papers where relevant	M
25.2.5.12	Children and young persons supervised by the local authority	Retain the files for 21 years from the date of birth	None specified	Corporate	Advice on Information Management in Youth Offending Teams. Youth Justice Board	M
25.2.5.13	Reports of visit	Recommend add to case file	To be in writing	Statutory	Visits to Former Looked After Children in Detention (England) Regulation 2010. SI 2010 No 2797 Regulation 6 (See also SI 2010 No 2571 – Care Leavers (England) Regulations)	P
25.2.5.14	Care Plan Detention placement plan	Recommend add to case file	None specified	Statutory	Care Planning, Placement and Case Review (England) (Miscellaneous Amendments) regulations 2013 SI 2013 No 706 Amends SI 2010 No 959 to add Regulation 47B and 47C	M
25.2.6	-Youth Training					
25.2.6.1	Certificate of fitness	Until 25 th birthday	None specified	Statutory	The Working Time Regulations 1998 Regulation 7 The Factories Act 1961 Chapter 34 Section 119	M
25.2.6.2	Prohibition / restriction Notice on a child working	Until 25 th birthday	To be in writing	Statutory	Education Act 1996 Chapter 56	M

25.2.6.3	Risk Assessments	Until 25 th birthday	None specified but usually in writing as a copy must be given to the employee and parents / guardians/schools BEFORE employment	Statutory	The Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 10	M
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Section 26 Transport and Highways

26.1	Abnormal loads
26.2	Bridges
26.3	Car parks and parking
26.4	Crossings
26.5	Drainage
26.6	Highways
26.7	Reservoirs / lakes
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Section 26 Transport and Highways

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26.1	Abnormal loads					
26.1.1	Abnormal loads	Date of move plus 6 months unless regular load then weed annually	None specified	Corporate		M
26.2	Bridges					
26.2.1	Assessment for HGV weight	Until superseded	None specified	Corporate		M
26.2.2	Structure information	Life of bridge + 12 years but review and weed every 3 years	None specified	Corporate	May be required under the CDM regulations or other health and safety legislation	P
26.3	Car parks and parking					
26.3.1	Excess charge	CY + 6 years. Court cases - date of case + 6 years	None specified	Corporate		M
26.3.2	Off and On street financial returns	CY + 2 years	None specified	Audit		M
26.3.3	Parking permits	Expiry + 1 year	None specified	Corporate		M
26.3.4.	Pay and display – audit tickets	CY + 6 years	Paper	Audit		M
26.3.5	Pay and display – Test tickets	CY + 2 years	Paper	Audit		M
26.3.6	Penalty charge notices [PCN's] - cancelled	CY + 2 years	Paper / electronic	Audit		M
26.3.7	Penalty charge notices [PCN's] – copies	CY + 2 years	Paper / electronic	Audit		M
26.3.8	Penalty charge notices [PCN's] – paid	CY + 2 years	Paper / electronic	Audit		M
26.3.9	Penalty charge notices [PCN's] – representations	CY = 2 years	None specified	Corporate		M
26.3.10	Penalty charge notices [PCN's] – till rolls	CY + 6 years	Paper	Audit		M
26.3.11	Photographs	No dispute –28 days Settlement of dispute + 12 months	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
26.3.12	Test tickets	CY + 3 years	Paper	Audit		M

26.4	Crossings					M
26.4.1	Footpath applications	CY + 6 years	None specified	Corporate		M
26.4.2	Rail	CY + 6 years	None specified	Corporate		M
26.4.3	Road	CY +6 years	None specified	Corporate		M

26.5	Drainage					
26.5.1	Gully emptying schedules	Review annually	None specified	Corporate		M
26.5.2	Historical records	Keep up to date	None specified	Corporate	Various legislation instructs the utilities to send copies of their plans and work carried out to the local authority. This information is placed on a master GIS map and should be part of the FOI / EIR Publication Scheme. Snapshots of the information could be placed in the archives.	M
26.5.3	Management and maintenance	Review annually. Retain essential information for the life of the drainage system	None specified	Corporate	May be required under the CDM regulations or other health and safety legislation	M

26.6	Highways					
Note.	For Highway maintenance refer to the	<i>Quote</i> "Arrangements should	None specified	Corporate	Code of Practice for Maintenance Management (Delivering Best Value in	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
	<p>publication in column 6 which states that comprehensive and accurate records should be kept of all highway maintenance activities and in particular</p> <ul style="list-style-type: none"> • Safety Inspections • Other inspections • Identifying the time of any response • Identifying the nature of any response (including nil returns) • Subsequent follow up action 	<p>be established to ensure effective co-ordination of all highway maintenance records with other relevant record systems, including road accident information, together with a programme for regular review” <i>End of quote</i> Review every 5 years and weed as necessary</p>			Highway Maintenance) available from the Institute of Highways	
26.6.1	Agreements	7 years after date agreement ends	None specified	Corporate		P
26.6.2	Budgets	CY + 3 years	None specified	Audit		M
26.6.3	Contracts – see <i>Finance</i>					
26.6.4	Defects	CY + 2 years	None specified	Corporate		M
26.6.5	Licences	Life of licence + 1 year	None specified	Corporate		M
26.6.6	The Register	To be maintained	Must be kept in both electronic and paper form	Statutory	Dedicated Highways (Registers under Section 31A of the Highways Act 1980) SI 2007 No 2334	M
26.6.7	Obstruction removal. Forms 1 – 5 as described in the Schedule	Recommend date of issue + 6 years	To be in writing	Statutory	Removal of Obstructions From Highways (Notices etc) (England) regulations 2004. SI 2004 No 370 Regulation 2	M
26.6.8	Permanent road closures	Review after 10 years and reduce to order and map and archive	None specified	Corporate		M
26.6.9	Road accidents	CY + 6 years	None specified	Corporate		M
26.6.10	Schemes	Review annually and weed as necessary	None specified	Corporate		M
26.6.11	Traffic Management	Review every 5 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		and weed as necessary				
26.6.12	Traffic orders	CY + 6 years	None specified	Corporate		M
26.7	Reservoirs / lakes					
26.7.1	Reservoirs / lakes	Review every 25 years Consult Local history Officer or Archivist	None specified	Statutory	Reservoirs Act 1975 SI 1985 No 548	P
26.8	Public rights of ways					
26.8.1	Access schemes	Review at closure. If of significant interest then weed and archive	None specified	Corporate		P
26.8.2	Consultation and notification lists	CY + 2 years	None specified	Corporate		M
26.8.3	Definitive map	Keep up to date	None specified	Corporate		P
26.8.4	Definitive map modification [DMMO's] Including public path extinguishment orders and Right of Way diversions	Archive	None specified	Corporate		P
26.8.5	Maintenance schedules	Until superseded	None specified	Corporate		M
26.8.6	Maintenance works orders	Whilst path is in use but review and weed every 5 years	None specified	Corporate		M
26.8.7	Parish files	Keep up to date	None specified	Corporate		P
26.8.8	Parish order files	Archive	None specified	Corporate		P
26.8.9	Parish survey	Archive	None specified	Corporate		P
26.8.10	Public path orders [PPO's]	Archive	None specified	Corporate		P
26.8.11	Register of applications under Section 53 (5) of the Wildlife and Countryside Act	To be updated as soon as reasonably practicable	Electronic and paper form. A website version to be publicly available	Statutory	Public Rights of Way (Register of Applications under section 53 (5) of the Wildlife and Countryside Act 1981) (England) Regulations 2005 SI 2005 No 2461	P
26.9	Street works					
26.9.1	Clash list	CY + 2 years	None specified	Corporate		M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
26.9.2	Naming and numbering	Recommend review every 25 years	None specified	Statutory	London Building Acts (Amendment) Act 1939. Sections 5, 6, 8, 9 Consult with Local History Officer or Archivist	M
26.9.3	Photographs	Until end of activity. Photographs of major undertaking to be archived	None specified	Corporate		M
26.9.4	PUSWA footways and highways maintenance	CY + 6 years	None specified	Statutory	Public Utilities Services Works Act	M
26.9.5	Register of utilities	Keep up to date	None specified	Corporate		
26.9.6	Register	Keep up to date	None specified	Statutory	Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007 SI 2007 No. 1951	M
26.9.7	Register of permits	Access to register 34.—(1) The Permit Authority shall make the register available for inspection, at all reasonable hours and free of charge—	None specified	Statutory	Traffic Management Permit Scheme (England) Regulations 2007 SI 2007 No 3372 Regulation 33	M

26.10	Works orders					
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Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
26.10.1	Monitoring	6 or 12 years after contract finishes – see <i>Finance</i>	None specified	Corporate	Good business practice	M

26.11 Tunnels						
26.11.1	Designation of administration authority	Until superseded	To be in writing	Statutory	Road Tunnel Safety Regulations 2007 SI 2007 No 1520 Regulation 4 (4) (a)	M
26.11.1.1	Operational and organizational schemes	Whilst relevant	To be writing	Statutory	Road Tunnel Safety Regulations 2007 SI 2007 No 1520 Regulation 5 (3)	M
26.11.1.2	Accident and fire reports	Recommend 6 years from the date made	None specified	Statutory	Road Tunnel Safety Regulations 2007 SI 2007 No 1520 Regulation 6	M
26.11.1.3	Inspections and reports	Recommend 6 years from the date made	None specified	Statutory	Road Tunnel Safety Regulations 2007 SI 2007 No 1520 Regulation 13	M
26.11.1.4	Risk analysis	Until superseded	None specified	Statutory	Road Tunnel Safety Regulations 2007 SI 2007 No 1520 Regulation 18	M
26.11.1.5	Request for a derogation	Recommend life of the tunnel	To be in writing	Statutory	Road Tunnel Safety Regulations 2007 SI 2007 No 1520 Regulation 19	M

Section 27 Waste Management

27.1	Abandoned vehicles
27.2	By-laws
27.3	Property and waste collection
27.4	Public Register
27.5	Service monitoring
27.6	Sewers
27.8	Trade Refuse
27.9	Waste

Section 27 Waste Management

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
27.1	Abandoned vehicles					
27.1.1	Abandoned vehicles	Recommend CY + 1 year	None specified	Corporate	From central government guidance On satisfying the local authority of ownership, the owner of a vehicle can remove the vehicle from custody after paying sums relating to removal and storage owed to the authority. Up to a year after a vehicle is sold by a local authority the owner can reclaim the sum of the proceeds of sale minus any removal, storage and disposal costs that may have accrued.	M
27.2	By-laws					
27.2.1	Bye-laws (Water related)	6 years after bye-law ceases	In writing	Statutory	Water Industries Act 1991 Chapter 56 Section 157	M
27.3	Property and waste collection					
27.3.1	Requested collections	Date of collection + 6 months	None specified	Corporate		M
27.4	Public Register					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
27.4.1	Public registers	A regulator is not required to keep in its public register information which is no longer relevant for the purposes of public participation required under these regulations	May be kept in any form	Statutory	Environmental Protection Act 1990 Chapter 43 as amended the Environment Act 1995 Chapter 25 As amended by Environment Permitting (England and Wales) Regulations 2007 SI 2007 No 3538	M

27.5	Service monitoring					
27.5.1	Service monitoring	CY + 6 years	None specified	Corporate	Good business practice	M

27.6	Sewers					
27.6.1	Declaration of adoption of a sewer	The life of the sewer + 12 years	Any format	Statutory	Water Industries Act 1991 Chapter 56 Section 102	P

27.7	Trade refuse					
27.7.1	Trade refuse	12 months after expiry of agreement	None specified	Corporate		M

27.8	Waste					
27.8.1	Notices, notifications, returns	2 years beginning on the day after the day on which the reconciliation period for the scheme year ends Regulation 11 (4) and 12 (3)	To be in writing	Statutory	Landfill Allowances and Trading Scheme (England) Regulations 2004 SI 2004 No 3212 Regulation 3	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
27.8.1.2	Registers	To be available for inspection free of charge with copies at a reasonable charge.	May be in an electronic format	Statutory	Landfill Allowances and Trading Scheme (England) Regulations 2004 SI 2004 No 3212 Regulation 4	M
27.8.2	Waste tonnage	CY + 6 years	None specified	Corporate	Good business practice	M
27.8.2	Waste tonnage	CY + 6 years	None specified	Corporate	Good business practice	M
27.8.3	Waste Prevention programme	Until superseded but must be reviewed at least every 6 th year	To be in writing Regulation 5	Statutory	The Waste (England and Wales) Regulations 2011 SI 2011 No 988 Regulation 4, 10 Revokes SI 1991 No 2839 SI 1994 No 1056 SI 1998 No 605 In so far as they apply to England and Wales SI 2003 No 63 SI 2005 No 3026 The Whole regulations NB. The waste management contractor must retain notes for 6 years under landfill tax legislation.	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
27.8.3.1	Waste Management Plan	Until superseded but must be reviewed at least every 6th year	To be in writing	Statutory	<p>The Waste (England and Wales) Regulations 2011 SI 2011 No 988 Regulation 7, 10</p> <p>Revokes SI 1991 No 2839 SI 1994 No 1056 SI 1998 No 605 In so far as they apply to England and Wales SI 2003 No 63 SI 2005 No 3026 The Whole regulations</p> <p>NB. The waste management contractor must retain notes for 6 years under landfill tax legislation.</p>	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
27.8.3.2	Transfer note – Now called “Waste Information” (Does not apply where the waste is hazardous waste under SI 2005 No 895 and SI 2005 No 1820 (W 148))	Two years Regulation 35 (6) Amended by SI 2014 No 656 Regulation 6	May be in electronic form providing it can be produced in a visible and legible documentary form.	Statutory	The Waste (England and Wales) Regulations 2011 SI 2011 No 988 Regulation 35 Revokes SI 1991 No 2839 SI 1994 No 1056 SI 1998 No 605 In so far as they apply to England and Wales SI 2003 No 63 SI 2005 No 3026 The Whole regulations As amended by SI 2014 No 656 Regulation 6 NB. The waste management contractor must retain notes for 6 years under landfill tax legislation.	M
27.8.4	Exempt waste operations – Record Keeping	To be kept for a period of 2 years	None stated	Statutory	Environment Permitting (England and Wales) Regulations 2007 SI 2007 No 3538 Regulation 12 (3)(b)	M
27.8.5	Exempt waste operations – Record Keeping	To be kept for a period of 2 years	None stated	Statutory	Environment Permitting (England and Wales) (Amendment) (No 2) Regulations 2009 SI 2009 No 3381 Regulation 12 (4) Revokes and re-implements provisions in the 2007 Regulations	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
27.8.6	Records	To be retained the operator of a materials facility for a minimum of four years from the date that it is first recorded.	None stated	Statutory	Environment Permitting (England and Wales) Regulations 2014	27.9.6